



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002

VOUCHER FOR REIMBURSEMENT OF CONVEYANCE CHARGES

1. Name of the Claimant
(Block Letters)
2. Designation
3. Branch
4. Purpose of the journey

Date	Dep. Time	Arr. Time	From	To	Distance	Amount (In Rs.)

Certified

1. That no payment on this account has been drawn earlier.
2. That the amount indicated above has actually incurred by the undersigned.

Signature of Claimant

Name.....

Certified that

1. The matter was so urgent that a special message outside the normal message services has to be sent. No staff car or any other conveyance was provided by the office.
2. The claimant is entitled for bus/ scooter/ taxi or documents were so important/ heavy that use of scooter was unavoidable and as such was permitted.
3. The claim is within the limits and power of the Joint Director (Acad. & Voc.) / Director (Acad. & Trg.)
4. The Claim has not been preferred and paid earlier.
5. Financial sanction for reimbursement of ₹(Rupees) may kindly be accorded.

Details of journey are verified.

Signature of person allocating the duty

Name

Superintendent

Section Officer

Jr. Account Officer or equivalent Officer

Sanctioned

Joint Director (Acad. & Voc.) / Director (Acad. & Trg.)

Pay ₹ _____ (Rupees _____) to _____ against Head No. _____.

DDO

Academic Unit