



CENTRAL UNIVERSITY OF TIBETAN STUDIES
(Deemed University)
SARNATH, VARANASI, U.P., INDIA

TA/ DA BILL

Shri..... Salary (if the employee is of this Institute) Rs.
Designation and Address Total travel Exp. Rs.
Purpose of travel Less Advance received Rs. Vide Ch. No.
Balance payable Rs. Date

Departure			Arrival			Bus/Train/Air		Local Conting Daily Allowance				Total	Others/ Remarks
Place	Date	Time	Place	Date	Time	Class	Fare	Km	Rs.	Day	Rs.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Rs. In words may be paid

Verified

Dealing Asst.

S.O. Account

Registrar

Director

Signature

Date

Payment Received Signature

Revenue
Stamp

Certified that

1. The mode of actual travel and class, used during the journey, has been correctly mentioned in the TA/DA bill.
2. Sunday (s) and other holiday (s) for which D.A. claim has been made, I had been on camp duty.
3. I was not on casual leave during the journey period.
4. To the best of my knowledge and believe the distances shown in the TA/DA bill for local journey are correct.
5. The journey has been performed in the interest of the Institute.
6. The amount claimed for journey does not include the mode of travel provided by the institute.
7. I had neither been provided boarding and lodging facilities. from the Institute nor I had been availing the facilities as government guest during the journey period.
8. Whatsoever documents have been submitted in support of TA/DA bill, no such documents have so far been claimed in any earlier bill (s).

Contingency expenses

(Claimant Signature)

Details of D.A. As per rule