

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

New Delhi

Voucher for petty expenditure on Conveyance hire / Local TA

Date	Particulars	Purpose for which conveyance was hired	Mode of conveyance Taxi/Bus/ Auto/Mini Bus	Mileage in Km	Amount Rs. P.

Certified that:

- I have actually utilized and paid for the conveyance for which this claim has been preferred.
- The journey was not performed by me by my own conveyance/ Government conveyance.
- The place visited on duty is not less than 1.6 km by the shortest route from the office and is also within a radius of 8 km from the office.
- No Road mileage has been claimed.
- * The amount carried was more than Rs.100/- (Rupees one hundred only) in cash/ the total amount of cheques/ drafts was more than Rs.500/- (Rupees five hundred only).

Signature of the Claimant & Date :

Name :

Countersignature (Branch Incharge/Verifying Officer):

Note: Certificate not applicable to be scored out without fail. The limit of 1.6 km will apply in the case of Gazetted Officer/ Officers only.

* Certificate to be given by the persons who handle Cash work.

Certified that:

- a. Shri..... was deputed to go to in connection with some important office work.
- b. No Government cycle/staff car was available for the journey.
- c. The claim has not been preferred previously in any form.
- d. The hiring of Taxi/Scooter was necessary in the interest of public service due to urgency of work.
- e. He was not permitted to draw Daily Allowance at full or reduced rate after his continuous halt of ten days at temporary headquarters.
- f. He was not permitted to draw Daily Allowance.
- g. He was not granted any Compensatory leave or is otherwise entitled to receive any special remuneration for the purpose of the duty which necessitated the journey.
- h. He was summoned to office from his residence outside the ordinary hours of duty under the special order of

Branch Incharge

Signature of COA/ Head
NIPGR

Note:

1. Certificate not applicable to be scored out without fail.
2. In case when any conveyance other than ordinary mode of conveyance is used (Scooter or Taxi for the places connected by Bus) the certificate should invariably be signed by officer not below to the rank of Administrative Officer in the case of non-gazetted staff and of the Head of the Department in the case of Officers. The circumstances under which a cheaper mode of conveyance was not hired should also be stated.
3. The claim for other petty contingent expenditure incurred on tour should not be included in Conveyance hire bills, but should be submitted separately.

FINANCE BRANCH

Passed for payment of Rs..... (Rupees.....)

Asstt/JMA

FINANCE OFFICER
.....

Received a sum of Rs..... (Rupees.....)

Signature of the claimant