

**TEQIP - Cell**  
**College of Technology & Engineering, MPUA&T, Udaipur 313001**  
**TA & DA BILL FORM FOR THE TRAVEL**

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- Name, Designation & Address of the
1. Officer :
  - Bank and Branch Name
  - SB A/C No.
  - IFSC Code
  2. a) Basic Pay and the Scale of Pay in :  
which pay drawn
  - b) Head Quarters :

**ONWARD JOURNEY**

3. Purpose of Journey :
4. a) Places between which travelled : From to
- b) Date and Time of Departure and Arrival : Date Time Date Time
5. Mode of Travel & the Class in which Travelled & Distance :  
(If travelled in Flight or 1<sup>st</sup> class or 2<sup>nd</sup> class and 3<sup>rd</sup> class AC or AC Chair Car, the tickets in original should be furnished.)
6. a) Local Conveyance(taxi) :  
b) Actual Fare paid (air/train/bus)  
c) Local Conveyance(taxi)  
d) Incidental Charges
7. Lodging charges, if any, incurred :  
(Receipt to be enclosed)
8. Registration & Visa Fee

**RETURN JOURNEY:**

9. a) Places between which travelled : From to
- b) Date and Time of Departure and Arrival : Date Time Date Time
10. Mode of Travel & the Class in which Travelled & Distance (If travelled in Flight or 1<sup>st</sup> class or 2<sup>nd</sup> class and 3<sup>rd</sup> class AC or AC Chair Car, the tickets in original should be furnished.)
11. a) Local Conveyance (taxi) :  
b) Actual Fare paid (air/train/bus)  
c) Local Conveyance (taxi)  
d) Incidental Charges

12. No. of days taken from the date & time of commencement of Onward Journey to the date and time of Arrival to the Head Quarters on Return Journey. :
13. Normal Daily Allowances claimed for the number of days shown in Col.12 :
14. Gross Amount (of Registration, T. A. & D. A.) Claimed (Column Nos. 6+7+8+10+13) :
15. Amount of Advance taken and date on which taken :
16. If so, the net amount of T.A. & D.A. claimed after deducting such advances :

**CERTIFICATE**

1. I do hereby certify that I have taken pains to ascertain the distance shown in the T. A. Bill and have shown them according to the best of my knowledge and belief.
2. I certify that no D.A. has been drawn for \_\_\_\_\_ days of Casual Leave or Holidays not actually spent in camp.
3. I certify that concessional fares were not obtained for any of the Air/ Rail journeys advances by the bill.
4. I certify that Rail/ Air journeys included in the Bill, I travelled by the Air and I claimed T. A. for the same.
5. I agree to refund the TEQIP III unit, CTAE Udaipur, any amount that may be objected to in audit from out of the amount paid to me in this claim.
6. I certify that I have not drawn nor do I intend to draw T.A. & D.A. for this journey from any other source.

Journey Verified & Countersigned:

Signature of the Claimant

Name & Designation:

Name & Designation:

**FOR OFFICE USE ONLY**

Entered at Page No. \_\_\_\_\_, Sr. No. \_\_\_\_\_ Register Name \_\_\_\_\_

Signature of the dealing Clerk

Passed for Rs. \_\_\_\_\_

(In words Rs. \_\_\_\_\_)

DRAWING & DISBURSING OFFICER

TREASURY OFFICER