



7. Date on which free boarding & lodging was provided — \_\_\_\_\_
- (a) Free Board only on \_\_\_\_\_
- (b) Free lodging only on \_\_\_\_\_
- (c) Free Boarding & Lodging on \_\_\_\_\_

8. Date on which stayed in Hotel/Guest House etc.

- (1) Amount paid ..... (ii) Bill/Receipt enclosed .....

9. Certificate :

- (i) Certified that the information as given above is true to the best of my knowledge and belief and no travelling allowance from any public/semi public authority for a part or whole of the journey in respect of the above bill has been claimed by me.

Signature of the Claimant

**FOR OFFICIAL USE**

- (1) Railway/Air/Bus fair Rs. \_\_\_\_\_
- (2) Road Mileage for ..... km. X @ Rs ..... per Km. Rs. \_\_\_\_\_
- (3) DA
- (i) for journey (s) ..... days @ Rs. .... Rs. \_\_\_\_\_
- (ii) for stay on meeting ..... day(s) ..... X @ Rs ..... Rs. \_\_\_\_\_
- (4) Honorarium/Sitting fee for ..... days X @ Rs ..... Rs. \_\_\_\_\_
- Total Rs. \_\_\_\_\_

Payment Order

Passed for

Rs. .... (Rupees ..... )

Jr. Acct.

JAO

Regional Director

Received Rs. .... (Rupees ..... )

Signature of the Receipt

- Note : (i) If road Mileage has been claimed, then a certificate may be given that the place is not connected by rail.
- (ii) In case of journey by road between two places connected by rail, the prescribed road mileage limited is to first class fare by rail only.
- (iii) Details of ticket no./photo copy of the Train/Bus are required to be furnished.