

**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 (Accomodation/Food Bills/Taxi Charges within city as per rules)									
<b>TOTAL</b>									

*Signature of the Claimant with Date*

Certificates:	For Office Use (Accounts Section)
<ol style="list-style-type: none"> <li>1. This TA Bill is preferred for the first time.</li> <li>2. Institute vehicle was used / not used at the Head Quarter for this journey.</li> <li>3. TA Advance was taken / not taken. If taken, please specify amount Rs.....</li> <li>4. No free lodging and boarding was provided by the organization or no such facility was availed of.</li> <li>5. Free lodging / boarding / both was provided for by the organization.</li> <li>6. Details of the meeting / official work is enclosed.</li> </ol> <p>Net Claim Rs.....</p> <p>Advance Received</p> <p>Rs.....</p> <p>Net Payable Rs.....</p> <p align="center"><b>Signature of the Claimant with Date</b></p>	<p>Checked and recommended for payment of</p> <p>Rs.....</p> <p>Checking Clerk</p>
	<p>Verified and found correct</p> <p>Accountant</p>
	<p>Rs..... passed for payment.</p> <p>Registrar</p>