



Pakistan Agricultural Storage & Services Corporation Limited

11-Kashmir Road, Lahore

Ph. No.99201461 Fax No.99200184

APPLICATION FOR GRANT OF MOTORCYCLE/ BI-CYCLE ADVANCE

To:- GM (Human Resource)

Date:-_____

From:- PT. No:_____ Name_____

Designation_____ Posting:_____ Date of Joining:_____

Respected Sir,

It is stated that I am facing inconvenience to reach office in time; therefore, I requested to kindly grant me Motor-Cycle/ Bi-Cycle Advance as per Admissible Rules/Policy.

I declared that this is my First / Second Claim for grant of Motor-Cycle / Bi-Cycle advance during entire service.

Signature of Applicant

Forwarded/Recommended By:

(Concerned ZH/OIC/DGM/GM)

Signature with official stamp

(To Be Filled By Establishment Cell)

- ✓ This is the First / Second Claim of the applicant.
- ✓ Particulars of the applicant have been checked from his/her personal file and these are correct.
- ✓ Entry of the application has been made in the list at serial Number_____.

OIC Establishment

DGM (HR)

P/File Custodian Incharge (Coord) Supdt.

GM (HR)