**TOUR NOTE OF** **NAME, DESIGNATION, OFFICE NAME, UNIT**

**FOR THE MONTH OF** **MONTH**

**PEN No :** **PEN**

**Basic Pay : Rs.** **BP/-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl.** | **Date and Time** | | **Places Visited** | | **Mode of conveyance** | **Distance in km** | **Purpose of journey** |
| **From** | **To** | **From** | **To** |
|  |  |  |  |  |  |  |  |

Certified that the above mentioned journeys and halts were performed in the interest of public service as per orders. During the rail portion of the journey, I have travelled only in the class of accommodation I am entitled to travel. Also certified that the amount claimed in the bill has not exceeded the monthly/quarterly ceiling limit.

Place

Date

OfficerName

Designation

Office

District

Counter Signed.