

POSTGRADUATE INSTITUTE OF MEDICAL EDUCATION & RESEARCH, CHANDIGARH
 Travelling Allowance (TA)/ LTC/ Conference Bill
 (FOR GAZETTED STAFF ONLY)

Name of the Official/ Officer Dr/ Mr/ Mrs/ Ms

TA Bill for attending

(Write purpose for the travel)

Designation

Sanction No. & date:

(Please attach sanction letter)

Department

Bank Account No.

Basic pay

Total pay for DA purpose

S. no.	Station	Departure		Station	Arrival		No of Kms traveled and kind of journey	Rail/ road/ air	No of days	Kms	Total amount claimed (Rs)	Ticket nos. (Pl attach ticket)	Amount admissible
		Date	Hours		Date	Hours							
											?		

- Note: 1) PLEASE FILL IN ALL COLUMNS ON PAGES 1 & 2
 2) Please mention names, age, relations of all family members who traveled with the claimant in case of LTC claim. Senior Residents should submit claims in duplicate.
 3) In case of attendance of Conference, please certify that
 "I have attended Conference from _____ to _____"

SIGNATURE OF CLAIMANT/ OFFICER WHO TRAVELED

Railway/ Bus/ Air Fare		Rs	_____
Road mileage _____ kms @ Rs _____		Rs	_____
	PKM	Rs	_____
Daily allowance: Total dailies _____			
@ Rs _____ per daily		Rs	_____
	Total	Rs	_____
	Advance paid	Rs	_____
	Net claimed	Rs	_____
	Entered at page		_____

Signature of the Officer/ Claimant who traveled
(Please also affix Revenue Stamp here)

Passed for Rs _____ (Rupees) _____
(In words)

Dy Spdt	SAI	AAO(A)	Dy Director (Administration)
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C E R T I F I C A T E

1. Certified that I was not provided with means of any accommodation at the expenses of Govt or journey by road for which TA has been claimed.
2. Certified that I traveled by rail on all days in the class of accommodation which I am entitled between station from to
3. Certified that journey by road as performed by Air (i) which was a hired one (ii) being my own property (iii) being a Govt property.
4. Certified that between station connected by rail from to I traveled by bus by getting a single seat incurred a sum of Rs
5. Certified that the journey beyond jurisdiction was performed under authority.
6. Certified that the journey was performed under public service.
7. Certified that the number of kms above in the TA bill are correct.
8. Certified that:-
 - i. I was absent or on casual leave during the period of which daily allowance has been claimed.
9. Certified that during the halt at from to while on duty I continued to pay income extra expenditure after the thirty days.

CERTIFICATE FOR JOURNEY FOR TRANSFER

10. Certified that the family member for whom TA has been claimed actually traveled with me within the time limit prescribed for journey for transfer.
11. Certified that the actual expenses incurred in the cost of the transporting personnel effects was not less than the sum of claimed bill.
12. Certified that I have transported quintals of luggage on my transfer.