

**MINISTRY OF DEFENCE**  
**Office of the JS & CAO**

**PAYMENT OF TRAVELLING ALLOWANCE TO THE OFFICIALS DEPLOYED FOR  
BYE-ELECTION TO THE 27-RAJOURI GARDEN ASSEMBLY CONSTITUENCY**

1. Officials who were deployed for Election Duty in connection with Election to the **Bye-election to the 27-Rajouri Garden Assembly Constituency held on 09 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 **28 Feb 2018** 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)  
Dy 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 09 Feb 2018

Copy to :-

All Recognised Service Associations  
All JCM members of AFHQ/ISOs Association

CAO/EDP - For uploading on official website.



It is Certified that :-

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

Date:

(Signature of the claimant)

**CERTIFICATE**

Certified that Shri/Smt/Km. \_\_\_\_\_ Designation \_\_\_\_\_ Office \_\_\_\_\_  
was deputed for **By Election to the AC-27 (Rajouri Garden)**. 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. **09 Apr 2017**.

Date :

(Signature of concerned AO, RO/ARO)

**COUNTERSIGNATURE OF THE CONTROLLING OFFICER**

Sr. Admin Officer  
CAO/Mov  
Ministry of Defence