

SECTION I : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R wherever fare claimed is for other than IInd Class and for air journey and bus journey enclose used ticket/folders)

*Note: Where tickets are provided by the company the fare may be indicated in remarks column.

NOTE : Please enclose the supporting bill /declaration

1. Leave availed (if any) at

from

to

SECTION III : DETAILS OF CONVEYENCE CHARGES CLAIMED

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NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

CERTIFICATE:

CERTIFICATE:
Certified that: I was physically present at the touring station as above for the indicated days.

Counter signed


Signature

James

Signature of Employee

Date:

(Name & Designation of the Controlling officer)