

**J.C. Bose University of Science & Technology, YMCA, Faridabad**

**Journey Verified**  
**H.O.D/H.O.S.**  
**(With Stamp)**

**Name & Designation:** - \_\_\_\_\_

**for the Month of:** - \_\_\_\_\_

**Basic Pay:** - \_\_\_\_\_

**Entered in T.A., Check Register Page No.:-** \_\_\_\_\_

**Purpose of Journey:** - \_\_\_\_\_

**Account Holder Name:** - .....

**Bank Account No.:-** .....

**IFSC Code:** - .....

PARTICULARS OF JOURNEY						Mode of Journey Rail/Bus/Air/ Taxi/Own Car/ Etc. 7	Class 8	No. of Fairs/ K.M. 9	Amount of Fares Bus/Rail/Air/ Taxi/Car 10	Local Mileage			Daily Allowance			Total of Column No. 10+13+16 17				
Departure			Arrival							No. of KM for Local Mileage Purpose 11		Rate 12	13 Amount	No. of Days 14	Rate 15	16 Amount				
Station 1	Date 2	Time 3	Station 4	Date 5	Time 6															
<b>Total</b>																				

**1. Mode of Journey:-**

- a. By Rail: - Class ..... Ticket No. .....
- b. By Air: - Ticket No. .....
- c. By Bus : (Ord./Delux/A.C.) .....
- d. Own Car/Staff Car/Taxi No: - .....  
and Toll Tax receipt attached.

**2. For Office Use Only**

Chargeable Head: - .....

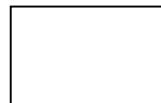
Passed for Rs. .....

Rupees: - .....

**Note:** - All Ticket & Taxi bill/Own Car RC verified & attached.

Clerk/Asstt. Supdt. SAO/CAO COF REGISTRAR

Signature of Claimant



## CERTIFICATE FOR JOURNEY OF TOUR

Certified that I \_\_\_\_\_ (i) provided with means of locomotion at the expense of Govt. local fund of a court of wards estate for journeys by road (Rule 2, 100) p

(ii) Certified that I transits by railways under a free pass or otherwise (Rule 2.92 to 2.95) for any journey for which T.A. has been claimed.

2. Certified that I travelled by rail/steamer on all days in the class of accommodation to which I am entitled except on \_\_\_\_\_ when I travelled by \_\_\_\_\_ class.

3. Certified that between stations connected by rail viz \_\_\_\_\_ to \_\_\_\_\_ I performed the journey by cas and incurred a sum of \_\_\_\_\_ and road fare which is supported by actual fare ticket.

3.(a) Certified that between stations connected by rail viz \_\_\_\_\_ to \_\_\_\_\_ I performed the journey by Omni. Bus by getting a single seat and incurred a sum of Rs. \_\_\_\_\_ as road fare.

4. Certified that the journey by road was performed by Motor Car/Motor Cycle.

- i) Which was hired one and all the accommodation of which was by me \_\_\_\_\_
- ii) Which was a private property, details of which are given below \_\_\_\_\_
- iii) Being a Govt. vehicle.  
Being a Govt. property.

5. Certified that I did not perform the road journey, for which mileage allowance has been claimed at the higher rates prescribed in Rule 2.2 (D) of the T.A. Rules by taking a single seat in any public conveyance (excluding a steamer) which ply regularly between fixed points and charges fixed rates. I also certify that journey was not performed in any other vehicle without payment of its hire charges, incurring its running expenses.

6. Certified that the journey by road was performed by taking a single in a Taxi, Motor Omni Bus or Lorry.

7. Certified that the journey beyond jurisdiction was performed under proper permission of authority.

8. Certified that the No. of K.M. shown in the bill are correct.

9. Certified that journeys on \_\_\_\_\_ were performed by Mail/express train in the interest of public service.

10. Certified that I was actually and not merely constructively in camp on Sunday and Holidays, for which D.A. has been claimed.

11. Certified that I was not absent/on casual leave during the period for which D.A. has been claimed.

12. Certified that I was during halt at \_\_\_\_\_ from \_\_\_\_\_ extra expenditure after the first 10 days.

13. Claimed that the local journey at both the stations have been performed in hired Taxi/Car/Scooter/Rickshaw/Cycle and Scooter which is not applicable.

14. Certified that T.A. has not been claimed in any other shape.

15. Certified that my actual expenses on journey by other means of conveyance are not less then what I have claimed in the T.A. Bill.

Countersigned

Signature of Claimant