

## CLAIM FOR BIANNUAL TRANSIT FACILITY (Under Non Family Station)

**Calendar Year:2008**  
**Whether Part I or Part II:**

(TO BE FTLLED IN DUPLCATE)

<u>Name with telephone no</u>	<b>Designation/Grade</b>	<u>Scale of Pay</u>	<u>Emp. No.</u>	<u>BASIC PAY</u>
<b>Head Quarter of Employee:</b>  <b>BHATWARI</b>	<b>Biannual Transit Facility FOR THE CALENDAR YEAR</b>  <u>Sanctioned via Office Order No.</u>  <b>Date:</b>	<b>Whether claim for Part I or II:</b>		

## DETAILS OF JOURNEY

[illegible]

	<b>Total</b>
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**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) My family is residing at  
(address).....
- (iii) For availing the Biannual Transit facility ,I have availed Leave for the period from .....to.....
- (iv) This is my **first request claim** for Biannual Transit facility in the current calendar year.
- (v) This is my **second request claim** for Biannual Transit facility in the current calendar year.

Signature of Competent Authority

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation \_\_\_\_\_

Signature of the employee

Date: \_\_\_\_\_

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.		Passed for payment of Rs. _____ (Rupees _____)	
Date: _____		Date: _____	
Senior Officer/Officer (HR-EB)		Sr. Accounts Officer/AO	