INDIAN COUNCIL OF AGRICULTURAL RESEARCH
JOURNEY PARTICULARS OF NON-OFFICIAL MEMBERS

1. Name of the Meeting conference etc.
   Attended with date

2. Name & Address of the Members

3. Designation, office to which attached
   & present pay, if employed
   Last pay drawn in case of Rtd. Non-official)

4. Onward Journey (While coming to attend meeting)

DEPARTURE			ARRIVAL			
Place	Date	Time	Place	Date	Time	Advance Amt.Paid

i) Air _____

ii) Rail (class) Surcharge & Reservation _____

iii) State Transport Bus _____

iv) By own Car/Official Car/Taxi (Full or single seat) _____

5. Return journey while going back after attending the meeting)

DEPARTURE			ARRIVAL			
Place	Date	Time	Place	Date	Time	Advance Amt.Paid

i) Air _____

ii) Rail (class) Surcharge & Reservation _____

iii) State Transport Bus _____

iv) By own Car/Official Car/Taxi (Full or single seat) _____

Road Mileage:

(i) From HQ/Residence to Railway Station/ Air Port/Bus Stand and vice-Versa Kms.....

(ii) From Railway Station/Air Port/Bus Stand To place of duty & vice-versa Kms.....

7. DAILY ALLOWANCE

a. D.A. claim for _____days @ Rs. _____per day Rs. _____

b. D.A. claim for _____days @ Rs. _____per day Rs. _____

8. Total amount of the bill _____

Received contents

_____

Revenue Stamp

_____

Signature of the Member

C E R T I F I C A T E

Certified that:-

1. I actually traveled by Air/ACC Ist Class/Rail Mail Express/Train/Bus and paid the fares as claimed in the TA bill for my onward journey & shall travel by Air/ACC Ist Class/Rail Mail 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 ICAR 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's expenses & that taxi/scooter charges claimed in this bill were actually incurred by me in hiring taxi/scooter 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 expenses of Council or an Autonomous Body or Local Authority in which Council/Govt. has invested funds or have any other interest for the days for which D.A. has been claimed in this bill.

..3..

5. Certified that the journeys for which the mileage has been claimed were not performed in any other vehicles without payment of its hire charges or incurring its running expenses.

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/BANK DRAFT.

Signature of the Member
Address_____

CERTIFIED of the Controlling Officer

It is certified that (1.) Sh/Smt./Dr. _____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 the purpose.

2. Exchange voucher for Air Travel from _____to _____ Was given/not given.

3. Air travel or A.C.C.I. class or higher Mileage between two station connected by Rail has been approved by the competent authority (copy of the orders to be attached).

Signature of the Controlling Officer

4. Passed for Rs._____(Rs._____

Signature of the Controlling Officer

5. Pay Rs._____(Rs. _____

Accounts Officer (Audit)

Received a cheque/Demand Draft No. _____dated _____ for Rs. _____in connection with the above claim.

Signature of the Member

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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/BANK DRAFT.

Signature of the Member
Address_____

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Accounts Officer (Audit)

Received a cheque/Demand Draft No. _____dated _____ for Rs. _____in connection with the above claim.

Signature of the Member