

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
REVENUE DEPARTMENT: DELHI  
(GENERAL ADMINISTRATION BRANCH)  
5, SHAM NATH MARG, DELHI-54.

No.F.7/Conv./GA/Estt./DC/09/PF/2399

Dated: 04/12/15

CIRCULAR

Subject: **Guidelines for claiming Conveyance Allowance.**

It has been noticed by the higher authorities that the Officers/officials of the Revenue Department are submitting their conveyance bills without any verification as to whether they have been provided Govt. vehicles for the purpose or not. It has since been decided that all the branch-in-charges at the HQ as well as in the Districts shall ensure that:-

1. A Register will be maintained in the Caretaking branch of the HQ as well as in the District Offices of Revenue Department for providing Government vehicles to officers/officials for official journey.
2. All the Officers/officials, after obtaining due permission from their respective controlling Officers, will contact the Caretaking branch for the availability of Govt. vehicles for their journey and enter the details, viz. name of the Officer/official, purpose of journey and place/office to visit etc. with date in the said register and the Care-taker, in turn, will mention as to whether Govt. vehicle is being provided or not for the said journey.
3. At the time of submission of the Conveyance bill, the concerned Controlling Officer should verify the claim and append his/her signatures with official seal.
4. Thereafter, the Care-taking branch will verify the dates from the register maintained in that branch and also certify whether Govt. vehicle was provided or not on the said date for the specified journey.
5. The claim of amount should be restricted as per their entitlement and claim should be submitted to their respective Admn. Branch of District Level & G.A. Branch of Revenue (HQ) accordingly.
6. The claim should indicate the purpose of journey viz appearing in Court matters, P.G. Cell, C.V.C.

*DJ 4/12/15*  
(DINESH JHA)  
S.D. M. -III(HQ)

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Copy forwarded for information/further necessary action to the:-

1. All Deputy Commissioners of Revenue Department, Delhi/New Delhi,
2. Sr. System Analyst(HQ) with the request to upload the circular on the website of the department.
3. Dy. Controller of Accounts(HQ), Revenue Department,
4. All branch Incharges(HQ), Revenue Department,
5. OIC(B&B)(HQ), Revenue Department,
6. PA to Secretary(Revenue),
7. PA to Dy. Commissioner(HQ),
8. Guard Filer.

*DJ 4/12/15*  
(DINESH JHA)  
S.D. M. -III(HQ)