



IndianOil

INDIAN OIL CORPORATION LIMITED
HALDIA REFINERY

Format for Reimbursement of Travelling Expenses for candidates appearing in Written Test/ SPPT
(Only for SC/ST/PwBD candidates)

Name (In block letters): Address (in Block Letters): Contact No.: Email id:		Post Applied for:	Place of Written Test/ SPPT:
		Date of Written Test/ SPPT:	
Details of Journey From: To: Nearest Railway Station:	Mode of Journey Train: Bus:	Train/Flight No.	Roll No.: S.C.: S.T.: PwBD:
			Class & Date of Journey:
			Ticket (s) No.:
Fare One way Rs. Fare in words: Rs. Total fare both ways Rs.			
I Certify that: 1. I have not claimed the amount from the Government or any present employer. 2. I have not utilized Air/Rail/Bus Pass or concessional tickets for the journey. 3. I will return by the same class and mode of journey.			
Signature of Candidate			
For use in HR Department			
Verified the above particulars Rs. _____ may be reimbursed to applicant			
Signature of Officer In-Charge			
For use in Finance Department			
P.C. Voucher No.	Date	A/c Code	
Passed for Payment Rs. _____		A/c Head Travelling Expenses	
In words Rs. _____		Received payment	
Asstt/Acctt: ACO/SACO		Date: Signature	
Please attach bus/rail Journey tickets			

BANK DETAILS FORM FOR TA CLAIM REIMBURSEMENT THROUGH ONLINE MODE
(to be attached with the Travel Claim Reimbursement Format)
(ONLY FOR SC/ST/PwBD CANDIDATES)

Date: _____

To
The Accounts Officer
Indian Oil Corporation Limited
Haldia Refinery
Haldia-721606
West Bengal

Dear Sir,

I hereby give my consent to accept the payments of claims on IOCL internet based online e-payments system at the sole discretion of IOCL. My Bank Account details for the said purpose are as under:-

Sl. No.	Particulars	Details
1.	Roll No.	
2.	Name of the Candidate	
3.	Category (SC/ST/PwBD)	
4.	Post Code & Name of the Trade/Discipline applied for	
5.	Address of the Candidate	
6.	Core Bank Account Number (of the candidate)	
7.	Bank Branch Name and Address	
8.	IFSC Code	
9.	PAN No. (if allotted)	
10.	E-mail ID	
11	Mobile No.	

Original cancelled cheque related to the above account number for verifying the accuracy of the bank details is enclosed.

I, hereby, declare that the particulars given by me above are correct and complete. If the transaction is delayed or not effected at all for whatever reasons of incomplete or incorrect information, I would not hold the user institution responsible.

(Signature of the Candidate)

Bank Verification is required only in case:

- a) Candidates not providing a cancelled cheque leaf (original) or if the candidate's name is not printed/ appearing on the cancelled cheque Leaf (original) submitted to IOCL.
- b) Change in existing details.
- c) Please attach photocopy of Bank Pass Book, if cancelled cheque leaf not attached.

Bank Verification

I hereby confirm that the above accounts details of account holder are correct in all respects and the account of Beneficiary (Candidate) is maintained at our Bank Branch.

(Authorized Signatory)
(Name of the Bank & Branch)