

TATA INSTITUTE OF FUNDAMENTAL RESEARCH  
 IISc. Campus, P. O. Box No. 1234, Bangalore - 560 0012  
Travelling & Halting Allowance Bill

1. Name with Computer No.	:	
2. Basic Pay :	3. Designation & Section :	
4. Headquarters and normal place of duty	:	
5. Purpose of the journey with particulars & place / places visited	:	
6. Mode of conveyance from office/residence to railway station/ airport/bus station and Fare paid	:	
7. Date & time of departure of train/plane/bus (Train No/Flight No. to be indicated)	:	
8. Class of travel with Tkt. # (counterfoil of air Tkt.) & Fare paid	:	
9. Date & time of arrival at railway station/airport bus station at tour station & Incidental Allowances	:	
10. Mode of conveyance between railway station/airport/ bus station and the place of temporary duty and Fare paid.	:	
11. Period of halt and Halting Allowance	:	
12. Mode of conveyance between the place of temporary duty halt & railway station/bus station/airport and the Fare paid.	:	
13. Date & time of departure of train/plane/bus from tour station/ airport(train No./flight No. to be indicated)	:	
14. Class of travel with Tkt. #(counterfoil of air Tkt.) & Fare paid	:	
15. Date & time of arrival at Railway station/Air port/Bus station at headquarters & Incidental Allowance	:	
16. Mode of conveyance for the journey between airport/railway station/ bus station and office/residence and Fare paid	:	
17. Whether any claim in respect of this tour has been made under "Recoverable (Extra Mural)". If so, specify from whom & address) Note: A copy of the invitation should be enclosed.	:	
18. Nature and period of leave, if any, availed of during tour.	:	
19. Whether free board/lodging or both were provided at tour station; If so, give particulars	:	Total
20. Advance of T.A. drawn	:	VR. #
21. Any other information having a bearing on this T.A. claim.	:	Balance due to me/ Institute

Approval of Controlling Officer

Signature:

Name:

Designation:

Section/Group:

Payment received Rs.  
Rupees

Signature of the claimant :  
Date:

Bill passed for Rs.

Accounts Officer

CERTIFICATE

CERTIFIED THAT :

1. Timings, distances, period of halt, etc. indicated in the form are correct to the best of my knowledge.
2. DA has been claimed for days actually and not merely constructively spent in camp, including holidays.
3. No DA has been claimed for days spent on leave.
4. The journeys were performed by the shortest and cheapest routes.
5. The railway journeys were actually performed by the class of accommodation for which TA has been claimed.
6. The road journeys for which mileage has been claimed at rates applicable for taxis/autorickshaws were not performed by taking a single seat in any public conveyance which plies regularly for hire between fixed points and charges fixed rates. I also certify that none of the road journeys for which mileage has been claimed was performed in vehicle without payment of hire charges.
7. I did not share conveyance with any other Govt. servant in respect of road journey for which mileage has been claimed in the TA Bill.
8. Return tickets at reduced rates were not available in respect of journeys for which full rates have been claimed in the TA Bill.
9. Certified that the rail journeys for which Fare has been claimed at superfast/express/mail rates were actually performed in superfast/express/mailtrains.
10. On the days on which DA at full rates is claimed, I was not provided with either free board, or free lodging or both.

11. Certified that I stayed from ..... to .....  
 in .....  
 (name of hotel/establishment)

at .....which provides lodging at schedule tariffs.  
 (name of place)

Bill No..... dated ..... for Rs.....

duly receipted issued by the Hotel is enclosed.

If the stay is in more than one hotel, certificate may be amended suitably to cover different hotels at the same place/different place.

Signature :  
 Name :  
 Designation :  
 Date :