

To.

The Director,
Vivekananda Parvatiya Krishi Anusandhan Sansthan,
Almora, Uttarakhand.

Subject: Permission for travel by own car/taxi – reg.

Sir.

I have traveled from.....to.....
and back by own car/taxi (No.....) for attending
.....
duringat.....

The journey was performed by me in the public interest. My road mileage-own car/taxi
may kindly be permitted and sanctioned.

Thanking you.

Yours faithfully.

Dated :

✓

Signature

Name:

Designation:

Certificate

Certified that :-

1. I actually travelled by Air/ACC 1st Class/Rail/Mail/Express/Train/Bus and paid the fares as claimed in the T.A. Bill for my onward journey and shall travel by Air/ACC 1st Class/Rail/Mail/Express Train/Bus on the return journey.
2. I undertake to refund the excess amount if any drawn by me in case the return journey is not actually performed by the said mode/class of accommodation.
3. The claim has neither been preferred earlier to the L.C.A.R. nor has been claimed and shall not be claimed from any other sources.
4. It was not provided with any means of conveyance the Council's express and that Tax/Scooter charges claimed in this bill were actually incurred by me in hiring taxis/Scooter from my residence to Airport/Railway station to place of meeting and back. I was not provided with free boarding and/or lodging on the expense of Council or an Autonomous Body or Local authority in which Council/Govt. has invested funds or have any other interest for the days for which Daily Allowance has been claimed in this bill.
5. Certified that the journeys for which the mileage has been claimed were not performed in any other vehicles without payment of its hire charges or incurring its running expenses.
6. Certified that I was actually not merely constructively in camp for the days for which D.A. has been claimed.
7. Mode of payment required by Cheque/Demand Draft.

Signature of the Member _____

Address _____

Certificate on the Controlling Officer

1. It is certified that (I) Dr. has attended the above meeting from to at VPKAS, Almora and he/she has been given any T.A. advance/paid T.A. advance of Rs. _____ Nil _____ for this purpose.

2. Enclose voucher for Air Travel from _____ to _____ was given/not given.

3. Air travel or A.C.C.I, Class or Higher Road Mileage between two station connected by Rail has been approved by the competent authority (copy of the orders to be attached).

Signature of the Controlling Officer
DIRECTOR, VPKAS, ALMORA

Concerned . Rubber Stamp

4. Passed for Rs. (Rupees)

Signature of the Controlling Officer
DIRECTOR, VPKAS, ALMORA

Concerned . Rubber Stamp

5. Pay Rs. /- (Rupees)

Accounts Officer (Audit)

6. Received a cheque/Demand Draft No. _____ Dated _____ For

Rs. _____ in connection with the above claim.

Signature of the Member