

Phone: 011-23212603, 23234324
CBSE/B&C/2009



Voucher No.....

CENTRAL BOARD OF SECONDARY EDUCATION

Shiksha Sadan (Academic Wing), 17, Rouse Avenue,
Institutional Area New Delhi-110002

TRAVELLING & DEARNESS ALLOWANCE BILL

**1. Full Name of Claimant :
(in block Letters)**

2. Designation & Postal Address : Principal,

3. Pay Scale : Rs.

4. Basic Pay : _____ : Rs.

5. Grade Pay : Rs.

6. Purpose of Journey : OBSERVER FOR CBSE EXAM
(Ticket No./Receipt No. should be mentioned in the remarks column)

7. Authorised by _____ :

ENCLOSURES TO BE ATTACHED:

- A copy of invitation as Resource Person for CCE from CBSE
- Ticket (in original/photocopy) in respect of Railway OR Boarding Pass in respect of Air Journey.
- Local conveyance shall be actual expenditure subject to max. of Rs.150/- per day on production of bill or self certification.
- Hotel reimbursement (including DA) shall be upto maximum of Rs.1500/- per night (subject to maximum one day prior and in case warranted, one day after the conclusion of CCE workshop).
- Original bill of Hotel/Place of stay clearly indicating the date of check-in and check-out.

[illegible]

[illegible]

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contd...P-2

:: 2 ::

Certified that -

- i. No TA in respect of the journeys included in the bill has been claimed or is payable from any other sources.
- ii. I actually traveled by the class for which TA has been claimed.
- iii. Return tickets at the reduced rates were not available for any of the stations between which the journey was performed.
- iv. I traveled by the shortest route.
- v. Place of permanent duty and the place of temporary duty fall in different Municipalities.
- vi. The distance by road for which mileages allowance has been claimed are correct to the best of my knowledge and belief and that there is no direct rail connection.
- vii. Also that I performed the road journey for which mileage has been claimed by taking a single seat in a motor taxi/full motor taxi/motor cycle/Scooter.

Note:

- i. Journeys of different kinds of journey and halts should not be entered on the sameline.
- ii. All claims are required to be pre-receipted and hence the receipt duly stamped should invariably be signed at the time of preferring the claim.
- iii. **This TA/DA form alongwith all enclosures and certificate as at Sl. No. b, c, d, e above, should be sent by the Claimant along with his/her Bank Account No., Bank Name/ Branch and Branch Code for Electronic Fund Transfer (EFT) of amount, addressed Sh. Pankaj Kshetry, Central Board of Secondary Education, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi-110301 in a sealed envelope superscribing, "Confidential" and" "To be opened by the addressee only".**

Received Payment

Affix Revenue Stamp when the claim exceeds Rs.5000/-

Signature of the Claimant

Name of the Claimant

Designation

SIGNATURE

Mobile _____

Name of School

Place

Date