



# Motilal Nehru National Institute of Technology (MNNIT) Allahabad

## TA/DA Bill

Name of the claimant ..... Designation ..... Department/Office .....

Organisation ..... Basic Pay .....

Purpose of the visit (approved by) .....

.....

Departure		Arrival		*Mode of Journey	Km.	Expenditure (Rs.)	Remarks/ticket No.
Station	Date & Time (in 24 hour)	Station	Date & Time (in 24 hour)	Rail/Road /Air – Class			
Cost of local travels :							
Total days of absence from the Head Quarter		Transit DA for ..... days @ Rs. .... Fixed DA for ..... days @ Rs. .... Hotel DA for ..... days @ Rs. ....					
Free boarding/lodging or both provided if any :							
<b>Total</b>							
<b>Advance taken</b>							
<b>Balance to be reimbursed/returned to the employee/by the employee</b>							

Signature of the claimant

I certify that :

1. No concession was available.
2. Journey was actually performed in the class for which claim has been made/performed.
3. Journey was performed by the shortest route (if not the reason) and in the interest of the institute.
4. Journeys by road were performed in hired conveyance/borrowed conveyance for which proper charges have been paid by me.
5. TA for the above journeys has not been drawn from any other sources

I certify that the information as given above are true and to best of my knowledge and belief.

(Signature of the claimant with date)

Name .....

Address : .....

.....

.....

Certified that Mr./Ms./Dr. .... was required to travel for the reason as specified in the interest of the Institute and his/stay from ..... to ..... was necessary.

(Director/Head of the Department)

Head of Account :

Passed for payment/adjustment for

.....  
.....  
.....

Bill Asstt.

Supdt. (A/c)

Asstt./Dy Registrar

Registrar

Director