



पंडित सुंदरलाल शर्मा केंद्रीय व्यावसायिक शिक्षा संस्थान, भोपाल
PSS Central Institute of Vocational Education, Bhopal

छोटे वाहन आकस्मिक किराए पर लेने का वाउचर
VOUCHER FOR PETTY CONTINGENT CONVEYANCE HIRE

| Date | Particulars of expenditure and purpose for which conveyance was hired | Mode of conveyance Taxi, Scooter, Bus, etc. | Mileage (Km) | Amount |
|------|---|---|--------------|--------|
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Certified that:

1. I have actually utilised and paid conveyance hire charges for which this claim has been preferred.
2. The journey was not performed by me on own conveyance, Government conveyance/ and no O.T. was claimed for performing the journey in question.
3. The place visited on duty is not less than 1.6 km by the shortest route from the office and is also within a radius of 8 km from office.
4. No road mileage has been claimed earlier.
5. The amount carried was more than Rs.100/- (Rupees one hundred only) in cash/the total amount of cheques/drafts was not less than Rs.5000/- (Rupees five thousand only).

दावेदार के हस्ताक्षर

Signature of the Claimant

नाम/Name:

पदनाम/Designation

Certified that:

1. Shri was deputed to go to in connection with important project work.
2. No government cycle/staff car was available for the journey.
3. The claim was not preferred previously in any form.
4. The hiring of taxi, scooter/bus was necessary in the interest of public service due to urgency of work.
5. He was not permitted under S. R. 73 to draw daily allowances in full or reduced rates after his continuous halt of ten days at temporary headquarters [under S. R. 74(a)]
6. He was not granted any compensatory leave or in otherwise entitled to receive any special remunerable for the purpose of the duty which necessitated the journey.
7. He was summoned to office from his residence outside the ordinary hours of duty under the special orders of a gazetted officers.

विभाग/अनुभाग प्रमुख के हस्ताक्षर

Signature of Head of Deptt./Section

Certify that the staff car was requisitioned and was not made available.

वाहन स्वामी

SO/ Incharge, Vehicles

अवर सचिव के हस्ताक्षर

Signature of Under Secretary

Passed for payment of Rs. (Rupees
.....)

**Received payment
Dated**

Imprest Holder/Sr.A.O.