

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY, BATHINDA

(Established by Govt. of Punjab vide Punjab Act. No. 5 of 2015)

TA CLAIM FORM

Travelling Allowance Bill of the Establishment of _____ Bathinda for the month of _____ 20____

Name _____ Designation _____ Headquarters Bathinda Basic Pay _____

Particulars of Journey/halt						Means of Conveyance	Actual Rail/Bus Fare		Mileage by Rail/Road means			Detail of Local Convenes			Daily Allowance		Total	Purpose of Journey		
From		Station	To		Hours		Rs.	P.	No. of K.M.	Rate	Amount	No. of K.M.	Rate	Amount	Rate	Amount			Rs.	P.
Date	Hours		Station	Date																

(Amount in words _____)

CONTROLLING OFFICER

Certificates

Attested and certified that

- 1) The person mentioned here in actually took part in the match/contest/debate/meeting.
- 2) The amount of Rs. _____ has been disbursed to each of the persons mentioned herein.
- 3) The class of Railway accommodation actually travelled by has been charged
- 4) The railway return ticket/concession was not availed of since
- 5) No entertainment of dinner or lunch was served by the the host college/University
- 6) No Payment of part thereof has been received in this respect through any other bill

Revenue
Stamp

Signature

CERTIFICATES OF TOUR

Name of official _____ Designation _____

1. Certified that I was not (I) provided with means of locallon at the expense of Government/local fund or court of wards estate for Journey by road (Rule 2.92 to 2.95) for any Journey of your T.A. has been claimed.
2. Certified that I travelled by rail / steamer on all days, in the class of accommodallon which I am entitled except _____ when travelled by _____
3. Certified that between stallon connected by rail, viz _____ to _____ I performed the Journey by road transport motor omnibus, etc and incurred a sum of Rs. _____ as road fair, which is supported by enclosed actual bus car ticket
4. Certified that Journey by road was performed by motor cycle/motor car.
 - (I) Which was hired one and all the accommodallon of which was got reserved by me.
 - (II) Which was private property details of which are given below.
 - (III) Being my own property.
 - (IV) Being a Government vehicle.
5. Certified that I did not perform the road Journey for which mileage allowance has been claimed at the higher rates prescribed in rule 2.24 9(d) of the T.A. rules by taking a single seat in any conveyance excluding a steamer which plies regularly for hire between fixed points & charges fixed rates I also certify that Journey was not performed in another vehicle without payment.
6. Certified that the Journey by road was performed by taking a single seat in taxi, motor omnibus or lorry.
7. Certified that the Journey beyond Jurisdiction was performed under proper authority.
8. Certified that the number of miles shown in the bill are correct.
9. Certified that the Journey on tour were performed by mail / express train in the interest of the public service.
10. Certified that I was actually not merely constructively in case of Sunday and holidays for which daily allowance has been claimed
11. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
12. Certified that during my halt at _____ from _____ to _____ while on duty I continued to expenditure after first 10 days.
13. Certified that the family members, for whom T.A. has been claimed, actually travelled with me or proceeded followed within the time limit prescribed for Journey transfer.
14. Certified that the actual expenses incurred as cost of transporting personal effects was not less than the sum claimed in the bill.
15. Certified that I transported _____ Qlts. Of luggage on my transfer.

Dated _____

- Note:
1. Strike out what so ever not applicable
 2. Attach (a) the Programme pamphlet (b) receipts of conveyance charges (c) authority of the Principal to participate in the _____
 3. Porter charges are not allowed.
 4. Affix revenue stamp in each case if the payment exceeds Rs. 500/-

Signature _____