

Government of India
Department of Information Technology
Ministry of Communications & Information Technology
National Informatics Centre

Nagapattinam District Unit
Nagapattinam.

Claim For Conveyance Hire Charges
[Journeys within 8 kms from Office]

Name		Emp. code	
Designation and Division			
Residential Address			

Serial	Date	Traveled		Mode [Bus/Auto/ Taxi]	Distance [Approx.]	Amount Claimed	Particulars of Journey
		From	To				
1							
2							
3							
4							
5							
6							

Certified that I have actually spent the amount. The claim was not preferred previously.

Signature

Designation

Certified that Shri _____ was directed to travel from _____ by Bus/Auto-rickshaw/Taxi, in connection with the work. He travelled in the public interest. The staff car was not available for the journey.

Signature of Head of
Division/Section.

passed for Rs. _____ Rupees
Deputy Director (Admin)/ Head of Office. Pay Rs. _____ Rupees
from IMPREST.

Signature of the
Receiving Officer.