

HOME TOWN
ANY PLACE IN INDIA

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FOR OFFICIAL USE ONLY

Sp. 1 Section
(with seal)

Details of Journey performed (Return)

Departure		Arrival	Mode of travel	Air/Train/Bus Ticket Nos.	Distance in Kms.	Amount claimed	Remarks
Date	Place	Date	Place				

Gross Amount Claimed.....

Amount of Advance Sanctioned.....

Balance amount claimed/refunded.....

CERTIFIED THAT...

- The information as given above is true to the best of my knowledge and belief:
- The Air/Train/Bus tickets for the journeys performed are enclosed.
- That my husband/wife is not employed in Govt. Service/Public Sector Undertaking/Corporation/Autonomous Body/Local Body financed by Government.
- That my husband/wife is employed in Government Service/Public Sector Undertaking/Corporation/Autonomous Body/Local Boday financed by Government and the LTC has not been availed of by him/her separately or for any of the family members for the block year.....to.....from that organization. Necessary certificate from his/her employer has been enclosed.

Date :.....

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Passed for Rs._____ Debit_____

Adjustment Rs._____ Credit_____

For Payment Rs._____

Supr/Supdt. Accounts Officer Internal Auditor Financial Controller

Signature & Designation of the Employee

Countersigned by

Chairman
Dept. / Section
(with seal)