

LOK SABHA SECRETARIAT
JOURNEY REPORT FORM

(Kindly fill in this form on arrival at Delhi to tender evidence before a Parliamentary Committee and hand it over to the Officer of this Secretariat attending on the Committee)

1. Usual place of residence :
2. Date and time of departure from usual place of residence :
3. Date and time of arrival at Delhi :
4. Address in Delhi :
5. Particulars of the journey performed :
 - (a) By Air from To *By Day/Night service.
 - (b) By Rail from To Kms.
 - (c) By Road from To Kms.
 - (d) By River from To Kms.
6. Date and time of proposed departure from Delhi :
7. Date and time of completion of the proposed journey :
8. Particulars of the proposed journey :
- (a) By Air from To *By Day/Night service.
- (b) By Rail from To Kms.
- (c) By Road from To Kms.
- (d) By River from To Kms.
9. Whether any travelling or daily allowance has been drawn or is proposed to be drawn for these journeys and halt from any other source. If so, the nature thereof :
10. Place where payment of the Bill is required :

Date :

Signature

* Please strike out whichever is not applicable

CERTIFICATE

Certified that I did not perform the road journeys for which mileage allowance has been claimed at higher rates prescribed in rule 46 of the Supplementary Rules by taking a single seat in any public conveyance plying for hire between fixed points and charging fixed rates.

Also certified that the journeys were not performed in any other vehicle without payment of its hire charges or its running expenses.

2. Also certified that I actually travelled by First/Second/Third (mail) class throughout the journeys on tour.
3. Also certified that I actually travelled by mail and express in the interest of public service.
4. Also certified that I actually travelled by air in public interest.
5. Also certified that I was actually in camp on the days for which daily allowance is claimed.
6. Also certified that no travelling allowance in respect of the journey or Daily Allowance for the period mentioned in this Bill has been or will be claimed from any other official source.

Dated :.....

Signature

[TO BE FILLED IN BY BILL SECTION]

SUMMARY OF CLAIMS

Railway, Air and Steamer Fare..... Rs.
Road Mileage kms. @per km. Rs.
Daily Allowance for days at Rs.
Transportation Charges Rs.
Actual Expense Rs.
Total Claim..... **Rs.**

Deduction

TA Advance Rs.
drawn vide Bill No. Rs.
Dated Rs.
Net Claim **Rs.**

(Rupees in words)

Signature of Drawing and Disbursing Officer

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for payment of Rs. (Rupees only)

Payment through Cheque No. Dated

Date

Pay and Accounts Officer