

NAME OF A/c HOLDER-

BANK A/c No-

IFSC CODE-



VIGYAN PRASAR BRANCH-

A-50, Institutional Area, Sector-62, Noida-201 307 (U.P.)

CONVEYANCE ALLOWANCE CLAIM

Name _____ Designation _____ Pay _____

Normal Entitlement : Taxi / Auto / Scooter / Bus. Mode of Conveyance used _____

S.No.	Date	From	To	Purpose of Visit	Distance in Km	Actual expenditure incurred (Rs.)	Amount approved For (Rs.)
1.							
2.							
3.							
4.							
5.							
6.							

Certificate by the Claimant :

1. I was detailed to perform official duty as above
2. Reason for not using official vehicle - Not entitled/not available.
3. I used my own Car / Scooter No.
4. Certified that actual expenditure is not less then the amount claimed.

Date

Signature of the Claimant with date

No official transport was available for the purpose. Sanctioned an amount of Rs. _____ towards payment of conveyance.

Recommended by :

APPROVED BY

Passed for payment of Rs. (Rupees)
Payment authorised vide Cheque / Cash.

Accounts Officer

RECEIPT

Received Rs. (Rupees)

Date

Signature of the Claimant

