

## FORM B

**Sub: Application for availing journeys/claiming reimbursement of cost of journeys against curtailed passes**

(To be filled by the Railway officer/employee)

1.	Emp. code No.		2.	Name of the official	
3.	Designation		4.	Place of posting in IRCON	
5.	Date of Joining IRCON				
6.	Expiry of Normal deputation period (Date)				
7.	Has FORM A been submitted			Yes / No (Acknowledgement/Registration No.....)	
8.	a)	Have the curtailed passes admissible from railways been issued fully.			YES / NO
	b)	If yes, indicate the no. of passes withdrawn this pass year			
<b>Journey Details</b>					
	<b>OUTWARD JOURNEY</b>			<b>INWARD JOURNEY</b>	
1.	FROM:			FROM:	
2.	TO:			TO:	
3.	Date of outward Journey			Date of Inward journey	
4.	Class of Travel -			Class of Travel -	
<b>List of eligible persons (as per Railway Pass rules) undertaking Journey</b>					
	Name of Dependent / self			Relationship	Age
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					

1) An amount of Rs. \_\_\_\_\_/- may kindly be sanctioned as advance towards cost of journey to be undertaken by me as per details given above.

Or

An amount of Rs. \_\_\_\_\_/- may kindly be reimbursed towards the journey undertaken by me as per details given above. An amount of Rs. \_\_\_\_\_/- was taken

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Please sign on this page also

2) as advance by me and Rs. \_\_\_\_\_/- has been spent by me on the tickets.

I certify that the above particulars furnished by me are correct to the best of my knowledge and belief.

Date

Signature of the employee

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**(For use of HRM department)**

1. The Form "A" of Sh \_\_\_\_\_  
(Designation) \_\_\_\_\_ duly completed in all respects is available  
at registration number \_\_\_\_\_.
2. The application has been checked and found correct as per the details certified by the pass  
issuing authority in Form A, and as per the entitlements indicated in the Railway Pass  
Rules.
3. An amount of Rs. \_\_\_\_\_ /- can be granted as advance / adjustment of advance /  
reimbursement towards cost of tickets for the aforesaid journey including the break  
journeys for the individuals indicated above.

Place :

(Dealing Assistant)

Date :

**Manager/HRM**