

Indian Institute of Technology Bhubaneswar

TA/DA Bill of Non-Official invited to attend Meeting

Part I (To be filled by the Non-Official)

1.	Name (in block letters)	:						
	Designation	:						
2.	Scale of Pay / Pay Band	:						
	Grade Pay /AGP	:						
3.	Full Address (Office)	:						
4.	Purpose of Visit (Name of the Committee, Workshop, Seminar)	:						
5.	Details of journey (including fro & to Residence/Office or Airport/Railway Station)							
Date	Departure		Arrival		Mode of Journey	Distance in Kms (road mileage for local journey)	Fare Paid (Air/Rail/Taxi, etc)	Air/Rail Ticket Number
	From	Time	To	Time				

Total Daily Allowance for Halt ____No. of Days x Rate (Rs. _____) = Rs.

TA = Rs.

Total = Rs.

Less Concessional Boarding and/or Lodging Provided = Rs.

Net Amount Due = Rs.

Please Turn Over

5. Certificate by Non-Official:

1. Certified that no TA/DA in respect of the journey for the period mentioned in the bill has been or will be claimed from any other social source.
2. Certified that I was not provided with free boarding, lodging and conveyance.
3. I was provided with concessional (Rs. _____) lodging (Rs. _____) for which I have reduced my claim accordingly.

Date:

Signature of the Claimant

Part II (To be filled by the Convenor/Organizer of the Committee or Meeting)

1. The above details have been verified and claim may be admitted.
2. The non-official was invited under the authority of controlling officer and his attendance as above is confirmed.
3. Expenditure is debitable to _____.

Date:

Signature of the Convenor

Part III (To be completed by DDO)

1. Details of entitlement and duly verified.
2. To be adjusted against TA advance of Rs. _____
(Rupees _____ only) paid on _____ vide
TA Advance Register page no. _____ sl. no. _____ month _____ year _____
3. Net Amount Payable Rs. _____
4. Amount to be debited to _____
5. Reference of Adjustment Bill No. _____ dated _____

Asst Registrar (F&A)

Date

Signature of DDO /Registrar

Date:

Payee's Receipt

Received Rs. _____ (Rupees _____
_____ only) in full settlement of my TA/DA Claim.

Revenue

Stamp