

ANNEXURE-11

CENTRAL BOARD OF SECONDARY EDUCATION : DELHI

SHIKSHA KENDRA,2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092.

Voucher for Reimbursement of conveyance charge

Name of the Claimant
(Block Letters)

Designation

Branch

Purpose of the Journey

DATE	DEP. TIME	ARR. TIME	FROM	TO	DISTANCE	AMOUNT
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certified

That no payment on this account has been drawn earlier.

That the amount indicated above has actually incurred by the undersigned.

certified that

Claimant

The matter was so urgent that a special messenger outside the normal messenger service has to be sent. No staff car or any other conveyance was provided by the office.

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.

The claim is within the limits and powers of the Dy. Secy./IAFA/Secy./CE/Director (Acad).

The claim has not been preferred and paid earlier.

Financial sanction for reimbursement of Rs.....(Rupees.....)

may kindly be accorded.

Head Assistant

Section Officer

Asst.Secy./Accounts Officer

SANCTIONED

DY. SECY./IAFA/SECY./CE/DIRECTOR(ACADEMIC)