

Paragraph 4.13.8 (1)

APPLICATION FOR PASSAGE BENEFITS

(BEFORE FILLING THE FORM, PLEASE READ THE INFORMATION SHEET)

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 : .....

SPOUSE : .....

CHILDREN : .....

.....

.....

MOTHER : .....

FATHER : .....

**APPENDIX 4F(CONT.)**

**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.....

---

**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;

(2) the particulars of the application for the use of Passage Benefits of the abovenamed officer are correct; and

(3) 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

