

JOURNEY PARTICULARS OF NON-OFFICIAL

1. Name of the Meeting (a)
Attended with the date (s)
2. Name & Address of the Member (In Block Letters) & Basic Pay.
3. Designation Office to which attached and present pay if employed. (last pay drawn in case of Retd. Non - Officials)
4. Onward Journey (While coming to attend the meeting)

Departure			Arrival			Mode of Journey	Amount Paid (Rs)	
Place	Date	Time	Place	Date	Time		Km.	/Rs.)
						By Air / Train Taxi / Auto		

Mode of journey

1. By air _____
2. By Train (_____ Class) surcharge & Reservation Charges if paid _____
3. By State Transport Bus Ticket No. _____ Rs. _____
4. By own Car No. _____ of Km. _____
5. By Official car No. _____ of Km. _____ Rate _____
6. By Private Taxi No. _____ of Km. _____ Rs. _____

5. Return journey (while going after meeting)

Departure			Arrival			Actual Amount		
Place	Date	Time	Place	Date	Time	By Air / Train Taxi / Auto	Km	Rs.

Mode of journey:

1. By Air _____
2. By Train (_____ Class) surcharge and Reservation Charges if paid _____
3. By State Transport Bus Ticket No _____ Rs. _____
4. By own Car No. _____ of Kms. _____
5. By Official car No. _____ of Kms. _____
6. By Private Taxi No. _____ of Kms. _____ Rs. _____

6. Daily Allowance

- (a) D.A. Claim for _____ days @ Rs. _____ Per day
- (b) D.A. Claim for _____ days @ Rs. _____ Per day
- (c) D.A. Claim for _____ days @ Rs. _____ Per day
- (d) D.A. Claim for _____ days @ Rs. _____ Per day

7. Honorarium from _____ to _____ @ of Rs. _____
for _____ days Rs. _____

Total amount the bill (Amount indicated against item no 4+5+6+7)
Rs. _____

(Signature of the Member)

SANCTION

Sanctioned Rs. _____ (Rupees) _____

D.D.O.

S. A. O.

Director
NEPCM, New Delhi

CERTIFICATE FROM THE CONTROLLING OFFICER

21/1

1. It is certified that (i) Shri / Smt. /Dr. _____ has attended the above meeting from _____ to _____ at _____ and He / She has not been given any TA advance / paid TA advance of Rs _____ for this purpose.
2. Exchange voucher for Air Travel from _____ to _____ was given / not given.
3. Air travel or A.C.C. I Class or High Road Mileage between two station connected by Rail has been approved by the competent authority (copy of the orders to be attached)

Signature of controlling officer

2. Pay Rs. _____ (Rupees _____)

Accounts Officer (Audit)

Received a Cheque / Demand Draft No. _____ Dated _____

For Rs _____ (Rupees _____)

in connection with the above claim

Signature of the Member

CERTIFICATE

1. I actually traveled by Air/ ACC 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 / ACC 1st Class / Rail / Mail / Express Train / Bus on the return journey.
2. I undertake to refund the excess amount if any drawn by me in case the return journey is not actually performed by the said mode/ class of accommodation.
3. The claim has neither been preferred earlier to the ICAR nor has been claimed and shall not be claimed from any other sources.
4. I was not provided with any means of conveyance at Council's expenses and the Taxi / Scooter Charges Claimed in this bill were actually incurred by me hiring taxi / scooters from my residence to Airport / Railway Station, to place of 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/ Government has invested funds or have any other 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 for the days for which DA has been claimed.
7. Mode of payment required by CHEQUE / DEMAND DRAFT.

Signature of the Member

Address: _____

