

MODEL FORM NO. 56
MINISTRY OF FINANCE
(DEPARTMENT OF EXPENDITURE)

APPLICATION FOR CLAIMING REIMBURSEMENT OF TRAVELLING EXPENSES MINISTRY OF
HOME AFFAIRS OFFICE MEMORANDUM NO. 43/1/55-ESTT

Date the 11th October, 1956.

1. Name :
2. Designation :
3. Basic Pay :
4. Date of entry in Government Service :
- 5 (i) Home Town as declared under Ministry of
Home Affairs O.M. No. 43/1/55-Estt (A) PT-11
Dated the 11th October, 1956 :
(ii) Nearest Railway Station to the home town
(if not connected by railway) :
(iii) Distance from Headquarters by shortest
Route. :-
- 6, When was the concession last availed of (Give
Here the date of outward journey) :
7. Block year to which the LTC relates :
8. Period and nature of leave during which
journeys to & from the home town were performed
9. Date of application in which the controlling
Officer was informed of the travel concession :
10. Members of Family, including self with their
respective relationship with the Government servant for
whom concession is sought :

<u>Name</u>	<u>Relationship</u>	<u>Age</u>
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i)

ii)

iii)

iv)

v)

(In case concession is claimed only in respect of members family, state whether leave was refused to the Government servant.