

NAME OF THE BRANCH _____

Dated: _____

The Senior Manager (HRD)
Punjab National Bank
Circle Office: _____

REG: LEAVE FARE CONCESSION

1. Name of employee: _____ PF No. _____
2. Designation: _____
3. Leave sanctioned: _____ days from _____ to _____
4. Leave encashment: _____ days allowed once in 2/4 years
5. Purpose of Journey: Recuperation/visit to native place
6. Address of native place as per History Sheet: _____

7. Date of appointment in Bank: _____
8. Date of promotion as Officer: _____
9. Last availment of LFC as per details below:

First time on _____ in the span from _____ to _____
Second time on _____ in the span from _____ to _____
Third time on _____ in the span from _____ to _____

10. Current span / Block: _____

11. Detail of dependents:

	Name	Date of Birth	Occupation & Income (Rs.)	Status – Married/ Unmarried	Relation with the employee
1.					
2.					
3.					
4.					

12. Date of Marriage: _____

13. Spouse has not claimed the amount of T.A. Bill from his/her organisation where he/she is working for the above journey. (Certificate from employer of spouse is enclosed).

14. If claimed for parents, FORM 'B' should be enclosed.

I confirm that the above particulars are true.

SIGNATURE OF THE EMPLOYEE

DESIGNATION: _____

SIGNATURE OF INCUMBENT INCHARGE:

DATE: _____