

NTPC LPHP		REQUEST FOR HOME PASSAGE BENEFIT (To be filled in Quadruplicate) (Vide CC-HR Circular no.620/2007,dt.08.09.2007)				Dairy No. : Date :	
Name		EmployeeNo.		Designation		Department	Tel. No.
Calendar year for which Home Passage Benefit is being availed	Place of retention of Family	Date of outward journey		Type of Leave (From -To) /Duration of Stay (EL/HPL etc.)		Special CL applied for Date	

Date of Commencement of Journey	Anticipated date of Return Journey	Mode of travel	Class of travel	Amount of Advance

Whether advance was drawn earlier for the Home Passage Benefit for the same calendar year: **No/Yes**

Certified that :

- (a) I have been allowed to retain my family at (address).....
.....
- (b) I have not claimed the Home Passage benefit in the current calendar year.
- (c) I undertake to produce documentary evidence to the Establishment Accounts in support of utilization of the above advance or to refund the amount if not utilized within 15 days from the date of drawl .

Date :

Signature of the employee

Sanctioned subject to admissibility

Signature of Competent Authority
Name & Designation

Date

FOR USE BY HR DEPARTMENT

Ref No. 01:HR-EB/

OFFICE ORDER NO.

DATED _____

Home Passage for the Calendar year _____ is sanctioned to visit _____ as per CHRC No.620/2007 dated 08.09.2007 for self only .

OFFICER/SR OFFICER (HR-EB)

(FOR USE BY THE ACCOUNTS DEPARTMENT)

Advance Passed for payment of Rs. _____ (Rupees _____)

Sr. Accounts Officer/Accounts Officer

Copy to : Employee concerned/Finance(Estt)/Pers File