APPLICATION FOR PASSAGE BENEFITS

| (BEFORE FILLING THE FORM, PLEASE READ THE INFORMATION SHEET) | |
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| SURNAME: NIC No | |
| NAME: | |
| MAIDEN NAME: | |
| MARITAL STATUS: DATE OF BIRTH: | |
| PRESENT POST HELD: | |
| MINISTRY/DEPARTMENT: | |
| HOME ADDRESS: | |
| TEL No OFFICE: HOME: | |
| NAME OF BANK/BRANCH: | |
| BANK A/C No | |
| TRAVEL TO BE EFFECTED BY/VACATION TO BE SPENT IN INLAND HOTEL/RECREATIONAL RESORT | |
| (Photocopies of Marriage/Birth/Studentship Certificates to be submitted, where applicable) | |
| SELF: | |
| CHILDREN: | |
| CHEDREN | |
| | |
| MOTHER: | |
| FATHER: | |

| TRAVEL AGENT/INLAND HOTEL – RECREATIONAL RESORT (Quotation or Receipt from Travel Agent/Hotel to be submitted where applicable |
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| NAME OF TRAVEL AGENT/HOTEL: |
| ADDRESS OF TRAVEL AGENT/HOTEL: |
| DETAILS OF TRIP/STAY: |
| AMOUNT QUOTED: |
| AMOUNT REQUESTED AS POCKET MONEY: Rs |
| (In case travel is not effected, the Accountant-General should be informed and the pocket money should be refunded in toto) DATE OF DEPARTURE/PERIOD OF STAY: |
| DATE: SIGNATURE OF APPLICANT |
| TO BE FILLED BY MINISTRY/DEPARTMENT |
| TO: ACCOUNTANT-GENERAL |
| I certify that:- |
| (1) the officer has been granted days leave from to be spent abroad or otherwise; |
| the particulars of the application for the use of Passage Benefits of the above named officer are correct; and |
| the computation of passage benefits as at Annex, earned by the officer from |
| NAME OF OFFICER: |
| *STATUS: |
| SIGNATURE: |
| DATE: |
| PHONE NO.: |
| * SHOULD BE OF STATUS NOT BELOW THE RANK OF HUMAN RESOURCE OFFICER STAMP OF MINISTRY |
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