

# NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

## New Delhi

### TRAVELING ALLOWANCE BILL OF THE ESTABLIS

Name: .....

Designation .....

Basic Pay: .....

Head Quarters: .....

Purpose of the Journey: .....

Ref.: Vide Office Order No. ....

Particulars of Journey & halts						Kind of journey Rail/Road/Air	Means of conveyance	Class of accommodation	No. of Kms.	Actual Fare paid	Daily allowance			Grant total	Remarks
Departure			Arrival								No. of days	Rate	Amount		
Station	Date	Hrs.	Station	Date	Hrs.										

Passed for Rs. ....  
.....

Total Claim Rs. ....  
Less Advance taken Rs. ....  
Net amount payable/recoverable Rs. ....

Signature of Claimant

Asstt./JMA

Finance Officer

COA

Director

N.B.: Certificates for Tour T.A. Bills overleaf

# CERTIFICATE FOR TOUR T.A. BILL

Certified that: .....

1. I actually traveled by Mail/Express train by the class of accommodation as claimed in the T.A. Bill.
2. I was actually and not merely constructively in Camp on Sundays and other Holidays during the period for which Daily allowance has been claimed.
3. I was not on Casual Leave on any day for which daily allowance has been charged in the bill.
4. The distance by the road for which mileage allowance has been claimed is correct to the best of my knowledge and belief.
5. The halts for which Daily allowance have been claimed were necessitated by the performance of duty at the place of halts.
6. The journey was performed in the interest of public service and no Government transport was utilized for journey for which road mileage has been claimed.
7. I was/was not treated as State Guest during my halt at..... And was/ was not provided with board and lodging \lodging only at State expense/ at the expense of the Government of India or any other organization.
8. No return tickets (Rail) were available for this journey.
9. Return tickets (Rail) were available but were not purchased because the return journey was not expected to be performed within the period for which tickets were available.
10. The journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
11. I stayed from..... to..... at.....  
(date) (date) (Name of Hotel/Establishment)  
at .....  
which provides board/lodging at scheduled tariffs.

Station:

Signature:

Date:

Designation: