



Indian Institute of Information Technology Design & Manufacturing Jabalpur

(An Institute Established by MHRD, Govt. of Indian)

Mehagawa, Dumna Air Port Road, P.O. Khamaria, Jabalpur 482 005 India

Purpose:

Others/Deptt./Medical/Foreign TA

Institute A/c / Project No _____

Name: _____ PF/Roll No.:

Designation: _____ Department: _____ Basic Pay/Scholarship:Rs _____ per month

Purpose of Journey _____

[Instructions are given on the reverse side. In case of LTC, given details of family members on the reverse]

PARTICULARS OF JOURNYS AND HALTS

Departure			Arrival			Mode of journey (rail/air/road)	Class	Road Kms	Fair (Rs.)	Details of Flight/Train & Tickets no.	
Station	Date	Hour	Station	Date	Hour						
Hospitality: Availed on.....days Not Availed							Total Kms		Total Fair		

1) Total Fare: Rs. _____ (2) Road Kms: _____ Kms@ Rs. _____ RS. _____

(3) Daily Allowance: No. of days _____ @ Rs _____ Rs _____

(4) Other actual expenses incurred _____ Rs. _____

Total Claim (1+2+3+4) Rs. _____ Advance Drawn = Rs _____ Net Claim = Rs _____

No. of Enclosures _____ Date: _____ Signature _____

Pay Rupees: _____

Dealing Assistant

Deputy Registrar

Paid in Cash/ Cheque No. _____ Date _____

Approved

Director

Details Of Family Members (In case of Leave Travel Concession (LTC) or Home Town Concession)				
Sl. No.	Name	Date of Birth	Age	Relationship
1				
2				
3				
4				
5				

Details of Other Actual Expenses				
Sl. No.	Particulars	Amount (Rs.)		Documents Attached
		Total Rs.		

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journey of different kinds halts should not be entered on the same line.
2. Bill must be properly prepared and submitted within 7 days of completion of journey. Failure to do entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.
3. Money Receipts/Ticket numbers should be furnished along with the T.A. bill.
4. When the first item of a traveling allowance bill is a halt, the date of commencement of halt should be stated in the last column.
5. Hotel bills should invariably be enclosed when D.A. is claimed at Hotel rates.
6. A certificate of attendance given by the court or authority should be attached to the bill, if traveling is drawn for attending a Court under Summons or otherwise.

CERTIFICATE

Certificate that I actually traveled in the class to which I am entitled. It is also certified that I did not performed the road journey for which the mileages have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in (SR. 46) between two fixed points as the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified that the hiring of taxi was essential and road mileage is not claimed from any other sources.

Traveling by road includes traveling by sea or river in a steam launch or in any vessel other than : steamer and traveling by canal. (This particular kind should be specified in the bill)

In case where the steamer company has tow rates of fare, one inclusive of diet, the "fare" should be hel to mean "fare exclusive of diet"

Date:

Signature: