

राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

Form for claiming TA / DA/ Transfer allowances/ LTC (to be submitted in duplicate)

Name: Designation: Dept/ Section:

AGP/ Grade Pay: Purpose of tour:

..... Authority/ Sanction ref with date (if any):

Sl no	Departure : Source		Arrival: Destination		Mode of travel	Class	Distance in kms	Fare per head	Total Amount	Ticket Nos
	Date & Time	From Station	Date & Time	To Station						

* Please furnish journey tickets and for air travel boarding pass in original

Whether you were provided with boarding/ lodging by the host at the destination: **Yes / No** & Particulars of boarding & lodging:

Period of stay		Station	Name of the hotel/ guest house	Rate per day	Total amount incl tax (original bill to be enclosed)
From	To				

Local conveyance by auto/ bus/ taxi/ metro/ monorail/ other; fare paid/ claimed details:

Sl No	Date	Station	From	To	Distance	Mode of travel	Fare	Purpose/ Reason

Whether you were provided with free food by host: **Yes / No**; if no please attach food/ restaurant bills/receipts, Total food charges Rs/-

Certificate

The information given in the bill is true to the best of my knowledge and belief. I performed the journey on tour in the interest of NIT Puducherry on authorized leave / instruction in accordance with order quoted in previous page. I did not avail any leave including casual leave during the tour and leave availed is mentioned in the bill. I have not claimed TA/DA from any source. I was provided / not provided with free lodging and/or boarding by any other institution/ organization. I actually used the mode of journey used in the bill. Necessary declaration relating to LTC claim has been submitted to the concerned authorities.

Certified that I have enclosed all vouchers relating to journey and other claims

Sign of the claimant with date

For Office Use		Amount Claimed	Amount Admissible	
1. Travelling allowance involved-1:				Train Fare...../-Air fare/- RMA for km @ Rs..... per km Rs...../- Other mode
2. Travelling allowance involved-2:				
3. Local conveyance				
4. Food charges				Daily allowance:
5. Lodging				1. Days @ Rs per day Rs
6. Daily allowance				2. Days @ Rs per day Rs
Any other				3. Days @ Rs per day Rs
Total claim				Total DA Rs
Less advance drawn vide bill no:	dtd	for Rs		Actual Expenses Rs
Net amount payable		Rs		CHQ/DD No: dtd

Jr Asst

Supdt

Asst. Registrar

Dy Registrar

Registrar (i/c)

Passed for Rs..... (Rupeesonly)

Cheque No : Amount : Rs. Dated :