

THE BIHAR STATE CO-OPERATIVE BANK LTD.

ASHOK RAJPATH, PATNA-04

APPLICATION FOR ADVANCE TOWARDS LEAVE FARE CONCESSION

01	Name :	
02	Designation :	
03	Nature and Period of Leave:	
04	Place of domicile /permanent address accepted by the Bank:	
05	Place of visit/probable duration of stay:	
06	Nearest Railway station /Airport/ Steamer link to place of visit :	
07	Number of single Fares For Family (give details such as name, relation, age, married/dependent etc.:	
08	Distance Between 4 & 6 mode of Conveyance and Cost:	
09	Probable Date of Proceeding to the Place of Visit:	
10	Leave Address:	
11	Amount of Advance Required:	
12	Ordinarily Residing with me wholly dependent on me:	yes

Name of Employee :

Place of Posting :

Date

Signature of Employee

FOR OFFICE USE ONLY

01	First day of Active Service :	
02	Current Period of Concession :	
03	Whether the Employee has already availed the concession in respect of himself/herself from the current period of three years. :	
04	Class to which he/she is entitled :	
05	Cost of One Single fare from Head quarter to place of Visit by the shortest route. :	
06	Estimated cost of fares admissible	
07	He/She may be allowed/not allowed to avail of the Leave fare concession in Respect of Himself /Herself and or His/Her and an Advance of Rs. Rupees : (in Words) only paid to him/her.towards the same. The Undertaking is duly completed by the employee is furnished.	

THE BIHAR STATE CO-OPERATIVE BANK LTD., PATNA -04

Recommended By

Assistant/ Assistant Manager

DY. GENERAL MANAGER