

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

Nelson Mandela Marg, Vasant Kunj, New Delhi – 110070

**TA/DA BILL OF NON-OFFICIAL MEMBER INVITED TO ATTEND THE MEETING** (To be filled by non-official Committee Member)

1. Name & Designation with Full Postal : \_\_\_\_\_  
Office Address or Address for sending : \_\_\_\_\_  
Payment : \_\_\_\_\_
2. Type of Organization : Govt./Private/Govt. Aided
3. Pay Scale and Present Basic Pay : \_\_\_\_\_
4. Whether Retired or Still in Service : Retired/ Still in Service
5. Permanent Account Number : \_\_\_\_\_
6. Purpose of Visit/Meeting : \_\_\_\_\_  
\_\_\_\_\_
7. Date (s) of Meeting : \_\_\_\_\_

**8 Details of Journey (including from and to Residence/Office and Airport/Railway Station etc.)**

Date	Departure		Arrival		Mode of Journey	Distance in Kms.	Fare Paid (Air/Rail ) Taxi etc.	Air/Rail Ticket No.
	From	Time	At	Time				

**9. Whether Staying in Rented Accommodation (Hotel/Guest House) with Payment of Some Charges/Or Making Own Arrangement without Paying any Charges (Strike Out whichever is not applicable)**

**If Staying in Rented Accommodation (Hotel/Guest House) with Payment of Some Charges, Please Specify:**

- Boarding & Lodging Charges per day : \_\_\_\_\_NIL\_\_\_\_\_
- Duration of Stay in days : \_\_\_\_\_
- Total Amount (Rs.) : \_\_\_\_\_

(Please attach original receipts of Hotel/Guest House)

**10. Name of College/Institutes Visited and the Date of visits: - (Please attach separate list if the visits are more than one)- NIL**

**11. Certified that:**

- I. Particulars provided herewith are correct and that I have not claimed TA/DA etc. for this Journey from any other source.
- II. I was not provided free Lodging and / or Boarding at the cost of Govt./University or any Govt. aided Body.

Date: \_\_\_\_\_ Signature of Claimant \_\_\_\_\_

**Part-II** (to be filled by Convenor/Organizer of the meeting)

1. The Non-official member was invited under the authority of controlling officer and his attendance as above is confirmed.

Dated:

1. Signature
2. Name of Convener
3. Designation

**Part-III** (to be completed by Finance Bureau)

1. DA _____ Days@	Rs. _____	Passed for payment for Rs. _____
2. TA	Rs. _____	(Rupees _____)
3. Honorarium	Rs. _____	_____
4. Grand Total	Rs. _____	
5. TDS @ 10% (-)	Rs. _____	
6. Net amount to be Paid Rs.	_____	

**ACCOUNTANT**

**AO (FIN**

**DRAWING & DISBURSING OFFICER**

**PAYEE'S RECEIPTS**

Received Rs. \_\_\_\_\_ (Rupees)

Signature of Claimant  
(with revenue stamp)