

JOURNEY PARTICULARS OF NON OFFICIAL MEMBERS

1. Name of the meeting/ conference etc. attended with date
2. Name and address of the Member (in block letters)
3. Designation, Office to which attached and present pay. If employed (Last Pay drawn in case of Retired Non-official)
4. Onward journey (while coming to attend the meeting)

Departure			Arrival			Actual amount paid

- (i) Air
- (ii) Rail(class), surcharge and reservation charges, if any
- (iii) Stat Transport
- (iv) By own car/ official car/taxi(Full or single seat

5. Return journey(while coming to attend the meeting

Departure			Arrival			Actual amount paid

- (v) AIR
- (vi) Rail (class), surcharge and reservation charges, if any.
- (vii) Stat Transport Bus
- (viii) By own car/ official car/taxi(Full or single seat)

6. Round Mileage

(a) From Headquarter / Residence to Railway Station / Airport/Bus Stand and vice versakm. Rs.....

(b) From Railway station/Airport/Bus stand to place of duty and vice versakm..Rs.....

7. Daily Allowance

a) D. A. Claim for days @ Rs.....per day : Rs.....

b) D.A. Claim for days @ Rs.....per day : Rs.....

8. Total amount of the bill (Amount indicated against Item No. 4+5+6+7). : Rs.

RECEIVED CONTENTS

SIGNATURE OF THE MEMBER
with Revenue Stamp

CERTIFICATE

Certified that :

1. I actually traveled by air/ACC 1st Class/Rail/ Mail/Express/Train/Bus and paid the fares as claimed in the T.A. Bill for my onward journey and shall travel by Air /ACC 1st Class/Rail/Mail/Express/Train/Bus on the return journey.
2. I undertake to refund the excess amount if any drawn by me in case the return journey is not actually performed by the said model/class of accommodation.
3. I was not provided with any means of conveyance at Council's expenses and that Taxi/Scooter charges claimed in this bill were actually incurred by me in hiring Taxi/ Scooter from my residence to Airport/Railway station to place of meeting and back. I was not provided with freed boarding and/or lodging on the expenses of Council or an Autonomous Body or Local Authority in which council/Govt. has invested funds or have other interest for the days for which daily allowance has been claimed in the bill.
4. Certified that the journeys for which the mileage has been claimed in this bill were actually incurred by me in hiring Taxi/Scooter from my residence to Airport/Railway Station to place of meeting and back. I was not provided with freed boarding and/or lodging on the expenses of Council or an Autonomous Body or Local Authority in which council/Govt has invested funds or have other interest for the days for which daily allowance has been claimed in the bill.
5. Certified that the journeys for which the mileage has been claimed were not performed in any other vehicles without payment of its hire charges on incurring its running expenses.
6. Certified that I was actually not merely constructively in Camp for the days for which D.A. has been claimed.
7. Mode of payment required: BY CHEQUI/DEMAND DRAFT.

Signature of the Member
Address

CERTIFICATE FROM OF THE CONTROLLING OFFICER.

It is certified that:

1. Shri / Smt./ Dr.has attended the above meeting fromto.....at.....and he / she has not been given any T.A. advance/Paid TA advance of Rs.for this purpose.
2. Exchange voucher for Air Travel from.....To..... was given/not given.
3. Air travel or A.C.C. 1st Class or Higher Road Mileage between two station connected by Rail has been a approved by the Competent Authority (copy of the orders to be attached).

Signature of the Controlling
Officer

PASSED for Rs.....(Rupees)

Signature of the Controlling
Officer.

Pay Rs.....(Rupees)

Finance & Accounts Officer

Received Cheque/Demand Draft No.....dated.....
for Rs.....in connection with the
above claim.

Signature of the Member