

HOMI BHABHA CENTRE FOR SCIENCE EDUCATION
TATA INSTITUTE OF FUNDAMENTAL RESEARCH
V.N.Purav Marg, Mankhurd, Mumbai 400 088.

TA/DA FORM FOR RESOURCE PERSONS

Name of the programme: _____

Name : _____

Address: _____

Designation. : _____ Email address: _____

Mobile no: _____ Basic Pay Rs: _____ Grade Pay Rs.: _____

	Date	Time	
Departure from Headquarters/Residence			
Arrival at touring station			
Departure from touring station			
Arrival at Headquarters/Residence			
	Particulars	Amt paid (Rs.)	For Office Use
Mode & class of travel (Air/Rail/Road)			
A) Onward journey – Ticket No.			
B) Return journey – Ticket No. (Attach original tickets/counterfoils)			
Mode of Conveyance at Headquarters (fare paid)			
A) Office/ Residence to Airport/Railway Station	(Kms)		
B) Airport/Railway station to Office/Residence	(Kms)		
Mode of Conveyance at touring station (fare paid)			
C) Airport/Railway station to HBCSE office			
D) HBCSE office to Airport/Railway station			
	Total Rs.		

Programme Co-ordinator

Date & Signature of Participant

Claim passed for Rs. _____ (Rupees _____)



Amount received

Head, Finance

Authorised Signatory

Certificate

1. I certify that I have performed the journey by air/train in appropriate class/ accommodation admissible to me and the fare shown in the bill are correct and were actually paid by me.
2. I certify that no staff car, Government jeep or any other Government transport was used for the road journeys. I did not perform the road journeys for which road mileage allowance has been claimed at higher rates as prescribed under Supplementary Rule 46 by taking a single seat in an public conveyance which piles for hire between two fixed points and charges fixed rates. I incurred the running expenses on a car for the travel by my own car.
3. I certify that I was actually and nor merely constructively in camp on all days including Sundays. /holidays for which daily allowance has been claimed in the bill.
4. I certify that the TA/DA for this tour have not been claimed from any other source.
5. I certify that I was provided with accommodation in a circuit house, inspection bungalow, dak bungalow, rest house, hotel, hostel, boarding house etc. For which charges were paid by me or I have not availed free board at the expenses of Central/State Government/autonomous (either industrial or commercial undertaking) or Corporation or a Statutory body or a local authority in which Government funds have been invests or in which Government have any other interest, during the days for which Daily Allowance have been claimed at full rates in the bill.
6. I certify that I was provided with accommodation in a circuit house, inspection bungalow, dak bungalow, rest house, hotel, hostel, boarding house etc. For which charges were not paid by me or I have availed free board at the expenses of Central /State Government/ autonomous (either industrial or commercial undertaking) or Corporation or a statutory body or a local authority in which Government have any other interest, during the days for which Daily Allowance have been claimed at half of the rates admissible to me under Supplementary Rule 51.

Signature of the Participant