

WADIA INSTITUTE OF HIMALAYAN GEOLOGY
33, GENERAL MAHADEO SINGH ROAD
DEHRADUN - 248001

Application for claiming Reimbursement of Travelling expenses for visiting Home
Town/anywhere in India:

1. Name :
2. Designation :
3. Present pay :
4. Date of Entry in WIHG Service :
5. Place of visit
 - i) Home Town (Indicate to name of Home Town) :
 - ii) To any place anywhere in India (Place of visit to be indicated) :
 - iii) Nearest Railway Station to the Home Town / anywhere in India (If not connected by rail) :
 - iv) Distance from Headquarters by shortest routes :
6. when was the concession last availed of (give here the date of outward journeys and block year) :
7. Period and nature of leave during which journey to and from the Home Town/ Anywhere in India were performed. :
8. Date of application in which the controlling Officer was informed of the intention of availing of the travel concession. :
9. Members of family including self with their respective relationship with the Govt. servant for whom concession is sought.

Name with age

Relationship

(in case concession is claimed only in respect of members of family, state whether leave was refused to the staff)

.....2/-

10. Class of accommodation for railway by which
 i) Entitled
 ii) Actually travelled
11. Whether any part of the journey otherwise connected by rail was performed by road or steamer.
12. Particulars of travel such as OUTWARD JOURNEY DATE Ticket No.(s) cash receipt etc. form to.....

<u>Note</u>	<u>Ticket No.(s)</u>	<u>Fare</u>
13. Money Receipt for Railways tickets should be attached	1.
	2.
	3.
	4.
	5.
	6.
Total (a) Rs.		
Return Journey Date		
From to		
	<u>Ticket No.(s)</u>	<u>Fare</u>
	1.
	2.
	3.
	4.
	5.
	6.
Total (b) Rs.		
Grand Total (A&B) Rs.		

14. Nearest Bus station to the Home Town/ Anywhere in India :
15. Amount of L.T. C. advance drawn if any :
16. Any other information which the applicant like to give. :
17. i) Certificate to be signed by the staff certified that :
 Member of my family and myself for whom reimbursement of fare has been claimed in the bill performed the journey to my home town and back*/ any place, anywhere in India and back.

- ii) My wife is not an employee of the WIHG or the central Govt. or* that my husband/wife is employed in government service and concession has not be availed of by his/her separately or himself/herself or for any of the family members for the concerned block of two/four years.
- iii) The journey was actually performed by Mail/Express Train.
- iv) No return ticket at concessional rate was available for this journey.
- v) The reimbursement of fares claimed in this bill has not been drawn by me before in any shape or from any other source.
- vi) The distance for which roadmileage has been claimed in the bill is correct to the best of my knowledge.
- vii) I actually performed by lower: upper class accommodation in the recognized public transport.

Dated :

Signature of employee

L.T.C. CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER.

COUNTERSIGNED AND CERTIFIED THAT :-

1. The journey was actually performed for the block year
2. To visit any place anywhere in India (i.e.
(name of place).
3. To the declared home town.
4. Concession has been availed previously during the block year i.e.
(indicate year specifically).
5. Shri has rendered continuous service not less than one year under WIHG on the date on which outward journey was performed and will continue to serve the WIHG for the period of two years from the date of his joining the WIHG.
6. Necessary entries have been made at page No. the service Book/Service Book Vol. of Shri/Smt/Miss/Dr. and only countersigned on (date).

* In applicable pert may please be deleted.

VJAJ/-