



BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA ROURKELA

Vr. No.....

TA AND DA BILL FORM

Name (in Block Letter) : _____ Basic Pay: _____

: _____

Purpose of Visit : _____

Details of journey (including to and fro residence / Office & Airport / Railway Station)

Date	Departure		Arrival		Mode of Journey	Distance in Kms (Road mileage for local Journey)	Fare paid (Air,/Rail/ Taxi, etc)	Air/Rail Ticket No.
	From	Time	To	Time				
1	2	3	4	5	6	7	8	9

Certificate

- a) Certified that No TA in respect of the Journey for the period mentioned in the bill has been or will be claimed by me from any other official source.
- b) Certified that I was not provided with free boarding, lodging and conveyance.

Date: _____

Signature of the Claimant

(FOR OFFICE USE ONLY)

The above details have been verified and claim may be admitted.

Date: _____

Signature of the Convenor

- | | |
|--------------------------|-----------|
| 1. Travelling Allowance | Rs. _____ |
| 2. Other Allowance | Rs. _____ |
| | Rs. _____ |
| 3. DA _____ Days @ _____ | Rs. _____ |
| TOTAL | Rs. _____ |

Passed for payment of Rs. _____ (Rupees _____
_____) only.

Drawing and Disbursing Officer

PAYEE'S RECEIPT

Received Rs. _____ (Rupees _____
_____) only.

**Rev.
Stamp**

Signature of the Claimant