	HARYANA POWER GENERATION CORPORATION LTD.													
HPGC/ACCOUNT	AVELING ALLOWANCE BILL OF OFFICE STAFF													
Name (Bold letters) Designation Head Acc	BASIC PAY Grade of employ count Head Quarter Panchkula , Mont	ee(I/II/III/IV/V) th & Year												
	NB:- TO BE FILLED CORRECTLY TO AVOID CUTTING ETC.	Signature of the officer / official who travelled Pre receipted												
For case in Central Account audited and admitted Rsin words Rs Object to Audit Supdt. Accounts Officer Asstt. Accounts officer Approved for Rs in words Rs Net Amount Rs	ABSTRACT Actual fare Railway Actual fare Taxi/bus Incidental Charges for Incidental Charges per mile/KM Mileage Allowance by Road (i)	AMOUNT Charge A/c Cr Vr. NoDated Paid in cash/cheque No Date												
Entered in the check register at Page No	For payment of Rs (in words) Rs Asstt. Accounts Officer/Executive Engineer Haryana Power Generation Corporation	Asstt. Accounts Officer/Executive Engineer Haryana Power Generation Corporation												

								Iraveil		vance Clai	m								1	1
Departure			Arrival			Mode & Class of accomodation / journey					Road Mileage for which mileage admissible (Conveyance used to be		Place of halt	Charges, if any,	No. of	aily Allo Rate	Amount	Total	Purpose of Journe	
ite	Time	Place & Station	Date	Time	Place & Station	Actual Fare / Freight paid		Ticket No. (if other than ordinary class)	Local / Incidental charges No. of KMs from the connected Railway Station / Bus Stand		mentioned) Own Car / Taxi / Auto- rickshaw				alongwith receipt no.					
						RAIL FARE	BUS FARE		NO. OF KM.	AMOUNT	NO. OF KM.	RATE	AMOUNT						7+8+11+14+ 16+19	
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

Certified that I was actually and not merely constructively on duty on Sundays and Holidays, for which daily allowance has been claimed.

Certified that I was not absent or on casual leave during the period for which daily allowance has been claimed.

Certified that I was not treated as State Guest during the period for halt and provided with free lodging and boarding.

Certified that return ticket was purchased for journeys where such tickets were available.

I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules or relevant rules applicable to me.

Signature of the claimant