

Certified that :-

- (1) I performed road journey in (a) my own Car/own Scooter/Bus (b) sharing engaging full Taxi/Scooter/Auto Rikshaw.....(c) did not use Govt. Transport for which road mileage allowance has been claimed.
- (2) I did not use Rly. Warrant Concession Voucher for any portion of journey for which bill is preferred.
- (3) I was not provided with free boarding or lodging facilities.
- (4) I stayed from..... toat(name of the Hotel) which provides boarding and lodging at scheduled tariff (Voucher from the Hotel to be attached).
- (5) I was actually and not merely constructively present at the outstation on the days on which DA has been claimed and I did not proceed on CL or any other leave during the period. I was on leave fromto.....
- (6) I had not attended a previous course/examination.

Countersigned as correct claim

Station.....

Date.....

Signature and delegation of the Officer countersigning the claim

Signature of the Officer Travelling

Passed for Payment.....on treasury.....
in favour of

Auditor

Section Officer (A)

Accounts Officer

INSTRUCTIONS

- (1) The claim should be supported by the (a) copy of order sanctioning the move (b) copy of sanction of competent authority when the journey is performed by other than the shortest route. (c) a certificate from Controlling officer that journey by Mail/Express train was performed by grade III/IV Govt. servants in public interest (d) sanction of the competent authority for grant of DA in excess of 30 days vide 230 (III) TR/81 SR.
- (2) The claim should be countersigned by the authority specified in Rules 81 TR Rule 192 SR.
- (3) In case of local journeys the distance between permanent Hqrs to the residence and distance between Pt. Hqrs to ty. Duty point may be shown in the Remarks Column.
- (4) Moves of the officer attending an examining or courses of instruction will be supported by a copy of movement order showing name of the examination/course, its authority, period and number of times the examination was attended.
- (5) Time of departure and time of arrival should be given in cases of stay in Hotel. Time of departure and arrival to and from residence/railway station/bus stand/airport/place of duty, etc. for each journey should also be given.