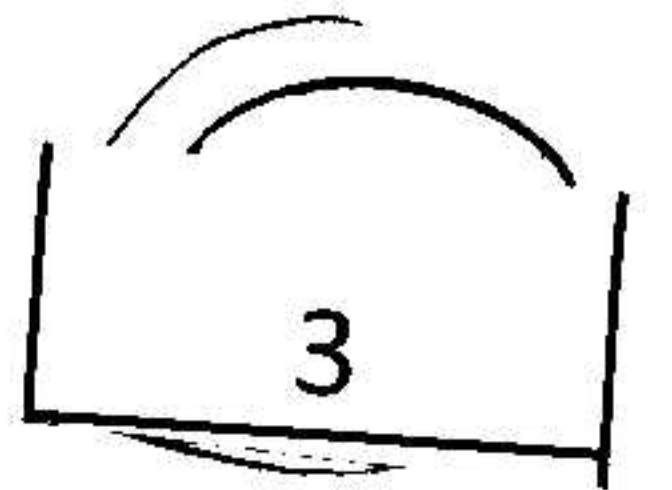


**NATIONAL CENTRE FOR RADIO ASTROPHYSICS  
TATA INSTITUTE OF FUNDAMENTAL RESEARCH**

Pune University Campus, Pune - 411 007

**Travelling & Halting Allowance Bill**



Name : \_\_\_\_\_

Computer Id No. : \_\_\_\_\_

Designation : \_\_\_\_\_

Section : \_\_\_\_\_

Basic Pay : \_\_\_\_\_

Headquarters & place of duty : \_\_\_\_\_

Purpose of the journey with Particulars & Place of halt : \_\_\_\_\_

| Sr. No. | DESCRIPTION   | DATE | TIME                |
|---------|---|------|---------------------|
| 1       | Departure from Headquarters   |      |                     |
| 2       | Arrival at touring station  |      |                     |
| 3       | Departure from touring station  |      |                     |
| 4       | Arrival at Headquarters   |      |                     |
| 5       | Mode & class of travel  |      | <b>AMOUNT (Rs.)</b> |
| 6       | Onward Journey- Ticket No./PNR No. (attach original tickets/counterfoils) |      |                     |
| 7       | Return Journey- Ticket No./PNR No. (attach original tickets/counterfoils) |      |                     |
| 8       | Mode of conveyance at Headquarters  |      |                     |
|         | A) Office/Residence to Airport/Railway Station and fare paid              |      |                     |
|         | B) Airport/Railway station to office/Residence and fare paid              |      |                     |
|         | C) Airport/Railway station to place of duty and fare paid                 |      |                     |
|         | D) Place of duty to Airport/Railway Station and fare paid                 |      |                     |
| 9       | Nature & period of leave, if any, availed of during the tour              |      |                     |
| 10      | Period of halt and Halting Allowance                                      |      |                     |
|         | <b>TOTAL</b>  |      |                     |
|         | Less : Advance drawn<br>Air/Railway/Bus Fare<br>(Through Office)          |      |                     |
|         | Balance due to -<br>Me/ Institute   |      |                     |

|  |  |
|--|--|
| <b>Approval of controlling Officer</b> |  |
| Signature                              |  |
| Name                                   |  |
| Designation                            |  |
| Date                                   |  |

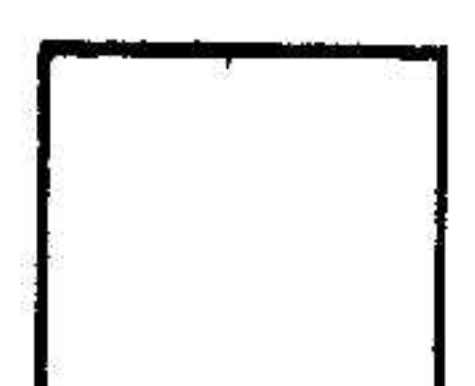
Signature :

Name :

Designation :

Date :

Amount Received



Asst. Accounts Officer

**NOTE:-**

|   |  |  |
|---|--|--|
|   | <b>Any other information having a bearing on this TA claim.</b>  |  |
| 1 | Whether any claim in respect of this tour has been made under "Recoverable". If so, please specify Agency, its address & letter of invitation/ Commitment. |  |
| 2 | Budget(if deputation, enclose a copy of approval)  |  |
| 3 | Whether free boarding/lodging or both were provided at the touring station, if so, give particulars.   |  |
| 4 | Director's approval in case of higher class of travel (if any)   |  |
| 5 | Copy of original approval for the trip   |  |
| 6 | Reasons for excess stay, if any at the touring station   |  |
| 7 | In case of settlement on actuals, enclose bills for Lodging/boarding.  |  |

**CERTIFICATE**

- 1 Timings, distances, period of halt, etc. indicated in the form are correct to the best of my knowledge.
- 2 DA has been claimed for days actually, and not merely constructively spent in camp including holidays.
- 3 No DA has been claimed for days spent on leave.
- 4 The railway journeys were actually performed by the class of the accommodation for which TA has been claimed.
- 5 The journeys were performed by the shortest and cheapest route.
- 6 I also certify that none of the road journeys for which mileage has been claimed was performed in a vehicle without payment of hire charges
- 7 I didn't share conveyance with any other government servant in respect of road journey for which mileage has been claimed in the TA bill.
- 8 Return tickets at reduced rates were not available in respect of journeys for which full rates have been claimed in the TA bill.
- 9 Certified that the rail journeys for which fare has been claimed at super fast/mail/express rates were actually performed in Super fast/mail/express trains.
- 10 On the days of which DA at full rates claimed, I was not provided with either free board or free lodging or both.
- 11 Certified that I stayed from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ (name of hotel/establishment) at \_\_\_\_\_ (name of place) which provides lodging at scheduled tariffs. Bill No. \_\_\_\_\_ dtd. \_\_\_\_\_ for Rs. \_\_\_\_\_ duly receipted issued by the hotel/establishment is enclosed. If the stay is more than in one hotel, certificate may be amended suitably to cover different hotels at the same place/different place.
- 12 Balance due to Institute be settled by me/ recovered from my salary.

|             |
|-------------|
| Signature.  |
| Designation |
| Date        |