

CONVEYANCE BILL for the MONTH of

Name: _____ Designation: _____

Pay: _____ Grade Pay: _____ Headquarters: _____

CCL taken during the month on: _____

I have undertaken the following journeys during the month(s) of _____

Date	Particulars of journey		Purpose of Journey	Mode of Conveyance	Amount claimed	Remarks, if any
	From	To				
(1)	(2)	(3)	(4)	(5)	(6)	(7)

• Extra Sheets may be attached wherever necessary

I declare that the particulars furnished above are true and correct to the best of my knowledge. I also declare that the above journeys have actually been performed by me for official purposes and as deputed on duty by the competent authority to the above-noted place(s) which are within the municipal limits of my headquarters. I was not provided with Staff Car or any other government vehicle for the above said journeys. I actually utilized hired conveyance/own scooter/motorcycle/car – as mentioned above – to undertake these journeys.

Date: _____

(Signature of Applicant)

[For Office Use Only]

It is certified that the above-noted journeys were in public interest and due to urgency of work, it was necessary to hire Auto/Taxi. Journeys verified and found to be in order.

(Signature of SAO/AO/AAO/Welfare Asstt.)*

Amount admissible : Rs. _____
Passed for payment of Rs. _____ (Rupees _____) only
_____ [Signature of SAO/AO (B&E)]

* The Officer deputed the official for the journeys may put his/her signature here