

FORM OF TRAVELLING ALLOWANCE PARTICULARS
(SHOULD BE GIVEN WITHIN THE DAYS FROM THE DATE OF COMPLETION JOURNEY)

Name :-		Designation :-	
Basic Pay :-		Special Pay :-	
Purpose of Journey		Sevaarth ID :-	
Advance of T.A.			

Note :- THE PERSON WHO HAS PERFORMED THE JOURNEY SHOULD SIGN IN FULL AT THE BOTTOM AND SUBMIT IT TO THE CASH SECTION THROUGH THE OFFICER UNDER WHOSE INSTRUCTION THE JOURNEY WAS PERFORMED.

Station	Date	Hours	Mode of Journey i.e. Rail/Road	Fare in Rs.	Class	Dist.	Railway T.No & Date of Purchase
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Departure							
Arrival							
Departure							
Arrival							

CERTIFICATE:

I have performed the journey by FIRST CLASS/ SLEEPER by MAIL/EXPRESS Train.
I have performed the journey by S.T. ORDINARY/ LUXURY BUS/TAXI.

DATE :-

SIGNATURE OF INCUMBENT

CERTIFICATE OF THE OFFICER :

Certified that Meeting of _____ held at _____ on _____ and the incumbent was present at the Place of meeting.

DATE :-

SIGNATURE

Designation :-

CERTIFICATE OF THE OFFICER :

Certified that Meeting of _____ held at _____ on _____ and the incumbent was present at the Place of meeting.

DATE :-

SIGNATURE

Designation :-