

**From:-**

**Date:-**

**To,**

Accounts Office  
IMI, New Delhi

**Conveyance Allowance**

Certified that I spent Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
towards expenses on conveyance/taxi /petrol in connection with work wholly &  
exclusively required for the performance of duties of employment during the month of  
\_\_\_\_\_. I will be fully responsible for any tax incidence on IMI in this connection in  
future.

**Telephone Allowance**

Certified that I spent Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
towards expenses on telephone in connection with work wholly & exclusively required  
for the performance of duties of employment during the month of \_\_\_\_\_. I will be fully  
responsible for any tax incidence on IMI in this connection in future.

**Journal Allowance**

Certified that I spent Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
towards expenses on books & journal in connection with work wholly & exclusively  
required for the performance of duties of employment during the month of \_\_\_\_\_. I will  
be fully responsible for any tax incidence on IMI in this connection in future.

**Internet Allowance**

Certified that I spent Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
towards expenses on internet in connection with work wholly & exclusively required for  
the performance of duties of employment during the month of \_\_\_\_\_. I will be fully  
responsible for any tax incidence on IMI in this connection in future.

**(Signature)**