



National Institute of Technology

Raipur, C.G.

TA / DA CLAIM FOR OFFICIAL TOUR / DUTY

NAME OF THE CLAIMANT:

DESIGNATION:

DEPARTMENT :

GRADE PAY:

HEAD QUARTER:

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 (Accommodation/Food Bills/Taxi Charges within city as per rules)									
TOTAL									

Bank Details:

Account No.		IFSC Code	
Bank Name & Branch			

Certificates:

1. This TA Bill is preferred for the first time.
2. Institute vehicle was used / not used at the Head Quarter for this journey.
3. TA Advance was taken / not taken. If taken, please specify amount Rs.....
4. No free lodging and boarding was provided by the organization or no such facility was availed of.
5. Free lodging / boarding / both was provided for by the organization.
6. Details of the meeting / official work is enclosed.

*Signature of the
Claimant with Date*