

MINISTRY OF DEFENCE
Office of the JS & CAO


PAYMENT OF TRAVELLING ALLOWANCE TO THE OFFICIALS DEPLOYED FOR MCD
ELECTION-2017 HELD ON 23 APR 2017

1. Officials who were deployed for Election Duty in connection with Election to the **Municipal Corporations of Delhi Election-2017 held on 23 Apr 2017** are entitled for reimbursement of expenses incurred by them under the TA Rules for hiring conveyance, if no conveyance facility was provided to them.
2. The officials deployed for the Election related duties may furnish their claim in the specific prescribed proforma and forward the same to the concerned administrative section **in triplicate** latest by **15 Dec 2017** alongwith **photocopies of cheque leaf**, appointment orders and other supporting documents issued by concerned election authorities.
3. The **AOs of concerned administrative section will verify and countersign** the TA claim of the officials.
4. The entitlement of conveyance is as given below:

Grade Pay (in the Pre-revised scale)	Entitlement *	Rate	
		Initial Charges	Per Km
₹ 4200/- (L-6) & above	Taxi	₹ 25 for first Km	₹ 14.00
Below ₹ 4200/- (L-6)	Auto Rickshaw	₹ 25 for first 2 Kms	₹ 08.00

* In case of journey by bus, actual fare is to be claimed.

5. The reimbursement shall, however, be restricted to the concerned officials as per TA Rules applicable.
6. All Coord Sections are requested to widely circulate the above instructions to all sections under their control for information of the employees concerned.
7. This has the approval of Competent Authority.


(Pravin Kumar Das)
Deputy Director (Coord)

Encls: As above

All Coord Sections of IHQ of MoD (Army)

All Coord Sections of ISOs

IHQ of MoD (Navy)/DoA (Civ)

Air HQ/PC Coord

All Sections in CAO's Office

NDC, JCB, ATVP, WESEE

MoD, O/o JS & CAO, ID No. A/00119/CAO/Coord dated

15 Nov 2017

Copy to :-

All Recognised Service Associations

All JCM members of AFHQ/ISOs Association

CAO/EDP - For uploading on official website.

CONVEYANCE ALLOWANCE FOR MUNICIPAL CORPORATIONS OF DELHI ELECTION-2017 HELD ON 23 APR 2017

Name : _____ Designation : _____ Employment ID No.: _____

Mobile No. : _____ Grade Pay/Level : _____

Present Office with full address & Tel No. _____

Residential Address : _____
(with PIN Code No.)

(JOURNEY DETAILS)

Journey Commenced			Journey Concluded		JOURNEY		Mode of Travel	Actual Distance (in Km)	Amount Claimed (in Rs.)	Purpose*
Date	Day(Mon-Sun)	Time	Date	Time	From	To				
Total :										

- Training/Polling/Reception duty etc

Received Payment

(Signature of the Claimant)
(Affix Revenue Stamp if Claim exceeds ₹ 5,000/-)

It is Certified that :-

- e) No Govt. vehicle was provided for the journey for which Conveyance Allowance has been claimed in this bill.
- f) I have undertaken journeys by the mode of conveyance as shown in the bill.
- g) I have already not preferred any such claim for the same Election duty.
- h) Actual distance has been mentioned in the claim.

Date:

(Signature of the claimant)

C E R T I F I C A T E

Certified that Shri/Smt/Km. _____ Designation _____ Office _____
was deputed for **Municipal Corporation of Delhi Election-2017**. It is also certified that Shri/Smt/Km. _____ has
attended Training classes held on _____ and performed Election Duty as Presiding Officer/Polling Officer/Micro
Observer/Reception Counting Supervisor/Reception Counting Assistant/Group 'D' staff on the date of polling i.e. **23 Apr 2017**. It is certified that
no conveyance facility was made available to the officer

Date

(Signature of concerned AO, RO/ARO)

COUNTERSIGNATURE OF THE CONTROLLING OFFICER

Sr. Admin Officer
CAO/Mov
Ministry of Defence