<table>
<thead>
<tr>
<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>No. of Km</th>
<th>Class Ticket No.</th>
<th>Fare Allowance</th>
<th>Daily Allowance</th>
<th>Purpose of journey</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td>date</td>
<td>Time</td>
<td>Station</td>
<td>Date</td>
<td>Time</td>
<td>Kind of journey By Road/Air/Train</td>
</tr>
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</tbody>
</table>

**KINDLY STUDY THE CERTIFICATES ON OVERLEAF BEFORE PREPARING/Signing THA T.A.BILL.**
CERTIFICATE

1. Certified that I was no provided with free means of connivance, except _____________________________________________________________________________

2. Certified that the Journey performed by me by road was undertaken: (a) by personal Car (Registration no. of vehicle is ____________________________) OR (b) engaging a full Taxi. OR (c) by personal Motorcycle No __________________________ OR (d) by borrowed Car No. __________________________ owned by __________________________ whose profession is __________________________ and the cost of propulsion of the car has borne by me by __________________________ (The concerned column be filled in and).

3. Certified that traveled in the class of rail for which claim has been made in the bill.

4. In case of participation in conference seminar/workshop/course of training etc: certified that I have not been paid any T.A / D.A OR financial assistance by the assigning agency or any other source of this journey.

Signature of official who traveled

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Fare Charges
Road Mileage / Kilometer by Taxi / Tonga Rs. _______________________ Budget Allotment
Daily allowance Rs. _______________________ for the year ____________
Hotel charges Rs. _______________________ previous Exp. ____________
Total Rs. _______________________ Total Exp. ______________

Deducted of advance vide Cheque No. ____________ Dated ____________ entered Rs. _______________
In advance Register Sr. No. ____________ P. No. ____________
Net claim Rs. _______________________ (In words) __________________________

Signature of official (Who traveled)

HEAD OF DEPARTMENT/PRINCIPLE

---

TO BE USED BY THE ACCOUNT BRANCH

Approved for the adjustment of Rs. __________________________ Rupees ______________
Passed for payment of Rs. __________________________ Rupees ______________

Assistant   A.O. (A)   Asst Treasurer   Dy. Treasurer   Treasurer

TO BE USED BY THE AUDIT BRANCH

Approved for the adjustment of Rs. __________________________ Rupees ______________
Passed for payment of Rs. __________________________ Rupees ______________

Audit Assistant   A. O. (Audit)   Resident Audit officer

Cheque No. ____________ Dated. ____________