

National Institute of Technical Teachers' Training & Research

SHAMLA HILLS, BHOPAL - 462002

REIMBURSEMENT OF CHARGES FOR USE PRSONAL MOTOR Car/SCOOTER/MOTOR CYCLE FOR OFFICIAL WORK

Name & Designations :

Place Visited : From N.I.T.T.T.R. TO

Specific Purpose :

Total Km Done & charges @ Rs. 08/- / 04/- per km. :K.M. (Approximate)

Date of Journey :

Signature with Date

Certified that the above Officer/Official was permitted to use his own Motor Car / Scooter / Motor Cycle for the aforesaid work which was urgent and official.
The amount claimed.

Head of the Dept.
Center/Section

Accounts Officer

For Use in Account Section :-

Passed for Payment of.....
(Rupees.....
.....only)

Asstt.

Supdt.

Accounts Officer