



यात्रा भत्ता आवेदन / Travelling Allowance Form

- A) यात्रा भत्ता / Travelling Allowance :-

(Note:- TA is applicable for the shortest route only)

(B) खाद्ये बिल दावे / Food Bill Claim (If Applicable) :-

(B) दावे पर राशि / Food Bill Claim (If Applicable) :		
दावे की तिथि / Date for which claim made	राशि/ Amount	कार्यालय प्रयोग हेतु (राशि) /For Office Use (Entitled amount)
कुल / Total		

C) होटल आवास लागत / Cost of Hotel Accommodation (If Stayed) :-

होटल का नाम एवं पता / Name and Address of Hotel	अवधि / Period		दिनों की संख्या / No ^o of Days	दर / Rate	GST/जीएसटी	राशि / Amount
	से / From	तक / To				
कुल / Total						

‘ए’ के अनुसार / Claim as per ‘A’ : _____

‘बी’ के अनुसार / Claim as per ‘B’ : _____

‘सी’ के अनुसार / Claim as per ‘C’ : _____

कुल / Total Claim (A+B+C) : _____ (रु/Rupees _____ केवल/Only)

D) विराम स्थल से निम्नलिखित कारण से अनुपस्थित रहने की तारीख / Date of absence from place of halt on account of:-

a) R.H. and C.L.:- _____

E) लिए गए यात्रा भत्ता अग्रिम की रकम यदि कोई हो / Amount of T.A. advance. If any drawn.:- _____

Certified that the incumbent has performed his/her duties in relation to _____ and TA/DA be paid for the period from _____ to _____.

❖ Checklist:-

<input type="checkbox"/>	Copy of the invitation letter attached.
<input type="checkbox"/>	Original Bill for Taxi (if Own Car is not used) attached.
<input type="checkbox"/>	Proof of Toll Charges attached.
<input type="checkbox"/>	Verified list of Students in case of Practical/Viva is attached.
<input type="checkbox"/>	Copy of Ticket and Boarding Pass (In Original) in case of Air Travel attached. Tickets have been purchased only from one of the three Authorized Travel Agents, only as listed below:
	1. M/s Balmer Lawrie & Company Limited (BLCL).
	2. M/s Ashok Travels & Tours (ATT).
	3. Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).
<input type="checkbox"/>	Original Tickets in case of Public Transport attached.
<input type="checkbox"/>	Form is complete in all respect.
<input type="checkbox"/>	Tour Report.

रकम प्राप्ति (पूर्व प्राप्ति रसीद)/

Amount Received in Full (Pre-Receipt)

दावेदार के हस्ताक्षर दिनांक के साथ /

Signature of the Claimant with date

पर्यवेक्षण अधिकारी/विभागाध्यक्ष/पीआई/समन्वयक के हस्ताक्षर

Signature of the supervising officer/HoD/PI/Coordinator

नाम/Name : _____

पद / Designation : _____

विभाग / Department : _____

कर्मचारी आईडी / Emp. ID. : _____

Note:- All columns are mandatory

(वित्त और लेखा विभाग के उपयोग के लिए / For the use of Finance & Accounts Department)

TA: _____, DA: _____, SF: _____, Total: _____, Less TDS: _____, Grand Total : _____

Passed Payment of Rs^o _____ (रु / Rupees _____

केवल / only).

कार्य सहायक (वित्त)
Dealing Assistant (Finance)

वित्त अधिकारी / प्रशासनिक अधिकारी
Fin. Officer/Admin. Officer

मुख्य वित्त अधिकारी/ प्रमुख (वित्त)
Chief Finance Officer/Head (Finance)