

MODEL FORM 56

APPLICATION FOR CLAIMING REMBURSEMENT OF TRAVELLING EXPENSES
UNDR THE MINISTRY OF HOME AFFAIRS OFFICE MEMORANDUM No.43/1/55-
ESTT.(A)PT.II DATED THE 11TH OCTOBER, 1956

1	Name	
2	Designation	
3	Present Pay	Basic ` GP `
4	Date of entry in Govt. Service	
5	State whether claiming reimbursement for Home Town OR Any Place in India	Home Town/Any place of India
6	Home Town as declared under Ministry of Home Affairs OM No.43/1/55-Estt (A)-II dated the 11 th October 1956	
7	Declared Place of visit (in case of Any Place in India)	
8	Nearest Railway Station to the home town OR Any Place in India (if not connected by railway)	
9	Distance from Headquarters by shortest route	
10	When was the concession last availed of (give here the date of outwards journey)	
11	Period and nature of leave during which journey to and from the Home Town OR Any Place in India were performed	
12	Date of application in which the controlling officer was informed to the travel concession	

13	Members of family, including self , with their respective relationship with the Govt. servant from whom concession is sought.		
	Name	Relationship	Age
	i)		
	ii)		
	iii)		
	iv)		
	v)		

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

14	Whether any part of the journey, otherwise connected by rail, was performed by road or steamer	
15	Class of accommodation on railway by which i) Entitled ii) Actual traveled	

16. Particulars of travel such as outward tickets No., cash receipts etc.

a) Date of Journey _____ From _____
To _____

Ticket Nos. (Including reservation charges) Amount `

- 1.
- 2.
- 3.
- 4.
- 5.

Total =====
=====

b) Date of Return Journey _____ From _____
To _____

Ticket Nos. (Including reservation charges) Amount `

- 1.
- 2.
- 3.
- 4.
- 5.

Total =====
=====

17. Any other information which the applicant likes to give

Whether Advance taken : YES/NO

If yes, ` _____

Signature of Govt. servant & Date

Certifies that I and/or the members of my family have actually traveled by the class of accommodation for which concession has been claimed.

Signature of Govt. servant & Date

Certified that

1. I have not submitted any other claims so far in respect of the block of two/four years
2. _____
The Journey has been performed to the declared home town.
3. My wife/husband/son/daughter is of employed.
4. _____ actually traveled by _____ from Mumbai to
_____ and back.

Signature of Govt. servant & Date

(FOR OFFICE USE ONLY)

The claim is in order and may be accepted, and reimbursement allowed to the extent admissible subject to sanction for relaxation being given in the following cases by the controlling officer.

1. Intimation regarding intention to avail of LTC
2. Cash receipts/Ticket Numbers