

TEQIP - Cell
College of Technology & Engineering, MPUA&T, Udaipur 313001
TA & DA BILL FORM FOR THE TRAVEL

1. Name, Designation & Address of the Officer :
2. a) Basic Pay and the Scale of Pay in which pay drawn :
- b) Head Quarters :

ONWARD JOURNEY

3. Purpose of Journey :
4. a) Places between which travelled : From to
- b) Date and Time of Departure and Arrival : Date Time Date Time
5. Mode of Travel & the Class in which Travelled & Distance :
(If travelled in Flight or 1st class or 2nd class and 3rd class AC or AC Chair Car, the tickets in original should be furnished.)
6. a) Local Conveyance(taxi) :
b) Actual Fare paid (air/train/bus)
c) Local Conveyance(taxi)
7. Lodging charges, if any, incurred :
(Receipt to be enclosed)
8. Registration Fee :

RETURN JOURNEY:

9. a) Places between which travelled : From to
- b) Date and Time of Departure and Arrival : Date Time Date Time
10. Mode of Travel & the Class in which Travelled & Distance (If travelled in Flight or 1st class or 2nd class and 3rd class AC or AC Chair Car, the tickets in original should be furnished.)
11. a) Local Conveyance (taxi) :
b) Actual Fare paid (air/train/bus)
c) Local Conveyance (taxi)

12. No. of days taken from the date & time of commencement of Onward Journey to the date and time of Arrival to the Head Quarters on Return Journey. :
13. Normal Daily Allowances claimed for the number of days shown in Col.12 :
14. Gross Amount (of Registration, T. A. & D. A.) Claimed (Column Nos. 6+7+8+10+13) :
15. Amount of Advance taken and date on which taken :
16. If so, the net amount of T.A. & D.A. claimed after deducting such advances :

CERTIFICATE

1. I do hereby certify that I have taken pains to ascertain the distance shown in the T. A. Bill and have shown them according to the best of my knowledge and belief.
2. I certify that no D.A. has been drawn for _____ days of Casual Leave or Holidays not actually spent in camp.
3. I certify that concessional fares were not obtained for any of the Air/ Rail journeys advances by the bill.
4. I certify that Rail/ Air journeys included in the Bill, I travelled by the Air and I claimed T. A. for the same.
5. I agree to refund the TEQIP II unit, CTAE Udaipur, any amount that may be objected to in audit from out of the amount paid to me in this claim.
6. I certify that I have not drawn nor do I intend to draw T.A. & D.A. for this journey from any other source.

Journey Verified & Countersigned:

Signature of the Claimant

Name & Designation:

Name & Designation:

FOR OFFICE USE ONLY

Entered at Page No. _____, Sr. No. _____ Register Name _____

Signature of the dealing Clerk

Passed for Rs. _____

(In words Rs. _____)

DRAWING & DISBURSING OFFICER