

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
JOURNEY PARTICULARS OF NON-OFFICIAL MEMBERS

1. Name of the Meeting / Conference, etc. attended with date.
2. Name & Address of the Members (In Block letters)
3. Designation, Office to which attached and present pay, if employed (Last pay drawn in case of Retd. Non-Official)
4. Onward Journey (While coming to attend meeting)

DEPARTURE			ARRIVAL			
<u>Place</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>	<u>Date</u>	<u>Time</u>	<u>Advance amount paid</u>

- i) Air _____
- ii) Rail (Class) _____
Surcharge & Reservation charges, if paid _____
- iii) State Transport Bus _____
- iv) By own car/official car/Taxi (Full or single seat) _____

5. Return journey (While going back after attending the meeting)

DEPARTURE			ARRIVAL			
<u>Place</u>	<u>Time</u>	<u>Date</u>	<u>Place</u>	<u>Date</u>	<u>Time</u>	<u>Actual amount paid</u>

- i) Air _____
- ii) Rail (Class) _____
surcharge & Reservation charges if any _____
- iii) State Transport Bus _____
- iv) By own car/official car/Taxi (Full or single seat) _____

6. Road Mileage
- (a) From Headquarters/Residence to _____ Kms.
Railway Station/Air Port/Bus Stand
and vice versa.
- (b) From Railway Station/Air Port/
Bus Stand to place of duty and _____ Kms.
vice versa.
7. DAILY ALLOWANCE
- (a) DA claim for _____ days @Rs. _____ per day. Rs. _____
- (b) DA claim for _____ days @Rs. _____ per day. Rs. _____
8. Total amount of the bill
(Amount indicated against item no. 4 + 5 + 6 + 7).

Received contents

Revenue stamp of 1/-

Signature of the member

C E R T I F I C A T E

Certified that :

1. I actually travelled by Air/AC 1st Class/Rail/Mail/Express/Train/Bus and paid the fares as claimed in the T.A. Bill, for my onward journey and shall travel by Air/AC 1st Class/Rail/Mail/Express Train/Bus on the return journey.
2. I undertake to refund the excess amount if any drawn by me in case the return journey is not actually performed by the said mode/class of accommodation.
3. The claim has neither been preferred earlier to the I.C.A.R. nor has been claimed and shall not be claimed from any other sources.
4. I was not provided with any means of conveyance at Council's expenses and that Taxi/Scooter charges claimed in this bill were actually incurred by me in hiring taxis/scooter from my residence to Air Port/Railway Station to place of meeting and back. I was not provided with free boarding and/or lodging on the expenses of Council or an Autonomous Body or Local Authority in which Council/Govt. has invested funds or have any other interest for the days for which Daily Allowance has been claimed in this bill.
5. Certified that the journey for which the mileage has been claimed were not performed in any other vehicles without payment of its hire charges or incurring its running expenses.

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- 6. Certified that I was actually not merely constructively in camp for the days for which D.A. has been claimed.
- 7. Mode of payment required by CHEQUE/ DEMAND DRAFT.

(Signature) _____ Signature of the Member.
 (Address) _____ Address _____

Certificate from the Controlling Officer:

It is certified that (1) Shri/Smt./Dr. _____
 _____ has attended the above meeting
 from _____ to _____ and he/she has
 not been given any T.A. advance/ paid T.A. advance of
 Rs. _____ for this purpose.

- (2) Exchange voucher for Air Travel from _____ to _____ was given/not given.
- (3) Air travel of A.C.C.I. Class or Higher Road Mileage between two station connected by Rail has been approved by the competent authority (copy of the orders to be attached).

Signature of the Controlling Officer.

4. Passed for Rs. _____ (rupees _____)
_____)

Signature of the Controlling Officer.
with Rubber Stamp.

5. Pay Rs. _____ (rupees _____)

Accounts Officer(Audit).

Received a Cheque/Demand Draft No. _____
_____ dated _____ for Rs. _____
_____ in connection with the above
claim.

...Sig. of the Member.