

Month & Date	Train No.	Time left	Time arrived	Station		Kms	Day/ Night	Object of Journey	Rate	
				From	To				Rs.	P.
Total: (Rs. _____) only										

SUMMARY		
Percentage	No. of total days	Rate of TA X Days = Amount
30%		Rs.
70%		Rs.
100%		Rs.
Total Contingent Amount		Rs.
Total Amount Rs.		

1. The TA claimed by me has not been claimed before and will not be claimed hereafter.
2. Conveyance charge claimed has actually been spent by me and according to local municipal rates.
3. Cheapest mode of conveyance was utilized.
4. The journey performed by road for which conveyance has been claimed was over 1.6 km

Signature of Officer Claiming TA

I hereby certify that Shri/Smt/Kumari _____ was absent on duty from his/her headquarters station during the period charged for in the bill on Railway business and that the officer performed the journey by Rail/Sea/Air/Road and was allowed/not allowed free Pass of locomotion at the expense of Government local fund of Indian State.

Counter Signed

Signature of Head of the Office

Controlling Officer