

**INDIAN INSTITUTE OF SOIL SCIENCE  
BHOPAL**

Month .....

Requisition for Advance/Reimbursement from imprest for conveyance charges.

1. Name and Designation :
2. Section :
3. Place(s) and purpose of visit :

| Sl.No. | Date(s) | Places visited | Amount claimed (Rs.) | Purpose of visit |
|--------|---------|----------------|----------------------|------------------|
|        |         |                |                      |                  |

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Certified that the vehicle is /was not available for the above work and journey is /was required to be performed on public interest.

Signature of the official

Recommended / Not Recommended

I/c Laboratory / Section

Sanctioned Rs. ....

Signature of the Sanctioning Authority

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\* The officials visiting the farm for such journeys should record their arrival and departure time in the register provided for this purpose at the farm.

Adjustment / Reimbursement Particulars

1. Money receipt, if any obtained:
2. Certified that :-
  - a) The above amount of Rs. .... Was received by me and / or paid by me.
  - b) The journey performed was on public interest.

Signature of the Applicant received money

Signature of the I/c Lab/Section

Stock entry has been made on the register No. .... of Lab / Section  
..... At page No. .... Sl. No. ....

Signature of the person making stock entry

Signature of the I/c Lab/Section