



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

## INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Sub Bill No. \_\_\_\_\_

### **TA BILL FOR TRANSFER / RELOCATION**

#### **PART-A (To be filled by the Employee of the Institute)**

1.	Name		
2.	Designation & Office		
3.	Basic Pay & Pay Level at the time of transfer	Basic Pay Rs. _____ Pay Level _____	
4.	Headquarters	(a) Old	
		(b) New	
5.	Residential Address	(a) Old	
		(b) New	

#### 6. Particulars of the members of the family as on date of transfer :

SL.	Name	Age	Relationship with the Employee

#### 7. Details of journey(s) performed by the Employee of the Institute as well as members of his/her family

Departure		Arrival		Mode of Travel & Class of accommodation used	No. of fares	Fare Paid Rs.	Distance in kms for road Mileage	Ticket No. / PNR No.
Date & Time	From	Date & Time	To					
<b>Total (A)</b>								

8. Details of journey(s) performed by road between places connected by rail :				
Sl. No.	Date	Name of Place		Rs.
		From	To	
Total (B):				

9. Transportation Charges :										
Transportation of	Date	Mode of Transport	Station		Weight in kgs.	Rate Rs.	Amt.	Invoice No.	Date	Issuing Authority
			From	To						
Personal Effects										
Conveyance										
Total (C):										

10. Composite Transfer Grant (if applicable): Rs .....

11. Total amount claimed (Col 7A + 8B + 9C + 10): Rs. ....

**SELF DECLARATION CERTIFICATE**

- (i) The information as given above is true to the best of my knowledge and belief.
- (ii) I further declare that I have neither claimed nor I will claim part of full of this claim for this journey from any other source/office.
- (iii) I and the members of the family in respect of whom the claim is submitted have indeed travelled upto the declared place of visit.
- (iv) I / My family was neither allowed free transit by rail under free pass nor otherwise provided with means of communication at expenses of the state or Local Bodies journey for which TA has been claimed in the bill.
- (v) I did not perform the road journey for which the kilometre allowances has been claimed at the higher rates prescribed in SR 46 by taking a single seat in taxi motor or mini bus or lorry plying for hire.
- (vi) **I hereby undertake that I will refund the full amount of relocation charges if I leave the Institute before 3 years.**

**Date:**

**Signature of the Claimant**

**Supporting documents to be enclosed:**

1. Tickets
2. Boarding Pass
3. Copy of the Offer of Appointment Letter and Joining Office Order
4. Invoice with money receipt for transportation of Personal Effects
5. Invoice with money receipt for transportation of Personal Conveyance

**PART- B [To be filled by Establishment-I (Faculty)/ Establishment- II (Non-Teaching)]**

1. Joined on Technical Resignation (Yes / No) : \_\_\_\_\_
2. No .of Dependents (including self) eligible for Travel Reimbursement as per Para No.6 : \_\_\_\_\_
3. TA reimbursement to be settled as per: Fresh Joinee ☐

**Or**

Technical Resignation ☐

Date :

Signature of the Dealing Asst./Supdt.

**DR/AR (Estt-I/Estt- II)**

**PART-C (To be filled in by the Bill Section)**

The net entitlement on account of Travelling allowance works out to Rs. \_\_\_\_\_

(Rupees .....only) as detailed below:

<b>SL. No.</b>	<b>Particulars</b>	<b>Amount claimed (in Rs.)</b>	<b>Amount admitted (in Rs.)</b>
A	Fare Admissible		
	(i) Air		
	(ii) Railway		
	(iii) Bus		
	(iv) Steamer		
<b>Total:</b>			
B	Road mileage for.....km.@..... per/km		
C	Transportation of personal effects		
D	Transportation of Conveyance		
E	Transfer Grant		
F	Gross amount (A+B+C+D+E)		
<b>Net amount:</b>			

Pay Rs..... (Rupees ..... Only) to the claimant as per the entitlement worked at above.

Certified that the claims included in the bill have not been already paid.

**Dealing Asst./Supdt.**

**AR/DR (F&A)**

**Signature of DDO**

Date:

**Countersigned**

**Date:**

**Controlling Officer**