

Application for claiming Travel Concessional Advance Order

M.H.A.C

No43/3/571/Ests (A), dated 1/4/78.

1. Name (in block letters) :
2. Designation :
3. Present pay dearness, if any :
4. Date of entry in Govt. Service :
5. Whether permanent or temporary :
(if temporary surety bond from a permanent Govt. Servant to be attached)
6. Whether the advance required to visit home to or to any other place in India (give details) :
7. i) Home town as declared under M.H.A.O.M No. 43/1/Ests(A) PartII, dated 11/10/66 :
ii) Nearest Railway Station to the Home town (if any connected rail) :
iii) Distance from Delhi shortest route :
8. Whether was the concession last availed of (Give the date of outward journey) :
9. Block year for concession applied for :
10. Period of leave and date of commencement of :
11. Details of family members :

S.No	Name	Relationship	Age
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12. Class of accommodation by which :
the application and/or/his/her
family intend(s) to travel.
13. Class of accommodation to which :
the applicant is entitled
14. Railway fare per ticket by shortest :
route on a through ticket basis
(attached certificate both sides)
15. Advance admissible (.....) :
16. The amount of advance required. :

CERTIFICATE

1. Certified that my wife/husband is not employed in Govt. service and the concession has not been availed by her/him separately for himself for any of the family members for the concerned block of four years.
2. Certified that my major sons and daughters are residing with me and wholly dependent upon me. :
3. Certified that contents of the above application are true to the best of my knowledge and belief. :
4. I hereby declare that I will undertake the journey by the class of accommodation for which I have claimed the Leave Travel concession advance and in case failure to do so I undertake to refund the proportionate amount of advance sanctioned in respect of the outward journey before the actual commencement of the outward journey.

Signature of the Govt. servant

Name & signature of the Head officer
(with rubber stamp)