

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.
6. Ticket booking was done from authorized agency i.e. IRCTC, Ashoka Travels and Balmer Lawrie and Toll Tax deduction related message/documents is provided with this claim form in case of Own/Hired Taxi Travel.
7. Prior approval for this travel was taken by competent authority before Actual date of travel.

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.

(Signature of HOD with date and seal)