

CENTRAL COUNCIL FOR RESERCH IN AYUVEDIC SCIENCES

61-65. Institutional Area,Opp. 'D' Block, Janakpuri, New Delhi-58

Form for claiming reimbursement of conveyance hire charges by Non-Gazetted and Gazetted Officer

S.No.	Date	Conveyance form	Hire	Distance traveled in K.M.	Mode of Conveyance	No. of vehicle	Amount
-------	------	-----------------	------	---------------------------	--------------------	----------------	--------

Total Rs.

PURPOSE OF JOURNEY

Certified that the expenditure on conveyance hire charged in this bill has actually been incurred by me.

Signature of claimant: _____

Dated:- _____

Note: Bus ticket/receipt given by Taxi/Scooter/Tangs/Rikshaw driver should be enclosed where the conveyance driver refused to given a receipt or the receipt is not obtaind the vehicle number should be indicated.

Certificated required under the delegation of financial power rules 1958.

1. Certified that Sh. _____ who has claim
Rs. _____ as conveyance hire charges in the bill will authorized by me to use the conveyance.
2. Certified that the expenditure actually incurred was unavoidable and is within the schedule scale of charges for the conveyance used.
3. Certified that the government servant concerned is not entailed to draw travelling allowance under the ordinary rules for the journey and that he is not granted any compensatory leave and does not and will not otherwise survive any financial remuneration for the performance of the duty which necessitated the journey.
4. Certified that the total amount of conveyance hire reimbursed to the official during this month including the amount claimed in this voucher does not exceeding Rs.300/-.
5. Certified that the place visited is not less than 1.6 K.M. by the shortest routes from the office of the Govt. servant concerned.
6. Certified the distance from which conveyance hire has been charged is correct as verified by me to the best of my knowledge.
7. Certified the the Staff Car, field Car should not be made available for the journey performed by the govt. servant concerned.
8. Certified that is was necessary to hire a taxi scooter due to the urgency of the work in the interest of public service and carrying of official records.
9. Certified that office cycle has not been provided to the Govt. servant concerned/the office cycle provided to the Govt. servant concerned out of order (applicable only in the cases of class-IV staff).

Dy. Director (Admn)

To

Cash Section

Pay Rs. _____ Paise _____ Rupess _____

Accounts Officer