

(2)

GRAND TOTAL (1 + 2 + 3) : Rs.
Less: Recovery for Travelling in
Air / Acc Coach
.....K.M. @ : Rs.
Net amount claimed : Rs.
Less: Advance if any, : Rs.
Balance due : Rs.
Rs.
(Rupees
.....)

4. Purpose of Journey :

Certificate that I have actually travelled by the class for which T.A. is claimed and the claim preferred in this bill has not been drawn before.

Checked by : Signature :
(person who travelled)
Date :
Name :
(block letter)
Designation :
Pay Drawn :

(Counter Signature &
Designation of the
Sanctioning Authority)