

<u>Name</u> with telephone no	Designation/Grade	<u>Scale of Pay</u>	<u>Emp. No.</u> <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								<u>BASIC PAY</u>
Head Quarter of Employee: BHATWARI	HOME PASSAGE FOR THE CALENDAR YEAR <u>Sanctioned via</u> <u>Office Order No.</u> Date:	HOME PASSAGE AWAILED UNDER	<u>CLAUSE 2.3.1 AND 2.3.2 OF CORPOARTE CIRCULAR</u> <u>NO.620/2007 ,ADTED 08.09.2007 ISSUED UNDER</u> <u>REF.NO. 01:HR-POLICY:28(4)</u>								

[illegible]

Contd...2/- (Over Leaf)

	<u>AMOUNT</u>	
Total fare as on pre-page	Rupees	Paisa
Total Amount payable		
Less advance		
Net payable/recoverable		

Certified that :

- (i) The journey for which the claim is made have actually been performed by the mode and class indicated above.
- (ii) I have been allowed to retain my family at
(address).....
- (iii) For availing the Home passage benefit ,I have availed Leave for the period fromto.....
- (iv) I have not claimed the Home Passage benefit in the current calendar year.

Signature of Competent Authority

Date: _____

Name: _____

Designation _____

Signature of the employee

Date: _____

<p>As he has fulfilled all the terms and conditions as laid down in me Rules for the purpose, the aforesaid claim may please be processed by F&A Department.</p> <p>Date: _____ Senior Officer/Officer (HR-EB)</p>	<p>Passed for payment of Rs. _____ (Rupees _____)</p> <p>Date: _____</p> <p style="text-align: right;">Sr. Accounts Officer/AO</p>
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