

APPLICATION FOR CONVEYANCE RE-IMBURSEMENT

1. Name of applicant:-.....
2. PIS No.:-
3. Designation & present Grade:-.....
4. Father's Name:-.....
5. Date of Birth:-.....
6. Date of Appointment & Joining:-.....
7. Date of Regularization:-
8. Department / Section:-
9. Present place of posting:-.....
10. Detail of Vehicle (Two Wheeler):-.....
Registration No:-.....
11. Driving license & detail of Issuing authority:-.....
12. Tax Token No. & Date:-.....
13. Insurance No. & Validity Date:-.....

I hereby certify that vehicle is registered in my name and up-to-date Road Tax has been paid to the Concerned Authority. The above details given by me are true to the best of my knowledge and belief. In the event of getting the conveyance reimbursement, I will not use company transport/ claim Transport Subsidy/Addl. Transport subsidy.

**Encl :- Self Attested Photocopy of Vehicle
Registration Certificate & Driving
License.**

Signature:-.....

Name of Employee:-.....

Designation:-.....

Date:-.....

FOR OFFICE USE ONLY

The document submitted by the employee have been verified and found correct.

1. Conveyance reimbursement is recommended and forwarded to PM (NEE)- A-Cs/
Chief of security/CMO for sanction.

Signature of controlling officer

2. Conveyance Reimbursement is sanction to the application w.e.f.....