



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविद्यालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

INDIAN INSTITUTE OF FOREIGN TRADE

(Deemed to be University)

B-21, Qutub Institutional Area, New Delhi – 110016

(FORMAT FOR INTRACITY EXPENSES WITHIN DELHI/NCR)

NAME OF THE PROGRAMME / STUDY / PURPOSE ETC.	DATE:
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NAME OF THE OFFICER & DESIGNATION	DIVISION / SECTION
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TO BE FILLED-IN AFTER THE JOURNEY						
DATE AND TIME	FROM (MENTION LOCATION / ROAD ETC.)	TO (MENTION LOCATION / ROAD ETC.)	PURPOSE OF VISIT	MODE OF CONVEYANCE	DISTANCE IN KMS	AMOUNT (RS.) PAID / CLAIMED
I	II	III	IV	V	VI	VII

CERTIFIED THAT:

I. I ACTUALLY ENGAGED THE CLAIMED MODE OF CONVEYANCE FOR VISIT TO PLACE/S MENTIONED ABOVE AND HAVE PAID THE ACTUAL CONVEYANCE CHARGES AS DETAILED ABOVE.

II. THE REGULAR TAXI SERVICE IS AVAILABLE IN THE CITY.

THE AMOUNT IN COLUMN VII MAY KINDLY BE REIMBURSED.

(SIGNATURE)

HEAD OF THE DIVISION

CERTIFIED THAT _____ WAS REQUIRED TO UNDERTAKE THE JOURNEY/S ON _____ IN THE INTEREST OF OFFICE WORK.

FINANCE SECTION

NOTE: IF AN OFFICER IS ALLOWED TO USE A MODE OF CONVEYANCE BEYOND HIS ENTITLEMENT THE HEAD OF THE DIVISION SHOULD RECORD THE REASON FOR TAKING THIS COURSE.

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ACKNOWLEDGEMENT

(To be handed over to the employee on submission)

NAME:

PURPOSE:

DAIRY NO:

DATE:

(Signature of Dealing Assistant of Finance Division)

FOR USE IN FINANCE SECTION

PASSED FOR PAYMENT OF Rs _____ (RUPEES
_____ ONLY.

ASSISTANT

AO/AFO

DFO