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7. Details of journeys performed by the Govt. servant as well as the members of his/ her family:

Departure			Arrival			Mode of travel	Class of accom odn	No. of fares	Fare Paid		Distance in km by road
Date	Time	From	Date	Time	To				Rs.	Ps.	

8. Transportation Charges for personal effects (Cash Receipt to be attached) :

Date	Mode	Station		Weight in Kgs.	Rate		Amount		Remarks
		From	To		Rs.	Ps	Rs.	Ps.	

9. Transportation charges for personal conveyance (Cash receipt to be enclosed)

[a] Mode of transport and station to which transported :

[b] Amount : Rs. _____

10. Amount of Transfer Advance, if any, drawn: Rs. _____

11. Particulars of journey(s) for which higher class of accommodation than the one entitled were used:

Date	Name of places		Mode of conveyance used	Class which entitled	Class by which traveled	Fare of the entitled class
	From	To				

Note: If the journey by higher class of accommodation has been performed with the approval of the competent authority, the no. and date of sanction may be quoted

11. Details of journey(s) performed by road between places connected by rail:

Date	Name(s) of place(s)		Fare Paid		Remarks
	From	To	Rs.	Ps.	

DECLARATION

I, _____ hereby declare that the information, as given above, is true to the best of my knowledge and belief.

Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer