



<b>Rs.</b>				
<b>Railway/Air/Bus/Fare</b>		<b>Rs.</b>		
<b>Road Mileage</b>				
<b>Daily Allowance</b>				
<b>Special Rate</b>				
<b>days@</b>				
<b>Ordinary Rate</b>				
<b>days@</b>				
<b>Contingencies/Registration Fee</b>				
		<b>Total</b>		
<b>Deduct Advance Drawn</b>				
<b>Amt. of Ticket Provided by Office</b>				
<b>Net Claim/Refund</b>				
<b>From</b>	<b>To</b>	<b>Taxi/Bus/Rickshaw</b>	<b>Kms.</b>	<b>Amount</b>
		<b>Total</b>		
<b>Project Leader</b>				
Signature of the person who travelled				
Passed for				
Rs.....				
<b>Date:</b>		<b>Asstt. Accounts Officer/Centre Director</b>		

**CERTIFIED FOR DRAWAL OF D.A. /T.A.**

1. Certified that road mileage claimed in this bill is correct to the best to my knowledge and belief.
2. The place between which road journey has been performed are not connected by rail directly or indirectly.
3. No free vehicle was provided by the institute or other institution for the road journey for which mileage has been claimed in the bill.
4. T.A. claimed in this bill above has not been claimed before and no T.A. memo submitted.
5. Actually travelled by Air/Air Conditioned/First/Second class/mail/ordinary/Bus from.....to.....
6. I was/was not provided with free board and/or lodging
7. I did not share/I shared a hired transport.
8. I did not avail of casual leave during my tour half
9. Certified that I stayed from ..... to..... at .....  
Name of hotel/Establishment.  
(Name of place which provided board/lodging at scheduled tariffs)
10. The halts for which daily allowances has been claimed were necessitated by the performance of duty at the places of halts.

Signature: .....

Pay Roll No.....

Date: .....

## Statement showing the Details Payment of Hotel Bills and Food Bills and Local Conveyance

<b>Name of Employee</b>	<b>Pay Roll No:</b>
	<b>Grade Pay:</b>

Sr No	Date	Name of Hotel/GH		Amount Rs
<b>Total</b>				

### Food Bills

Sr No	Date	Name of Hotel/Restaurant		Amount Rs
<b>Total</b>				

### Conveyance

Sr No	Date	Place of Visit				Amount
		From	To	Bus/Train/Rickshaw	Km	Rs
<b>Total</b>						

**Signature:**

**Pay Roll No:**

**Signature of Project Leader**