



6.	Mode of journey(यात्रा का माध्यम):						
	Air	(a) Exchange voucher arranged by office (b) Ticket /Exchange voucher arranged by				Yes/No	
		Rail	(a) Whether traveled by mail /express/ordinary train? (b) Whether return tickets available? (c) If available, whether return tickets purchased? If not, state reasons				Yes/No
	Road		Mode of conveyance used, i.e. by Government transport/by taking a taxi, a single seat in a bus or other public conveyance/by sharing with another Government servant in a car belonging to him or to a third per to be specified.				
7. Dates of absence from place of halt on account of (a) R.H. and C.L. (b) Not being actually in camp on Sundays and holidays.							
8.	Registration/Conference Fees (In ₹)						
9.	Dates on which free board and /or lodging provided by the State or any organization financed by State funds: (a) Board Only, (b) Lodging only, (c) Board and lodging.						
10.	Particulars to be furnished along with hotel receipts, etc., in cases where higher rate of D.A. is claimed for stay in hotel / other establishments providing board and / or lodging at scheduled tariffs.						
S.No (क्र.सं.)	Period of Stay (विराम की अवधि)		Name of the hotel (होटल का नाम)	Daily rate of lodging charged in Rs.(ठहरने की दैनिक दर)	Total amount Paid Rs. (कुल भुगतान की गई राशि)		
	From(से)	To(तक)					
1.							
2.							
3.							
11.	Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used.						
S.No (क्र.सं.)	Date (दिनांक)	Name of places(स्थान का नाम)		Mode of conveyance used (5)	Class to which entitled (6)	Class by which travelled (7)	Fare of the entitled class (₹) (8)
		From(से) (3)	To(तक) (4)				
1							
If the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted.							
12.	Details of journey (s) performed by road between places connected by rail. (रेल से जुड़े स्थानों के बीच सड़क मार्ग द्वारा की गई यात्रा का विवरण)						
S.No. (क्र.सं.)	Date(दिनांक)	Nature of			Rail fare		
		From(से)	To(तक)		Rs.	P.	
1	2	3	4	5			
13.	Amount of T.A. advance, if any, drawn (यात्रा भत्ता की राशि, यदि अग्रिम आहरित की गई हो)			Rs.			
14.	VISA Fee (if applicable)			Rs.			
15.	Travel Insurance (if applicable)			Rs.			
16.	Contact No.						

**Certified that the information, as given above, is true to the best of my knowledge and belief.**

(यह प्रमाणित किया जाता है कि ऊपर दी गई जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है)

**Date(दिनांक)**

( )  
**Signature of the Employee**  
(कर्मचारी के हस्ताक्षर)

**Note (ध्यान दें):**

1. **While submitting the TA/DA claim the following documents shall be enclosed:**

(टीए/डीए दावा जमा कराते समय निम्नलिखित दस्तावेज संलग्न किए जाने चाहिए):

(a) Copy of office order. (b) Original hotel bill. (c) Boarding pass. (d) Local travel bill. (e) Conference Certificate  
(f) Copy of Air tickets/Train Ticket/Bus Ticket etc. (g) any other (if necessary)

2. **Time limit for submission of claim (दावा आवेदन की समय-सीमा): -**

**If advance drawn- Within Thirty days succeeding the date of completion of journey.**

**If advance not drawn- Within Sixty days succeeding the date of completion of journey.**