

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: \_\_\_\_\_

NAME OF THE BRANCH \_\_\_\_\_

Dated: \_\_\_\_\_

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

**REG: LEAVE FARE CONCESSION (100% ENCASHMENT OF LFC)**

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

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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: \_\_\_\_\_

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

**Application for Leave Fare Concession**

I have been granted privilege leave for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_, both inclusive, as per your letter No. \_\_\_\_\_ dated \_\_\_\_\_.

I intend to visit \_\_\_\_\_, which is my place of domicile.

I intend to visit \_\_\_\_\_ for rest.

The details of the journey I intend to make for visiting \_\_\_\_\_ are as follows:

- a. \_\_\_\_\_ is \_\_\_\_\_ km. from \_\_\_\_\_ the shortest possible route.  
b. In the outward journey, I shall be accompanied by the following members of my family, who are wholly dependent on me:

| Name | Age (Last Birth day) | Occupation | Relationship |
|------|----------------------|------------|--------------|
|      |                      |            |              |
|      |                      |            |              |
|      |                      |            |              |
|      |                      |            |              |

- c. On the return journey, I shall be accompanied by the following members of my family.  
d. I declare that I shall undertake the journey by the shortest possible route, directly to the place to be visited and complete the journey, if possible only between 5 AM to 7 PM.  
e. Details of the outward journey are:  
f. Details of the inward journey are:

With reference to my above letter of \_\_\_\_\_, I confirm that I have completed the journey as declared in all respects and incurred fares amounting to Rs. \_\_\_\_\_ as stated above. I produce the following in substantiation of my claim.

**Span: 2 Years / 4 Years**

Dated: \_\_\_\_\_

Signature