

GOVT. ENGINEERING COLLEGE, AJMER

PROFORMA OF SHORT JOURNEY

Details of local short journey at the place of journey

Date	Brief particular of places of local short journeys	Purpose of Journey	Mode of own/ conveyance used	Approximated distance in kms.	Rate (Rs. Per km.)	Amount (Rs.)
1	2	3	4	5	6	7
Rupees (in words).....						Total

Certified that I have actually travelled kms. by as stated above from the place of duty for official purpose.

Signature of Government servant
Designation

Verification by the Controlling Authority*

Designation and Seal

GOVT. ENGINEERING COLLEGE, AJMER

PROFORMA OF SHORT JOURNEY

Details of local short journey at the place of journey

Date	Brief particular of places of local short journeys	Purpose of Journey	Mode of own/ conveyance used	Approximated distance in kms.	Rate (Rs. Per km.)	Amount (Rs.)
1	2	3	4	5	6	7
Rupees (in words).....						Total

Certified that I have actually travelled kms. by as stated above from the place of duty for official purpose.

Signature of Government servant
Designation

Verification by the Controlling Authority*

Designation and Seal