

TA / DA CLAIM FOR OFFICIAL TOUR / DUTY

NAME OF THE CLAIMANT:

DESIGNATION:

DEPARTMENT :

GRADE PAY:

HEAD QUARTER: **RAIPUR**

PURPOSE OF JOURNEY (WITH DATES OF MEETINGS):

AUTHORITY (QUOTE OFFICE ORDER NO.):

JOURNEY DETAILS:

Mode of Journey Train/Bus/Air/Taxi	Departure			Arrival			Ticket No. Train/Bus/Taxi	Distance (Km.)	Amount (in Rs.)
	From	Date	Time	From	Date	Time			
TA Claim, if any									
DA Claim, if any (Accommodation/Food Bills/Taxi Charges within city as per rules)									
TOTAL									

Signature of the Claimant with Date

Certificates:	For Office Use (Accounts Section)
1. This TA Bill is preferred for the first time. 2. Institute vehicle was used / not used at the Head Quarter for this journey. 3. TA Advance was taken / not taken. If taken, please specify amount Rs..... 4. No free lodging and boarding was provided by the organization or no such facility was availed of. 5. Free lodging / boarding / both was provided for by the organization. 6. Details of the meeting / official work is enclosed. Net Claim Rs..... Advance Received Rs..... Net Payable Rs..... Signature of the Claimant with Date	Checked and recommended for payment of Rs..... Checking Clerk Verified and found correct Accountant Rs..... passed for payment. Registrar

Dy. Registrar
(Admin)