

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

---

- 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  
(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 (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.

TEQIP Coordinator

Head of Department

Signature of the Claimant

With Sign & Seal

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. \_\_\_\_\_)

TREASURY OFFICER

DRAWING & DISBURSING OFFICER

## Personal Details for PFMS Payments

S. No.	Type	Personal
1.	Name	
2.	Date of Birth	
3.	Fathers Name	
4.	Aadhar Number	
5.	PAN Number	
6.	Address1	
7.	Address2	
8.	Address3	
9.	City	
10.	Pin Code	
11.	State	
12.	Mobile No.	
13.	Phone No.	
14.	Email	
15.	Bank Name	
16.	A/C No.	
17.	IFSC Code	
18.	Bank Branch	

**Applicant's own account details will only be acceptable.**

Signature: - \_\_\_\_\_

Date: - \_\_\_\_\_