



# CONVEYANCE FORM

I have actually spent an amount not less than Rs.....  
on conveyance in connection with outdoor official work in the interest of the  
DTTDC during the month of .....

I was not on leave (CL /EL / Med. Leave etc.) for more than one week during  
the month for which I am claiming the reimbursement of conveyance charges.

I was on leave (CL/EL/Med. Leave etc.) for more than one week  
w.e.f ..... to..... that the amount claiming by  
me as reimbursement has been reduced proportion salary.

(SIGNATURE OF THE CLAIMANT)

NAME (IN CAPITAL LETTERS)  
Designation  
E.Code No.

Sign.of Concerned Manager

**Verified/Certified as correct.**

Entered in the Conveyance Register .....be passed for Rs. ....  
Rupees in words.....