

NATIONAL PHYSICAL LABORATORY

NEW DELHI

TA/DA FORM

Date.....

(To be Submitted in Duplicate)

Division/ Groups:

Yearly:

Serial No.:

Name:

Designation:

I.D. No:

Basic pay:

Date of DA:

Purpose of Tour:

No. Of days on Tour:

Journey Time:

Mode of Travel:

Air/Rail:

To be arranged through travel agent/personally:

Departure Place:

Arrival Place:

Fare:

Remarks:

Departure Date:

Arrival Date:

Owned Journey:

Return Journey:

Signature of Officer

Tour Approved:

T.A. Advance of Rs:

Approved:

Whether T.A. is to be recouped

Yes/No:

If Yes organization bearing T.A. expenses

Signature of Competent Authority

USE FOR BILL SECTION

Bill NO. TA/Adv/

Dated.....

S. No.	Particulars	Amount
1.	Rail Fare	Rs. _____
2.	Bus Fare	Rs. _____
3.	DA	Rs. _____
	Total	Rs. _____
4.	Head of account Rounded to	

Passed for Rs.

(Rupees in words:

Section Officer /DDO

Dealing Asstt

FOR USE BY AUDIT SECTION

Bill No.

Dated.....

Pay Rs.

(Rupees in words:

Noted in O.B.

Dealing Asstt

S.O. (F&A)

F& A O (Audit)

Voucher No.

Dated.....

Paid via Cheque No.

Dated.....

For Rs.

F& A O (Audit)