

ni-msme: HYDERABAD

Certified that :

1. I was not allowed free transit by rail/air or from pass or other side for the journey performed by rail/air. The air fares have been paid to the company concerned.
2. I traveled by class by rail for which TA has been claimed in this bill. Return ticket was not available and the same was not utilized.
3. I did not perform the road journeys for which mileage allowance has been claimed at the higher rates prescribed in rule 46 of the Supplementary Rules by taking a single seat in any public conveyance (excluding a steamer) which plies during regularly for hire between fixed points and charged fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
4. I did not avail of free board and/or lodging at the expenses of a State Govt. or any other organisation financed from state funds during the days for which full DA has been claimed in this bill.
5. During holidays/Sundays for which DA is drawn while on tour I was actually and not merely, constructively in the camp.
6. I stayed from _____ to _____
at _____ (name of the Hotel/establishment)
at _____ (name of place) which provided
boarding/lodging at the scheduled.

Place : Hyderabad

Date :

Signature :

Name :

Designation :

(of Travelled Officer)

NATIONAL INSTITUTE FOR MICRO SMALL AND MEDIUM ENTERPRISES YOUSUFGUDA, HYDERABAD – 500 045

Travelling Allowance Bill for the Month of _____ Name of the Centre _____

purpose of the Journey _____

visit relating to CONSULTANCY / TRAINING / GENERAL ACTIVITY (Strike out whichever is not applicable)

If Consultancy indicate the name of the project : _____

Head of Accounts : _____

Name of the Officer on Tour : _____ Designation : _____ Pay : _____

Departure			Arrival			Journey Air/Rail/ Road	Class	No. of fares	Amount incurred	No. of days halt
Station	Date	Hours	Station	Date	Hours					
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Signature of the Officer :

Signature of the Controlling Officer :
(Director / Head of Department)

Bus/Air/Train Fares (Col.No.7)		Passed for Rs. _____ (Rupees _____ only)
Mileage for road Journey for Kms @ Rs.		
Actual expenses (Internal travel & Other)		Pay Rs. _____ (Rupees _____ only)
Halt for _____ days (Col.1i) _____		
Normal DA on journey _____ days @ Rs.		
Total Rs.		A.A Suptd (A/c) CAO Suptd (EST)
Advance Vr. No. _____		Received Rs. _____ (Rupees _____ only)
CLAIM / REFUND		
Dr. Vr. No. _____ Dated :		Signature :
Cr. Vr. No. _____ Place :		Name :
		Designation: