

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (CIVIL AUDIT),
TAMILNADU & PONDICHERRY, "LEKHA PARIKSHA BHAVAN"
361, ANNA SALAI, TEYNAMPET, CHENNAI 18

BILL FOR REIMBURSEMENT OF CONVEYANCE CHARGES (AUTO/TAXI)

1. Name (in capital letters) _____
2. Designation and Section _____
3. Mode of Conveyance _____
4. Place visited _____
5. Purpose _____
6. Actual fare paid _____
7. Date and time of journey _____

CERTIFIED THAT

1. The journey was in public interest within a radius of 8 Kms. From Headquarters.
2. No Traveling Allowance is admissible for journey.
3. The place visited is not less than 1.6kms. By the shortest route from the office and the conveyance was shared as far as possible with other officers proceeding in the same direction on official duty.

Counter Signed	
BRANCH OFFICER	GROUP OFFICER

Signature of Government Servant
(P.T.O.)

B. CERTIFICATE BY THE CONTROLLING OFFICER

1. The staff car could not be made available for the journey.
 2. It was necessary to hire the conveyance in the interest of public service or due to the urgency of the work.
 3. The total amount of taxi or other conveyance hired reimbursement the Government Servant during this month does not exceed the maximum of Rs. 150.
 4. In the case of Non-Gazette officers the Government Servant concerned.
 - (a) was not granted any compensatory allowance or any special remuneration for purpose of the duty which necessitated the journey.
 - (b) The Government Servant was recalled for his residence perform over-time work.
- (Strikeout 4(a) or 4(b) which is not applicable)

Claim admitted to Rs. _____ (Rupees _____ only).

SR. DEPUTY ACCOUNTANT GENERAL (ADMN.)

C. ENTERED IN THE REGISTER VIDE PAGE NO.

ITEM NO.

AAO / OM Section

Passed for Rs. _____ (Rupees _____ only).

SENIOR AUDIT OFFICER / OM

Received Rs. _____ (Rupees _____ only).

SIGNATURE OF THE GOVERNMENT SERVANT