TA & DA CLAIM

Name :
Office :
Basic Pay :

Designation :
Month :
Head quarters :

Particulars of Journey and Stay				Mode of Journey	Amount of Charge / Ticket No	Km wise TA			DA	Other claims if any	Total Amount	Aim of Journey
Departure		Arrival		Train / Bus / Ship		Distance	Rate RS	Total Rs	Rate x No of Days			
Date / Time	Place / Rout	Date / Time	Place / Rout									
1	2	3	4	5	6	7	8	9	10	11	12	13

`: .....

Total amount of the bill `: .....
Advance taken `: .....
Net amount to be paid `: .....

Documents to be enclosed

1. I have travelled more than 8km from my official place of working
2. I haven't received any advance in this bill
3. This bill is not claimed ever before
4. I did not enjoy free food and lodging during this journey
5. I have travelled the above journey on Govt. duty only.

Bank A/c No:
Branch:
IFSC Code:

Signature of the Applicant
Date

Signature of the Applicant

Signature of the Certifying Officer
Remarks & Signature