

CHECK LIST (Cash and Accounts Section)

1. Amount entitled for : Fare Rs.X 2 X (No. of tickets)
Reimbursement
2. Advance admissible (90% of the amount i.e. Rs.)

Advance of Rs.
may be sanctioned.

Dealing Hand.

Signature of D.D.O.

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CHECK LIST FOR ADMINISTRATION

L.T.C. advance to _____

1. Block Year / Calendar Year :
2. Home Town / A place anywhere in India :
3. a) For whom advance is applied for :
b) Total number of persons :
4. Specific grounds warranting sanction : for both/ onwards/ return
journey of advance under Rule G.F. 235 (2) (iii) (a)
5. Leave application received : Yes / No
6. Amount of advance : Rs.
7. Temporary / Permanent :
8. If temporary (Surety bond produced) : Yes / No

Necessary entry has been made in the L.T.C. Advance Register.

He/She is eligible for L.T.C. for the Block/Calendar Year

We may sanction the advance as per fair sanction letter placed below for approval & signatures of D.D. (Admn) please.

Dealing Hand

(Section Officer)

D.D. (Admn)