

Documents Required for Conveyance Allowance:

1. Check list.
 2. Forwarding letter.
 3. Application of incumbent through proper channel, duly forwarded.
 4. Approval of appointment of incumbent.
 5. MC Resolution on the above issue.
 6. PH Certificate issued by competent authority.
 7. Certificate of Non drawal in case of applying for the first time.
 8. In case of excess drawal earlier without approval, submit TR-7 after refund.
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Sample Check list

Sl No	Check list subject	Status
1	Forwarding letter.	
2	Application of incumbent through proper channel, duly forwarded	
3	Approval of appointment of incumbent	
4	MC Resolution on the above issue.	
5	PH Certificate issued by competent authority.	
6	Certificate of Non drawal in case of applying for the first time.	
7	In case of excess drawal earlier without approval, submit TR-7 after refund.	
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Signature of Head of the Institution