

- 1 Certified that I actually travelled in the class in which I am entitled to travel for which railway fare and incidental charges have been charged in the bill/
- 2 Certified that Auto/Taxi/Bus/Train/Air fare claimed is not more than the amount paid
- 3 Certified that the mileage have not been claimed for the journey performed in the Institute vehicle
- 4 Certified that I am actually and not merely constructively in camp for all the days of halt for which daily allowance has been claimed.
- 5 Certified that expenses for hiring conveyance as claimed in this bill were actually incurred by me.
- 6 Certified that the T.A/D.A claim is made from Institute only and not from any other sources

Signature of the Claimant

(To be Filled by Office Only)

	Rs.	P.
Railway fare		
Incidental Charges		
Air fare		
Incidental Charges		
..... K. M. by road @ paise per K. M.		
..... Days for which daily allowance is claimed @ Rs		
Accommodation expenses incurred in excess of Rs. 5/- per day		
Actual expenses on hiring conveyance on outside state		
TOTAL		
Deduct advance taken		
Net claim		

Signature of the officer who travelled

Certified that he/she has attended the Institute business on the day for which T.A. has been claimed in this bill and no amount has been paid previously for the purpose

Signature of the Section Head

Counter Signature

Passed for payment for Rs.
(Rupeesonly)

CONTROLLING OFFICER

DISBURSING OFFICER

Received Payment

Signature of Recipient