



_____ Branch ()

APPLICATION FOR REIMBUSMENT OF LFC CHARGES 100% ON ELIGIBLE FARE IN TERMS OF CIRCULAR LETTER NO.CIR/P&HRD-IR/25/2015-16 DATED 26.06.2015.

1. Name of the Official / Employee :
2. PF No :
3. Grade :
4. Designation :
5. Date of joining in the Bank :
6. Working at the Branch Since :
7. Department /Branch :
8. LFC Option : Biennial / Quadrennial
9. LFC Block Last availed :
10. Leave Encashment Last availed :
11. No of days Leave Last Encashed :
12. Current LFC Block :
13. Current Leave Encashment Block & :
No. of Days applied for (Separate application should be produced if availing Leave Encashment)
14. Leave applied /sanctioned :
15. Fare of eligible distance by eligible class :
16. Particulars of family members with relationship age and fare :

Sl. No	Name	Age	Relationship	Fare (To & Fro)
1				
2				
3				
4				

17. Total eligible amount _____ :
18. Certified that the amount claimed for **Rs. (Rupees _____ Only)** for which I am eligible in terms of Circular letter above mentioned, please effect Total amount of fares.
19. Payment by credit to my SB/ CA A/c No.:
20. Certified that the family members mentioned in column No 16 are solely dependent on me and they do not have any independent income.

Place:
Date:
Employee / Official.

Signature of

FOR OFFICE USE AT BRANCH

Recommended for Sanction of **Rs. (Rupees _____ Only)** towards LFC charges on eligible fares by eligible class wide LHO Circular CIR/P&HRD-IR/25/2015-16 DATED 26.06.2015.

Branch Manger
Place:
Date:

Chief Manager /
(Branch seal)

FOR OFFICE USE AT RBO

Sanctioned Rs......
(Rupees.....only)

REGIONAL MANAGER.

LEAVE ENCASHMENT FORM (LFC / HTC)

The Branch Manager
State Bank of India
_____ Branch ().

Date:

Dear Sir,

I shall be glad if you will please encash 01 Month, Privilege Leave on my account and debit my leave accordingly on account of LTC / HTC sanctioned by Competent Authority.

Yours faithfully,

Name : _____ PF NO: _____

Grade : _____

Branch : _____ Br Code:

FOR OFFICE USE IN STAFF SECTION			BY EMPLOYEE/OFFICIAL	
	Month	Days		Amount
Privilege Leave due as on 31.03.			Basic Pay	Rs.
Privilege Leave taken during 20 -			Special Allowance	Rs.
			C.C.A.	Rs.
Privilege Leave Encashed			H.R.A.	Rs.
			D.A.	Rs.
Balance as on			Total	Rs.
Date and amount Previous leave encashed		<i>p</i>	Less Income Tax	Rs.
			Amount Payable	Rs.
LFC/HTC block Due				
Leave Encashment bl.due				

Noted in Service Sheet.