

Bill No. TA/Adj. Date:_____

Head of A/c

Passed for Rs._____ (Rupees_____)

Certified that the journey was performed by Rail/Bus/Taxi/Scooter in a class of accommodation to which officer was entitled and that the fare included in the bill is not in excess of the amount actually spend by him.

Dealing Asstt.

S.O

D.D.O

For use by Accounts

Bill No. TBR/

Dated:

Pay Rs. (Rupees_____)

O.B.Item No. of removed

Dealing Asstt.

S.O(F & A)

F & A.O

Vr. No. Dated:

Paid vide cheque No.

Dated

For Rs.

F & A.O

Institute of Genomics & Integrative Biology, MallRoad, Delhi
University Campus, Mall Road, Delhi-110007

T.A. CLAIM ADJUSTMENT FORM

Particulars to be furnished by Touring Officer

Questions

Answers

1.Whether you were on casual leave during the period of half? If so please give details.

2.Whether you were provided with free lodging and/or boarding? If so please give details.

3.Whether return (concessional) tickets were available and purchased? If not please give reasons.

4.Whether you were actually and (not merely constructively) in camp on nonworking day also?

5.Details of Counsil transport/other conveyance utilized free of charge

6.Source to which TA/DA is debitable

Certified that I traveled in a class of accommodation as shown in the claim and that the fare is the actual amount spent by me.

Signature of claimant with date

Certified that I have satisfied myself about the genuineness of the claim and bonafide of the journey having being performed.

Signature of controlling officer with date

Amount of advance drawn

Proforma III

To be completed by Bill Section
Admissibility

[illegible]