

CHECK LIST ADMINISTRATION

The employee has completed minimum service. His/her spouse is not employed or His/her spouse is employed inand he/she has submitted No Claim Certificate from her/his employer
He/She is eligible for LTC/HTC for the Block Year :.....
Necessary entry has been made in the Employee's Service Book. Advance may be sanctioned as per rules.

Dealing Assistant

S.O.(Adm.)

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CHECK LIST FOR ACCOUNTS

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 Assistant

S.O. (Accounts)

Bursar

Principal