



**TRAVEL AGENT/INLAND HOTEL – RECREATIONAL RESORT**

(Quotation or Receipt from Travel Agent/Hotel to be submitted where applicable)

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.....

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**TO BE FILLED BY MINISTRY/DEPARTMENT**

**TO: ACCOUNTANT-GENERAL**

I certify that:-

(1) the officer has been granted ..... days leave from .....to ..... 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 ..... to ..... is Rs ..... and is correct.

NAME OF OFFICER: .....

\*STATUS: .....

SIGNATURE: .....

DATE: .....

PHONE NO.: .....

**\* SHOULD BE OF STATUS NOT BELOW THE RANK OF HUMAN RESOURCE OFFICER**

STAMP OF MINISTRY

