



5. Mode of Journey(s): (i) AIR(ii) RAIL (iii) ROAD .....Yes/No.
6. Date of absence from place of halt on account of (a) R.H. and C.L.
7. Date on which free boarding and/or lodging provided by the state or any organization financed by State Funds: -  
----- NIL ----
8. Particulars to be furnished along with Hotel receipts etc., in case where higher rate of D.A. is claimed for stay in Hotel/other establishments providing Board and/ or lodging at scheduled tariff:-
9. Particulars of Journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used.
12. Details of Journey(s) performed by Road between places connected by Rail.
12. Amount of advance Traveling Allowance, if any drawn: \_\_\_\_\_.

### CERTIFICATE

- 1 Certified that the information as given above is true to the best of my knowledge and belief.
- 2 Certified that I give my option for availing DA on tour as per Ministry's order dated 17<sup>th</sup> April 1998 in regard to TA. (Strike out this point if opting to claim as per new TA rules as per 6 CPC)

Date:

Signature of the Government Servant  
Seal

#### List of Enclosures

1. Tour Approval of DC / Chairmen.
2. Attendance / Duty Certificate.
3. Certificate of availing / non availing free Boarding Lodging facilities during tour period.
4. Tickets / Ticket no.
5. Food Bills
6. Taxi /Auto Charges Bills (If claimed daily basis)
7. Hotel receipt.

CHECKED BY

NAME: \_\_\_\_\_

DESIGNATION: \_\_\_\_\_

JNV : \_\_\_\_\_

**The statement of Account of Traveling Allowance works out to**

**Rs. \_\_\_\_\_/- (In words Rupees \_\_\_\_\_ only.)**

**a) Railway/Air/Bus/Steamer Fare: Rs. \_\_\_\_\_/-**

**b) Road mileage for Kms. : Rs. \_\_\_\_\_/-**

**c) Daily Allowance**

1. \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ Per day: Rs. \_\_\_\_\_/-

2. \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ Per day: Rs. \_\_\_\_\_/-

3. \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ Per day: Rs. \_\_\_\_\_/-

4. \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ Per day: Rs. \_\_\_\_\_/-

**d) Actual Expenses : Rs.**

**Gross Amount : Rs.**

**Less T.A. Advance : Rs.**

**Net Amount : Rs.**

**The Expenditure is debit able to: \_\_\_\_\_ (Account head)**  
**\_\_\_\_\_ (Sub head etc.)**

**Passed for Rs. \_\_\_\_\_/- (In words Rupees \_\_\_\_\_ Only.)**

**Initial of  
Bill Clerk.**

**Signature of DDO/ACAO**