

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LIMITED

Application for claiming local conveyance expenses for official journeys for the month of _____

Name & Designation _____ Pay – Scale _____

Division / Section _____ Place of Normal Duty _____

Residence Address _____

S. No.	Date:	Time of Leaving (HQ)	Time of Returning of (HQ)	Journey Performed from to	Distance Conveyance	Work Done	Expense Claimed for Rs.
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CERTIFIED THAT:

- 1) *The expenditure claimed above was actually incurred by me for the bonafide interest of the Corporation.*
- 2) *Journeys are as per entries in the movement register.*
- 3) *Prior permission / written orders of the Division Head for journey by scooter / Taxi were obtained and attested copies enclosed.*
- 4) *No other official / officer was deputed for the same work / duty point.*

(SIGNATURE OF CLAIMANT)

CERTIFIED TO BE RECORD BY COUNTER SIGNING AUTHORITY

- 1) *Certified that above journeys was duly authorized by Competent Authority and were absolutely necessary.*
- 2) *No other officer / official was deputed for the same duty point on the same done.*

(SIGNATURE OF UNIT HEAD)

COUNTER SIGNED

(DIVISIONAL HEAD)