

**SCHEME OF MONTHLY REIMBURSEMENT OF CONVEYANCE
EXPENDITURE APPLICATION FORM (Vide Rule-6)**

Name :
Staff No. :
Department Code No. :
Designation :
Salary Grade :
Department :
Type of Vehicle owned & used for official work :
Whether vehicle is registered in your name :
Type and Number of Driving Licence in possession : No. Type:
In case vehicle is driven by other Person:
Name of such Person :
Type and Number of Driving Licence in possession : No. Type:
Date of purchase of vehicle
Registration No. :
Date from which vehicle is being used for official journeys :
Place of posting :

I have gone through and understood the rules and conditions governing admissibility of monthly reimbursement of conveyance expenditure as detailed in the Scheme. I certify that the maintenance and use of my own conveyance will be in the interest of Company's work. I do hereby undertake that, if the reimbursement of conveyance expenditure is granted under the Scheme, I will abide by the terms and conditions laid down therein.

Date:

Signature

Recommendation of the Controlling Officer

May/May not be sanctioned.

Date:

Signature

Recommendation of the Head of Department

It is certified that the applicant is functionally required to undertake journeys for official work. As such maintenance and use of his own conveyance will be in the interest of Company's work. I, therefore, recommend sanction of reimbursement to Shri
under the Company rules.

Date:

Signature

For Official Use Only

The application has been duly examined with reference to the conditions of eligibility prescribed under the relevant rules. I am satisfied that the applicant is eligible for reimbursement of conveyance expenditure under the Scheme.

Date:

Signature

Approval of Competent Authority.