

ICAR-INDIAN INSTITUTE OF SOIL SCIENCE, BHOPAL
JOURNEY PARTICULARS OF NON-OFFICIALS MEMEBERS

1. Name of the meeting/conference _____
 attended with date _____
2. Name & address of the member _____
 (in Block Letters) _____
3. Designation, office to which attached last worked and _____
 present pay. If employed _____
 (LPC in case of Rtd Non Officials) _____
4. Onward Journey (while coming to attend meeting)

Departutre

Arrival

*Attach/
 indicate
 Ticket/P
 NR
 No.etc.

Place	Date	Time	Place	Date	Time	Amount	Mode	Distance

- i) Air _____
- ii) Rail, (Class), Surcharge & Reservation _____
- iii) State Transport Bus _____
- iv) By own car/Official Car/Taxi(full or single seal)

5. Return Journey (while going back after meeting)

Departutre

Arrival

Place	Date	Time	Place	Date	Time	Amount	Mode	Distance

- i) Air _____
- ii) Rail, (Class), Surcharge & Reservation _____
- iii) State Transport Bus _____
- iv) By own car/Official Car/Taxi(full or single seal) _____

6. Road Mileage (with address of residence)
- a. From Headquarter/Residence to (with mode of vehicle)
Rly Stn/Airport/Bus stand Vice/ Versa.....Kms
 - b. From Headquarter/Residence to
Rly Stn/Airport/Bus stand Vice/Versa.....Kms
7. Daily Allowance
- (a) DA claim for _____ days @ Rs. _____ per day Rs. _____
 - (b) DA claim for _____ days @ Rs. _____ per day Rs. _____
(Please attach original Hotel/GH cash receipt in support draw higher rate
D.A.)
8. Total amount of the bill _____
(Amt indicated against item No. 4+5+6+7).

Received contents

Signature of the chairman/member/expert

CERTIFICATE

1. I actually traveled by Air/Acc 1st Class/Rail/Hail/Express/Train Bus and paid the fares as claimed in the T.A. bill for my onward journey and shall travel by Arr/Acc 1st Class/Rail/Nail/ 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 IISS 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/IISS expenses and that Taxi/Scooter/Car charges claimed in this bill were actually incurred by me in hiring taxies /scooter/car from my residence to Airport/Railway station to place of meeting and back. I was not provided with free boarding and/or lodging on the expense of council/institute or an Autonomous body or local authority, in which council/government has invested funds
are have any other interest for the days which DA has been claimed this bill.

5. Certified that the journey for which the mileage has been claimed were not performed in any other vehicle of the hire or incurring its running expences.
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/CASH.

Signature of the chairman/member/expert _____

Full Address _____

Certificate from the controlling Officer

It is certified that (1) Dr/Shri/Smt _____
has attended the above meeting from _____ to _____
at _____ 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 order to be attached.)

Signature of the Controlling Authority/
Director/PC's/HOD/DDG/ADG/Addl Secy/U.S
Concerned with rubber stamp

4. Passed for Rs. _____ (Rupees _____)

Signature of the Controlling Authority /Senior Administrative Officer/
Director/HOD/PC's/DDG/ADG/Addl Secy/DDO
Concerned rubber stamp

5. Pay Rs. _____ (Rupees _____)

Finance & Account Officer

Received Rs. _____ (in cash)/Cheque/demand Draft No. dated _____
For Rs. _____ in connection with the above
claim.

Signature of the chairman/member/expert

Bank A/c No. -----

IFSC Code No. -----

Bank Branch Name.-----

PAN No..-----