Punjab Institute of Technology

GTB Garh (Moga)

(A Constituent College of Maharaja Ranjit Singh Punjab Technical University, Bathinda)

TOUR PROGRAMME

Name:		Department: Basic Pay:				
Designation:						
Date	Station		Mode of	Purpose of		
	From	То	Conveyance	Journey		

The above tour programme may kindly be approved.

Signature_____

Recommended

Approved

Director Punjab Institute of Technology GTB Garh (Moga)

PUNJAB INSTITUTE OF TECHNOLOGY GTB Garh (Moga)

TA CLAIM FORM

Travelling Allowance Bill of the Establishment of PIT GTB Garh (Moga) for the month of ______ 20_____

Name______Designation______Headquarters______Basic Pay______Basic Pay______

Particulars of Journey/ halt				Actual Rail/ Bus Fare		ge by Rail/ Road ther means		Detail of Local Convenes		Daily Allowance		Total Rs. P	Purpose of Journey				
From To		conveyance	Rs. P	other means						N3. F							
Date	Hours	Station	Station	Date	Hours	-		No. of K.M	Rate	Amount	No. of K.M	Rate	Amount	Rate	Amount		

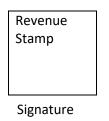
Certificates

(Amount in Words______

CONTROLLING OFFICER

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 person 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 host college.
- (6) No payment or part thereof has been received in this respect through any other bill.



CERTIFICATES OF TOUR

T.A 2) Cer 3) Cer tra 4) Cer	rtified that I was not (i) provided with r a. has been claimed. rtified that I travelled by rail/ steamer or rtified that between station connected nsport viz motor, omnibus, etc. and inc	on all days, in the class of ac by rail, viz	commodation which I am entitled e		or journey by road (Rule 2.92 to 2.95) for a when travelled by			
2) Cer 3) Cer tra 4) Cer	rtified that I travelled by rail/ steamer or the steamer of the steamer of the station connected station	by rail, viz		except on	when travelled by			
3) Cer tra 4) Cer	rtified that between station connected	by rail, viz		except on	when travelled by	مامد		
tra 4) Cer						class.		
4) Cer	nsport viz motor, omnibus, etc. and in			I performed the journe				
i		curred a sum of Rs		as road fair, which is sup	ported by enclosed actual bus car ticket			
:	rtified that journey by road was perfor	med by motor cycle/ motor	car.					
:	i. Which was hired one and all the a	accommodation of which wa	as not reserved by me.					
1	i. Which was a private details of wh	nich are given below.						
ii	i. Being my own property.							
iv	. Being a government vehicle.							
5) Cer	rtified that I did not perform the road j	journey for which mileage al	lowance has been claimed at the hi	gher rates prescribed in	rule 2.24(d) of the T.A. rules by taking a si	ngle seat in any public		
					ey was not performed in another vehicle v			
cha	arges incurring its running expenses.							
6) Cer	rtified that the journey by road was pe	erformed by taking a single se	eat in taxi, motor omnibus or lorry.					
7) Cer	rtified that the journey beyond jurisdic	tion was performed under p	proper authority.					
-	rtified that the number of miles shown							
9) Cer	rtified that the journey on tour were p	erformed by mail/ express tr	rain in the interest of the public service	vice.				
-	rtified that I was actually not merely co							
-	rtified that I was not absent on causal l							
			-		ity I continued to incur extra expenditure a	after first 10 days.		
13) Cer	rtified that the family members, for wh	nom T.A. has been claimed, a	actually travelled with me or procee	eded, followed within the	e time limit prescribed for journey transfe	r.		
14) Cer	rtified that the actual expenses incurre	ed as cost of transporting per	rsonal effects was not less than the	sum claimed in the bill.				
	rtified that I transported							

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. Poster charges are not allowed.
- 4. A fix revenue stamps in each case if the payment exceeds Rs. 500/-