

N.C.A.P (ICAR)

Shri _____ was authorized to hire scooter/taxi for proceeding to _____ for duty) on _____ in the interest of public service and due to the urgency of the work.

Signature of the Competent Authority

(bill for claiming scooter/taxi hire charges)

I order to perform journey on _____ as approved above. I travel in Scooter/Taxi No. _____. I paid on hire charges Rs. _____ for onward journey and Rs. _____ for return journey in this account. The same may kindly be sanctioned and reimbursed to me.

I certify that :-

1. The Journey in question were performed in the public interest with the approval/sanction of the competent authority on the above dates.
2. No other officer was available for sharing the scooter /taxi.
3. The expenditure incurred on conveyance charges was not less than the claimed in this bill and was according to the scheduled scale for changes for the conveyance used.
4. The total amount of expenditure on account of conveyance claimed by me during the month of _____ has not exceeded to Rs. 150/-

Signature of claimant
(Name in Block letters)
Designation.

Certified that no staff car or other Govt. conveyance was available for the journey in question.

Signature of the officer
Charge of Vehicle

Countersigned and passed for Rs. _____
(Rupees)_____.