

**Ministry of Science & Technology**  
**Department of Scientific & Industrial Research**

**TA/DA Bill of Non-Official invited to attend Meeting**

**Part I (To be filled by the Non-Official)**

1.	Name (in block letters)	:						
	Designation	:						
2.	Scale of Pay	:						
	Basic Pay	:						
3.	Full Address (Office)	:						
4.	Purpose of Visit (Name of the Committee, Workshop, Seminar)	:						
5.	Details of journey (including fro & to Residence/Office or Airport/Railway Station)							
	Departure		Arrival		Mode of Journey	Distance in Kms (road mileage for local journey)	Fare Paid (Air/Rail/Taxi, etc)	Air/Rail Ticket Number
Date	From	Time	To	Time				

Total Daily Allowance for Halt ____ No. of Days x Rate (Rs. _____ ) = Rs.	
TA = Rs.	
Total = Rs.	
Less Concessional Boarding and/or Lodging Provided = Rs.	
Net Amount Due = Rs.	

*Please Turn Over*

**5. Certificate by Non-Official:**

1. Certified that no TA/DA in respect of the journey for the period mentioned in the bill has been or will be claimed from any other social source.
2. Certified that I was not provided with free boarding, lodging and conveyance.
3. I was provided with concessional (Rs. \_\_\_\_\_ ) lodging (Rs. \_\_\_\_\_ ) for which I have reduced my claim accordingly.

Date:

Signature of the Claimant

**Part II (To be filled by the Convenor/Organizer of the Committee or 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 as above is confirmed.
3. Expenditure is debitable to \_\_\_\_\_.

Date:

Signature of the Convenor

**Part III (To be completed by DDO)**

1. Details of entitlement and duly verified.
2. To be adjusted against TA advance of Rs. \_\_\_\_\_  
( Rupees \_\_\_\_\_ only ) paid on \_\_\_\_\_ vide  
TA Advance Register page no. \_\_\_\_\_ sl. no. \_\_\_\_\_ month \_\_\_\_\_ year \_\_\_\_\_
3. Net Amount Payable Rs. \_\_\_\_\_
4. Amount to be debited to \_\_\_\_\_
5. Reference of Adjustment Bill No. \_\_\_\_\_ dated \_\_\_\_\_

Date:

Signature of DDO (Cash)

**Payee's Receipt**

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) in full settlement of my TA/DA Claim.

Revenue  
Stamp