

# BEANT COLLEGE OF ENGINEERING & TECHNOLOGY, GURDASPUR

## TAIDA CLAIM FORM

Traveling Allowance bill of the establishment of .....  
 Name & Designation.....Head quarter..... Basic Pay.....

Particulars of Journey						Means of conveyance	Actual Expenses (Fare)	Milage by Rail Other means			Milage by Road			Daily Allowances		Total Rs P.	Purpose	
From			To					No. of K.M.	Rate	Amount	No. of K.M.	Rate	Amount	Rate	Amount			Rs
Date	Hours	Station	Station	Date	Hours													
Total Amount																		

(Rupees.....)

### Certificates:

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. Traveled by has been charged.
4. The railway return ticket/concession was not availed of since.
5. No entertainment of dinner of lunch was served by the host college.
6. No payment of part thereof has been received in this respect through any other bill.

**Controlling Officer**

Revenue  
Stamp

Signature

## CERTIFICATE

1. Certified..... Designation..... that I was not (i) provided with means of accommodation at the expenses of Government/local fund or court of wards estate for Journey by road (rules 2.92 to 2.95 to any journey for which TA has been claimed.
2. Certified that I traveled by rail/steamer on all days, in the class of accommodation whic I am entitled except on.... When traveled by ....class.
3. Certified that between station connected by rail , viz.....to..... I performed that journey by road transport viz motor omnibus etc and incurred a sum of Rs. ..../- as road fair, which is supported by enclosed actual bus/car ticket.
4. Certified that the journey by road was performed by motor/cycle/car
  - i) Which was hired one all the accommodation of which was got reserved by me.
  - ii) Which was private property details 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 rules 2.24 (d) of the TA rule by taking adding seat in any public conveyance excluding steamer which plies regularly for hire between fixed points and charges fixed rates also certify that journey was not performed in another vehicle without payment of its charges incurring its running expenses.
6. Certified that the journey by road was performed by taking a single seat in taxi,motor omnibus or larry.
7. Certified that the journey beyond jurisdiction was performed under proper authority.
8. Certified that I the number of miles shown in the bill are correct.
9. Certified that the journey on tour were performed by rail/express train in the interest of the public service.
10. Certified that I was actually not merely constructively in case of Sunday and holiday for which daily allowance has been claimed.
11. Certified that I was not absent on casual leave during for which daily allowance has been claimed.
12. Certified that during my halt at .....from ..... to while on duty I continued to incur extra expenditure after first 10 days.
13. Certified that the family members, for which TA has been claimed , actually traveled with me or proceeded followed within the time limit prescribed for journey transfer.
14. Certified that the actual expenses incurred as cost of transportation percale effects was not less than the sum claimed in the bill.
15. Certified that I transported..... qls. qf luggage on my transfer.

Dated:.....

Signature  
Designation

### NOTE:

1. Strike out what so ever not applicable.
2. Attach (a) the program pamphlet (b) receipts of conveyance charges (c) authority of Principal to participate in the .....
3. Porter charges are not allowed.
4. Affix revenue stamp in each case if the payment exceeds of Rs. 20/-.