Government of India
National Informatics Centre
Arunachal Pradesh State Centre
Circuit House Complex C-Sector
Itanagar

TA/DA Bill for Local Journeys beyond 8 KM.

For the month of: _____

Headquarter: _____ Employee Code: _____
Name: _____ Designation: _____
Division/Section: _____ Basic Pay: _____

Place or Station (From)	Date & Time Departure	Place or Station (To)	Date & Time Arrival	Mode of Travel Dist. KM	Fair Paid	Purpose of Journey

Details of TA/DA claims admissible:

a. (i) By bus (actual charges)
(ii) By scooter @ Rs. 4:00 per km.
(iii) By taxi @ Rs. 8:00 per km.

b. Daily allowance at 35% of the normal ordinary DA rate for journeys exceeding 6 hrs and 50% for journeys exceeding 12 hrs

Rs. _____ (Rupees: _____)

(Signature of Employee)

Certified that:
1. Staff car was not available.
2. The journey was undertaken with approval of and under instruction from my superior officer.
3. As scooter was not available the journey was undertaken by taxi
4. The claim has not been proffered earlier.
5. I was actually and morally constructively present in the temporary office for which daily allowance has been claimed.
6. I actually traveled by bus/scooter/taxi as shown in the bill.
7. The distances shown in the bill are correct to the dest from date transport authorities.
8. The daily allowance in respect of station has been claimed for the performance of duties which are necessitated.

(Signature of Employee)