

**Bharat Sanchar Nigam Limited**  
**( Cash Section )**

CONVEYANCE ALLOWANCE CLAIM FOR THE MONTH OF \_\_\_\_\_.

1. SALARY DRAWN FROM : B.S.N.L.
2. BASIC PAY : Rs. \_\_\_\_\_
3. Only one form should be used for all the journeys performed during particular month.
4. This claim form should be submitted to S.O. (cash) by 5<sup>th</sup> day of the next month. Payment shall be made from 15<sup>th</sup> onwards of the next month during payment Hours by Cashier up to 4:30 P.M.

DATE	Specific particular of journey	Conveyance used / hired	Distance (In Kms.)	Rate of Auto/ Taxi	Amount incurred	Specific purpose of journey
	FROM : TO					

1. Certified that I have actually utilized and paid for the Conveyance charges for which this claim has been preferred.
2. Certified that the journey was not performed by means of my own Conveyance / Government Conveyance.
3. Certified that I have not submitted any other claim for Conveyance hired during the month in which the above journey was performed.
4. Residential Address : \_\_\_\_\_.
5. Distance from HQ's Office \_\_\_\_\_.  
( To be given where journey is performed from / to Residence )

SIGNATURE : \_\_\_\_\_

\_\_\_\_\_  
( Name and Designation in Block Letters)

SECTION : \_\_\_\_\_.

TELEPHONE NO. :

1. Certified that Shri \_\_\_\_\_ Designation \_\_\_\_\_ was asked / authorized to under take the above mentioned journey.
2. That keeping in view the urgency of the work / interest of public service the official was allowed by the undersigned to travel by Scooter or Taxi for the journey shown in this claim and **PRIOR APPROVAL WAS ACCORDED ( ADEQUATE JUSTIFICATION MUST EXIST )**.
3. No Government Vehicles / Staff Car was available for the journey.
4. The claimant has not been compensated in any other form for this work.
5. The expenditure was unavoidable and the ceiling of Rs. 150/- ( Rupees one hundred and fifty only ) per month fixed under the rules has not been exceeded.
6. The claim is correct and is accepted for Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ )  
\_\_\_\_\_ )

**IMPORTANT NOTE :**

1. The prior approval of Competent Authority **BOARD OF DIRECTOR / DDG / in** respect of their personal staff has been obtained in case the journey performed is from Residence.
2. In case where Taxi or Scooter charges are claimed the Certificate should invariably be signed by the **BRANCH OFFICER**.

SIGNATURE : \_\_\_\_\_.

NAME : \_\_\_\_\_.  
(Designation with Rubber Stamp of the  
Controlling Officer )

DA TE : \_\_\_\_\_ Telephone No. \_\_\_\_\_.

=====

**BHARAT SANCHAR NIGAM LIMITED**  
**( CASH SECTION )**

Pay Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ )

**S.O. (Cash)**  
**BHARAT SANCHAR NIGAM LIMITED**

=====

**RECEIVED PAYMENT**

**SIGNATURE OF THE OFFICIAL**