

## भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

## TRAVELLING ALLOWANCE BILL / CLAIM FORM (For Domestic/Foreign/Medical Visits)

(To be filled in by the Govt. servant)

Name:	Designation:
Basic Pay: Grade Pay:	Deptt./Section:
Email ID:	Mobile No.
Expenditure Head:	Purpose of journey:
Bank Account No.:	Name of the Bank: SBI
Bank Account Holder Name:	IFSC Code:

ils of Journ	ney perform	ned (Please	attach separate sh	neet, if neces	ssary)	
	Arrival		Mode of travel &	Fare paid	Distance	Ticket No.
From	Date &	То	class of	(Rs.)	(Km.)	
	Time		accommodation			
		Arrival From Date &	Arrival From Date & To	Arrival Mode of travel & From Date & To class of	Arrival Mode of travel & Fare paid From Date & To class of (Rs.)	From Date & To class of (Rs.) (Km.)

2. Cla	aim of lo	cal conveyand	ce charges	on tour for	r official pu	rpose from		to	
	From			То		Mode of	No. of	Amount	Purpose
Date	Time	Place	Date	Time	Place	Transport	Km	paid	

3. Particulars of hotel / guest house receipts etc. (please attach hotel bills):

Period of st	ay (Date &	Name of the Hotel / Guest	Bill No. &	Daily rate of	Total amount
Time)	<b>5</b> \	House	date	lodging charges	paid (Rs.)
From	То				

4. Details of daily expenses on food (Please attach supporting bills for reimbursement)

Sl.	Date	Cash memo	Amount (Rs.)	Sl.	Date	Cash memo	Amount (Rs.)

5. Other expenses (if any):

S1.	Details of expenses	Amount (Rs.)	Sl.	Details of expenses	Amount (Rs.)
1.	VISA Fees		3.	Insurance charges	
2.	Registration Fees		4.	Other expenses, if any (please	
				specify)	

	. Date of absence from place of halt on account of: a)RH, CL, EL:	
	Not being actually in camp / official duty on Sundays and Holidays:	
7	Date on which free boarding and/or lodging provided by any organisation fina	
Q	Boarding only / lodging only / Boarding and lodging  TA Advance drawn, (if any) Date of drawal:	
	Total number of enclosures: 10. Date of submission: 08.01.20	19
	Total number of enclosures.	1)
	Certificate in respect of Official Journey	
	from (date)to (date)	
i) ii)	Certified that the mileage claimed in the TA Bill is correct to the best of my knowledge. Certified that I did not perform the road journeys for which mileage allowance has been claime 46 of supplementary rule. Also certify that the journey was not performed in any other vehicles.	
iii)	incurring running charges.  Certified that the journey was performed by the shortest and cheapest route of the entitled class by me to the railway/air/transport authorities.	
iv)	Certified that no such travelling allowance bill for the period mentioned above has been claimed Certified that I did not avail myself of any casual leave/RH for the days for which daily allowant	
v) vi)	Certified that I did not avail of free boarding and/or lodging at the expense of state govt. or any	
vii)	funds during the days for which food expenditure has been claimed.  Certified that I travelled by air to which I am entitled and air tickets were purchased on cheapes earned on the tickets will be used for the official purpose only.	
viii)	Certified that the above expenses is actual and paid by me in connection with the food expenses	during the tour.
ix)	Certified that the information as given above is true & correct to the best of my knowledge and	belief.
	Signature of the Applicant Signature of 3	UOD / UOC
	Part- B (For the use of Accounts Section)	
1	Part- B (For the use of Accounts Section)	(Amount in Rupees)
1.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare	
2.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare  Local conveyance charges	
2. 3.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare  Local conveyance charges  Accommodation / Hotel charges	
<ul><li>2.</li><li>3.</li><li>4.</li></ul>	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare  Local conveyance charges  Accommodation / Hotel charges  Fooding expenses	
2. 3.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare  Local conveyance charges  Accommodation / Hotel charges  Fooding expenses  VISA Fees / Registration Fees / Insurance charges	
2. 3. 4. 5.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare Local conveyance charges Accommodation / Hotel charges Fooding expenses VISA Fees / Registration Fees / Insurance charges Other expenses (if any)	
2. 3. 4. 5.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare Local conveyance charges Accommodation / Hotel charges Fooding expenses VISA Fees / Registration Fees / Insurance charges Other expenses (if any)	
2. 3. 4. 5. 6. 7.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare Local conveyance charges Accommodation / Hotel charges Fooding expenses VISA Fees / Registration Fees / Insurance charges Other expenses (if any) Foreign DA, (if applicable) from	
2. 3. 4. 5. 6. 7.	Part- B (For the use of Accounts Section)  Rail Fare / Road Fare / Air Fare  Local conveyance charges  Accommodation / Hotel charges  Fooding expenses  VISA Fees / Registration Fees / Insurance charges  Other expenses (if any)  Foreign DA, (if applicable) from to	
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