NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
KURUKSHETRA - 136119 Haryana

TA/DA Claim for Official Tour/Duty

1. Name of the employee _____ 2. Designation _____
3. Pay Level _____ Pay Scale _____ 4. Department/Section _____
5. Address _____
6. Place to be visited _____ 7. Date of Departure _____
8. Date of return to Headquarter _____ 9. Type of Journey (Tour/Duty/LTC etc.) _____
10. Purpose of Journey _____

Signature of Sanctioning Authority Signature of Head of Deptt./Section Signature of claimant

Journey Details

Mode of Journey Train/Bus/ Air/Taxi	Departure (From)			Arrival (TO)			Ticket No. Train/ Bus/ Taxi	Distance (Km.)	Amount (In Rs.)
	Place	Date	Time	Place	Date	Time			
Reimbursement for Hotel accommodation/guest house up to the ceiling (with Self certification upto pay matrix level 8 and below) indicating period of stay,name of dwelling									
Reimbursement of travelling Charges, up to the ceiling (with Self certification upto pay matrix level 8 and below) indicating period of travel, vehicle no. etc.									
Reimbursement of lump sum amount of Food Charges as per timing restrictions									
Grand Total									
Less Advance taken for the purpose									
Balance to be paid/reimbursed into my Bank Account No. _____									
IFSC Code _____ **Bank Name** _____ **Branch Address** _____									
PAN (for Externals) _____ **Mobile No.** _____									
E-mail _____									

Certified that

(i) The information and documents provided for the claim of above TA/DA are true and correct.
(ii) I am claiming the actual expenditure incurred during the tour/duty.

Signature of the claimant

The above journey is verified and TA/DA claim is forwarded.

Signature of Head of Department/Section

FOR OFFICE USE (Accounts Section)

Total Claim Rs._____, TDS Deduction Rs. _____ Net Payable Rs._____

Bill passed for Rs._____ (Rupees _____ only)

Dealing Assistant Superintendent Dy./Asstt. Registrar (Accounts) Registrar Director