

JOURNEY PARTICULARS OF NON OFFICIAL MEMBERS

1. Name of the meeting/conference etc. attended with date

.....

2. Name & address of the member (in block letter) :

.....

3. Designation Office of which attached and present Pay, if employed (last pay drawn in case of retired Non-official)

4. Onward journey (While coming to attend meeting)

| Departure | | | Arrival | | | Advance amount paid |
|-----------|------|------|---------|------|------|---------------------|
| Place | Date | Time | Place | Date | Time | |
| | | | | | | |

i. Air

ii. Rail (Class) Surcharge & reservation charges, if paid

iii. State transport bus

iv. By own car/official car/taxi (full or single seat)

5. Return journey (while going back after attending the meeting)

| Departure | | | Arrival | | | Advance amount paid |
|-----------|------|------|---------|------|------|---------------------|
| Place | Date | Time | Place | Date | Time | |
| | | | | | | |

a) Air

b) Rail Class Surcharge & reservation charges, if paid

c) State transport bus

d) By own car/official car/taxi (full or single seat)

1. Road Mileage
 - (a) From HQ/Residence to Railway station/Air port /Bus stand and vice-versa
 - (b) From Railway station/Air port/Bus stand to place of duty and vice-versa
2. DAILY ALLOWANCE
 - (a) D.A. Claim forday @ Rs..... per day Rs.....
 - (b) D.A. Claim forday @ Rs..... per day Rs.....
3. Total amount of the Bill :
(Amount indicated against item No.4+5+6+7)

Received contents.
Revenue Stamp

Signature of the Member

C E R T I F I C A T E

Certified that:-

1. I actually travelled by Air/AC 1st Class/Rail/Mail Express/Train/Bus and paid the fares as claimed in the TA bill for my onward journey and shall travel by Air/AC 1st Class/Rail/Mail Express Train/Bus on the return journey.
2. I undertake to refund the excess amount; if any drawn by me I case the return journey is not actually performed by the said mode/class of accommodation.
3. The claim has neither been preferred either to the ICAR nor has been claimed and shall not be claimed from any other sources.
4. I was not provided with any 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 to meeting and back. I was not provided with free 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 any interest for the days for which Daily Allowance has been claimed in this 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 or incurring its running expenses.
6. Certified that I was actually not merely constructively in camp the days for which D.A. has been claimed.
7. Mode for payment required to cheque /demand draft.

Signature of the Member

CERTIFICATE FROM THE CONTROLLING OFFICER

1. It is certified that a Shri/Dr.....
has attended the above meeting from to
at and he/she has not been given any T.A. advance/paid
T.A. advance of Rs to this purpose.
2. Exchange voucher for Air Travel from to was
given/not given.
3. Air travel or ACC Ist Class/Higher Road mileage between two stations connected by Rail has been approved
by the competent authority copy of the order to be attached.

Signature of the Controlling Officer
DDG/ADG/Addl.Secy/Dy.P.C./U.S. Concerning
Rubber Stamp

4. Passed for Rs (Rupees
.....)

Signature of the Controlling Officer
DDG/ADG/Addl.Secy/Dy.P.C./U.S. Concerning
Rubber Stamp

5. Passed for Rs (Rupees
.....)

Accounts Officer (Audit)

Received a Chque/Demand Draft No dated

for Rs (Rupees

..... in connection with be above claim.

Signature of the Member