

NATIONAL BOOK TRUST, INDIA
VASANT KUNJ, NEW DELHI-110070

Emp. Code _____
SB A/C No. _____
Head Code _____
Register Page No. _____
S.No. _____

Name: _____

Month: _____

Designation: _____

Mode: _____

Date	Route particular of place(s) visited		Distance in k.m. (To & Fro)	Fare Paid (Rs.)	Specific purpose
	From	To			

(Restricted to Rs. 300/-)

Rs.: _____ (Rupees) _____

Certified:

1. I have actually utilized and paid for hiring/conveyance for which this claim has been preferred.
2. That this claim was neither preferred before nor it will be preferred in future.
3. That no DA or mileage allowance has been or will be claimed in respect of the journey/journeys indicated above.
4. The journey was not performed by me in official vehicle and no OTA was claimed for performing the journey in question
5. The place visited on duty is not less than 1.6 k.m. by the shortest route*the office.

SIGNATURE: _____
DESIGNATION _____
DATE: _____

PLACE: _____

CERTIFICATE

Certificates to be recorded by an officer not below the rank of Sectional Head.

1. Certified that _____ was directed to travel as overleaf by Scooter/Taxi on official work of an urgent nature and in public interest. It is/was necessary to hire such a vehicle as the destination is not connected by a direct bus route or delivery of Dak through CR by special messenger could not be arranged.
2. Certified that the staff car was not available during the above date or time.
3. No Government cycle has been provided to him for this purpose.
4. Certified that the expenditure on conveyance hire claimed in this bill was actually incurred. Was unavoidable and is within the scheduled scale of charges for the conveyance received.
5. Certified that the total conveyance charges during this month do not exceed the prescribed limit of Rs. 300/- per month.
6. The Government servant concerned is not entitled to draw traveling allowance under the ordinary rules for the journey/journeys was not granted, compensatory leave will not be granted, any special remuneration for the performance of duty which necessitated the journey.
7. He was not permitted under SR 73 to draw daily allowance at the temporary headquarters under SR 73 (A).
8. He was summoned to office from his residence outside the ordinary hours of duty under the special orders of Competent Authority.
9. The conditions laid down under SR 57 have been fulfilled in this case.
10. Certified that the claim has been certified with reference to relevant records available in the section.
11. Certified that in the interest of public service or due to urgency of work, it was necessary to hire auto-rickshaw/taxi and such other vehicle.

[SIGNATURE OF THE COMPETENT AUTHORITY]

NOTE:

1. Certificate(s) not applicable should be struck off.
2. A certificate should be obtained from Controlling Officer that the staff car was not available.
3. The limit of 1.6 k.m. will apply in case of Gazetted Officer of equivalent rank.

Passed for Rs. _____ (Rupees) _____

[DEALING ASSISTANT]

ACCOUNTANT
ACCOUNTS OFFICER
DEPUTY DIRECTOR
JOINT DIRECTOR(A&F)
ACCOUNTS (C&P)

Passed for Rs. _____ (Rupees) _____

[DEALING ASSISTANT]

[ACCOUNTANT]

[ACCOUNTS OFFICER]

[CASHIER]