

VEC CENTRE, DAE, KOLKATA
T/DA BILL OF NON-OFFICIALS INVITED
TO ATTEND MEETING/CONFERENCE/WORKSHOP/COMMITTEE ETC.

1	NAME	:	
2	DESIGNATION	:	
3	BASIC PAY	:	
4	ADDRESS	:	
5	PURPOSE OF VISIT	:	
6	Distance from the place of duty/residence to Railway Station/Airport (at Head quarter and Mode of conveyance for both onward and return journey) and fares paid.	:	
7	Date and time of departure from head quarters (Name of train/No. of flight)	:	
8	Date and time of arrival at place of duty.	:	
9	Place of duty (With name of organisation)	:	Variable Energy Cyclotron centre, Kolkata
10	Distance from Station/Airport to the place of duty and mode of conveyance (both onward and return journey) and fares paid.	:	
11	Holtage (date)	:	
12	Date and time of departure from place of duty (name of train/No. of flight)	:	
13	Date and time of arrival at Headquarters	:	
14	Fares paid (to and fro)	:	

Signature

CERTIFICATE

PART - I

- 1 Certified that I performed the journey by air/II AC/First Class/III AC/Sleeper Class of rail/bus and the fares shown in the Bill are correct and were actually paid by me.
- 2 Certified that no staff car, Govt. jeep or any other Govt. transport was used in the road journey.
- 3 Certified that I was actually in camp and attended the meeting/conference all the days.
- 4 Certified that the T/DA for this tour have not been claimed from any other source.

Date : _____

Signature

PART - II
(To be filled in by Convenor/Organiser of the Committee/Meeting)

- 1 The above details have been verified and claim may be admitted
- 2 The non-official was invited under the authority of controlling officer and his attendance in camp is confirmed.

Signature of the Convenor/Organiser

Amount admitted :

- | | | |
|----|--------------|-----|
| 1) | Fare | Rs. |
| 2) | DA | Rs. |
| 3) | Road Mileage | Rs. |
| 4) | Honorarium | Rs. |

Total Rs. _____

Pay Rs. _____ (Rupees _____)

_____ only)

(Paying authority)

Received Amount

Signature