

**JOURNEY PARTICULARS OF NON-OFFICIAL MEMBERS**

1. Name of the Meeting/Conference  
Etc. attended with date : .....
2. Name & Address of the Members  
( in Block Letters) : .....
3. Designation, Office to which  
Attached and present pay, if  
Employed. : .....
4. Onward Journey (While coming to attend meeting

DEPARTURE			ARRIVAL			Amount paid
Place	Date	Time	Place	Date	Time	

- i) Air \_\_\_\_\_
- ii) Rail (Class) Surcharge &  
Reservation Charges,  
If paid \_\_\_\_\_
- iii) State Transport Bus \_\_\_\_\_
- iv) By own Car/ Official Car/Taxi  
9Full or single seat \_\_\_\_\_

5. Return Journey (While going back after attending the meeting)

DEPARTURE			ARRIVAL		
Place	Date	Time	Place	Date	Time

- i) Air \_\_\_\_\_  
ii) Rail (Class) Surcharge & Reservation Charges, If paid \_\_\_\_\_  
iii) State Transport Bus \_\_\_\_\_  
iv) By own Car/ Official Car/Taxi 9Full or single seat \_\_\_\_\_

6. Road Mileage

- (a) From Head quarters/ residence to Railway Station/ Airport/ Bus Stand and Vice-Versa \_\_\_\_\_ kms.  
(b) From Railway Station/ Airport/ Bus Stand to Place of duty & Vice-vaersa. \_\_\_\_\_ kms.

7. Daily Allowance

- a. D.A. Claim for \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day. Rs. \_\_\_\_\_  
b. D.A. Claim for \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day. Rs. \_\_\_\_\_

8. Total amount of the bill \_\_\_\_\_  
(Amount indicated against item No. 4 + 5 + 6 + 7).

**Signature of Member**

**SANCTION**

Santioned Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

**D.D.O**

**S.A.O.**

**Director  
NBPGR, New Delhi**

**CERTIFICATE**

Certified that :-

1. I actually travelled by Air/ACC 1<sup>st</sup> class/ Rail/ Mail/ Express/ Transport Bus and paid the fares claimed in the T. A. bill for my onward journey and the shall travel by Air/ACC 1<sup>st</sup> class/ Rail/ Mail/ Express/ Transport 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 office of 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 that Taxi/Scooter charges claimed in this bill were actually incurred by me in hiring taxi/Scooter from my residence to Airport/Railways Station to place of meeting and back. I was not provided with free boarding and/or lodging on the expence of Council or an Autonomous Body or Local Authority in which Council/Govt: has invested funds or have any other interest for the days for which Daily Allowance has been claimed in the 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 D. A. has claimed.

7. Mode of payment required by Cheque/ Demand Draft.

Signature of the Member \_\_\_\_\_

Address \_\_\_\_\_

**Certificate from the Controlling Officer**

It is certified that (1) Shri/Smt./Dr. \_\_\_\_\_ has attended the above meeting from \_\_\_\_\_ to \_\_\_\_\_ and he/she has not been given any T.A. advance/ paid T.A. 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 Higher 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.**

4. Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) only.

**Signature of Controlling Officer.**

5. Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) only.

**Accounts Officer (Audit)**

Received a Cheque/Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ ) only in connection with the above claim.

**Signature of the Member.**