

MUMBAI PORT AUTHORITY
REIMBURSEMENT OF TRAVELLING EXPENSES (Ex-Employees)
Application for the block

CLAIM INWARD NO. - -----

Name of the ex-employee: _____

Designation: _____

Last Pay Drawn at the time of Retirement /

Voluntary Retirement /Incapacitation: _____

Date of Retirement/Voluntary Retirement /Incapacitation: _____

Officer: _____ Department: _____

Grade Rs. _____

Marital Status: _____ No of Children: Schooling _____

Employee: _____

Unemployed: _____

I request that the reimbursement of travelling expenses admissible under Executive Committee Resolution No.185 Of 06.01.1987 be granted to me as per the details furnished below:

1. Home town / Village _____ Taluka: _____ District: _____

2. Place of visit: _____ State: _____

3. Shortest practicable route by rail :
Road or sea (please state the name
of the nearest Railway station)

4. Distance by the shortest route from :
Resident to place visited

5. When was the concession last availed of :

6. Particulars of journeys actually performed by me :
and member of my family (please see page 3 post)
(Family means ex-employee's wife or husband as the case may be residing with ex- employee and
unmarried children taking education and or unemployed)

7. Certificates to be given by the ex-employee :

I) I have not submitted any other claim so far for reimbursement of travelling expenses of
myself and my family members in respect of the block of three years. 20_____ to 20_____

II) I have already drawn traveling allowance of Rs._____ for the travel concession
in respect of journey performed by me/my wife with _____ children during the period
of my stay at _____ from _____ to _____ in the year July
20_____ to June 20 _____.

III) The journey has actually been performed by me with my wife with _____ children to the
declared place viz.

IV) I and my family member travelled in a class of accommodation not lower than that for which
fares have been claimed in the application.

I am aware that I shall be liable to legal action and /or disqualification permanently for payment of pension
(if eligible for pensioner benefits) as penalty for misconduct if proved under Regulation 7 of MbPA Pension
Regulation. If it is established, otherwise.

: 2:

V) That my husband /wife is not employed in the Board service and the concession has not been availed of by him/her separately for himself/herself or for any other family member for the concerned block of three years viz.

VI) My wife /husband is residing with me and the children in respect of whom I have claimed the concession are residing with me and wholly dependent on me and are not employed are not married

8. The total expenditure incurred by me is Rs. _____ in support of which I enclosed money Receipt(s) as detailed below.

Receipts No.	Officer of issue	Amount	Remark
		Rs. P.	

Date:- _____

Signature /Left Hand thumb
Impression of applicant

Residential Address:- _____

Telephone No. :- _____
Mobile No. :- _____

(Certificate regarding admissibility of concession by Head of Department concerned)

No/_____

Date _____

9. Verified and forward to the Secretary MbPA for necessary action. The concession was last availed of by the ex-employee in _____ vide this office endorsement. No. _____ dated:- _____

The claim of the ex-employee for reimbursement of hire charges for the places visited herein has been forward to the Secretary, MbPA on. Under this officer No. _____ dated _____

10. Certified that:-

I) the employee's home town village, as declared by him is _____

In the district of _____ in the state of _____

II) The entries as required under the CWO's circular No. _____

_____ date _____ have been made in the register maintained for the purpose.

III) The ex-employee was entitled to travel by _____ class at the time of his/her superannuation /voluntary /retirement /medical incapacitation.

11. An amount of Rs. _____ is recommended as reimbursement of traveling expenses as admissible under the scheme.

**Signature of Head of Department
with Rubber stamp.**