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| --- | --- |
|  |  **राष्ट्रीय प्रौद्योगिकी संस्थान** कालीकट**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT****Form for claiming TA / DA/ Transfer allowances/ LTC (to be submitted in duplicate)** |

**(Please fill all relevant fields/ columns for timely processing of claim)**

Name: …………………………… Designation: …………………… Dept/ Section: ………………………………….…………

AGP/ Grade Pay: ……………..….. Purpose of tour: ……… ………………………………………………………..………………..

………………………………………………………….. Authority/ Sanction ref with date (if any): …………………………………………………………………………………………………

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl no | Departure : Source | Arrival: Destination | Mode\* of travel | Class | Distance in kms | Fare per head | Total Amount | Ticket Nos\*\* |
| Date & Time | From Station | Date & Time | To Station |
| 1 |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |

\* Please furnishall relevant journey tickets and **boarding pass** in original **for air travel**.

\*\*Details of journey(s) performed by road between places connected by rail if any is to be shown here

Whether you were provided with boarding/ lodging by the host at the destination: **Yes / No**/**Part**&Particulars of boarding &lodging:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period of stay | Station | Name of the hotel/ guest house | Rate per day | Total amount incl tax(original bill to be enclosed) |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Local conveyance by **auto/ bus/ taxi/ metro rail/ monorail/ferry boat/ own car/other**.……………………….…………...….fare paid/ claimeddetails:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl No | Date | Station | From | To | Distance | Mode of travel | Fare | Purpose/ Remarks |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Whether you were provided with free food by host: **Yes / No/ Part**; if no please attach food bills/receipts, Total food charges Rs**……..……../-**

**Certificate**

⬜The information given in the bill is true to the best of my knowledge and belief. ⬜I performed the journey on tour in the interest of NITC on authorized leave / instruction in accordance with order quoted in previous page. ⬜I did not avail any leave including casual leave during the tour and leave availed is mentioned in the bill. ⬜I have not claimed TA/DA from any source. ⬜I was provided / not provided with free lodging and/or boarding by any other institution/ organization. ⬜I actually used the mode of journey used in the bill. ⬜Necessary declaration relating to LTC claim has been submitted to the concerned authorities.

Certified that I have enclosed all vouchers relating to journey and other claims Sign of the claimant with date

|  |  |  |
| --- | --- | --- |
| **Summary of Claim (To be filled by claimant)** | **For office Use only****Amount Admissible** | Train Fare………………/-Air fare ………………………/-Bus fare ………………./- RMA for ……………… km @ Rs……………….… per km Rs………………..………/- Other mode ……………….…/- (Ship / Steamer) |
| 1. Travelling allowance involved 1: Air/Rail/Ship
 |  |  |
| 1. Travelling allowance involved 2:Rail/Bus/Car
 |  |  |
| 1. Local conveyance: Taxi / Auto / own car
 |  |  |
| 1. Lodging
 |  |  | Daily allowance: |
| 1. Food charges during Halt / Journey Time
 |  |  | 1. Days @ Rs per day Rs
 |
| 1. Porterage/ Cartage if any
 |  |  | 2. Days @ Rs per day Rs |
| 1. Any other:
 |  |  | 3.Days @ Rs per day Rs |
| Total claim |  |  |  Total DA Rs |
| Less advance drawn vide bill no: dtdforRs |  | Actual Expenses Rs |
| Net amount payable Rs |  | CHQ/DD No: dtd |

**Dealing Asst Accountant Supdt/ OSD (A) Dy Registrar/OSD (F)**

**Registrar**

Passed for Rs……………………… (Rupees ………………………………………………………………………………………………………only)

Debit Voucher No:………………… Cash book page no………… dtd………………..…. Paid Rs ……………….…… by CHQ/DD Number as above.

Dealing Asst Supdt/ OSD (A) DR/OSD(F)

स्व घोषणा **/Self-Declaration**

I have paid Rs ………………../- (Rupees ………………………………………………………only) towards auto/ taxi fare from …………………………….… to ………………………………..….., at Station/ Camp (name of city)…..…………………………………. on ……………………………… during my tour / training / transit for which no receipt is available / issued.Distance travelled: ……………….…… kms.

⬜Certified that I performed the road journey for which the kilometer allowance has been claimed at thehigher rates under rule 46 of Supplementary rule by taking a single seat in a taxi/motor car or mini bus playingfor hire.

**or**

⬜I shared the auto / taxi with …………….. (nos) others hence my share is only claimed.

Sign (Staff)…………………………………….

 Name ……………………………………..……

 Designation: ………………………………..

Date: ………………………… Dept / Section: ……………………………

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**OR**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

रसीद **/ Receipt**

Received Rs …………….……../- (Rupees ………………………………………………………..…………only) from Dr / Mr/ Ms…………………………………………………………………….. of NIT Calicut towards auto /taxi fare from ……………………………..… to …….………………………….., at Station/ Camp (name of city) …..…………………………………. on ……………………………… Distance travelled: ………………… kms. Vehicle No ………………………………………………

Sign (Driver)……………….……………………..

 Name……….……………….……………………..

Mobile No (if any).……………………………