



JEEVIKA

Rural Development Department, Government of Bihar

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Date: 02.03.2021

Office Order

Revised Local Conveyance Charges for SRPs & DRPs

With a view to pay to empanelled SRPs and DRPs against the expenses incurred by them for their to and fro movements during training programmes in the districts, BRLPS has decided to reimburse actual charges of three wheeler/bus/rickshaw/mini bus/e-rickshaw/any other mode of conveyance, subject to maximum @ Rs. 9 per km.

It is mandatory for them to attach a self attested payment voucher along with travel claim format for the reimbursement of local conveyance expenses incurred while moving locally from one place to other.

Enclosure

1. Travel claim format

By the order of CEO,

(B.K.Pathak)
Officer on Special Duty

Copy to -

1. All DPMs/FMs/Managers-HN
2. Director/AO/CFO/PS/PO
3. All PCs/SPMs/PMS/SFMs/AFMs
4. Concerned File and IT Section

Travel Claim Format (SRP /DRP)

Name :

Designation:

Month:

Year:

A. Outstation Travels Details:

S.No	Date	Place Visited		Mode of travel	Total Amount
		From	To		
Total Amount					

B. Local Conveyance Details

S. No	Date	From	To	Mode of Transport	Distance in KM	Total Amount
Total Amount						
GRAND TOTAL (A+B)						

Signature of Claimant.....

Approving Authority.....