



CHANDIGARH UNIVERSITY

Honorarium /TA/DA Bill

1. Name:- _____ (In Block Letters) 2. Father's Name:- _____
 3. Address :- _____ Contact No.: _____
 4. Designation:- _____ 5. Organization:- _____
 6. Pay Scale/ Consolidated Salary:- _____ 7. Grade Pay:- _____
 8. Date of Meeting/ Inspection:- _____ 9. Purpose of Meeting & Journey:- _____
 10. Last Pay Scale & GP If Retired:- _____ 11. E-mail ID _____
 12. Bank A/c No. (for ECS Payment) _____ Bank IFS Code _____

(A) Honorarium:-

S.No.	Particulars	Date		No. of Days	Rate of Honorarium	Total Amount (Rs.)
		From	To			
(B) TA/DA/ Local Journey/Toll Tax etc.						Total(A):-

Departure			Arrival			Mode of Journey & Vehicle No.	Distance for Road Mileage		Amount of Toll Tax etc.	Hotel/ NON Hotel D.A.	Total Amount (Rs.)
Date	Station	Time	Date	Station	Time		K.M.	Rate			
Please add additional form if required											Total(B):-

(C) Accommodation/ Lodging Claim

City	Place	Hotel Name & Address	Bill No.	Check IN Time/ Date	Check OUT Time/ Date	Room Rent Per Day	No. of Days	Total Amount (Rs.)
Total(C):-								

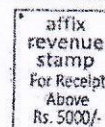
Grand Total :A+B+C= _____

Certified that:-

- (i) Particulars provided herewith are correct & that I have not claimed TA/DA for this Journey from any other Public Source and bill is submitted first time.
 (ii) I was not provided free lodging and/ or Boarding at the cost of Govt./University or any autonomous body if provided please attach Boarding/Lodging/Both Bills.
 (iii) Certified that I shall perform the return Journey from _____ to _____ in _____ Class.
 (iv) Certified that I have traveled by shortest route and I will perform return Journey by same route and _____ mode of conveyance/ as claimed and _____ mode of conveyance

The above Meeting/ Journey claim is verified to be true & Correct.

Verified By:- _____



Signature of Claimant

Sign. & Name of officer (Concerned Department)

For Use by Accounts Office Only

Head of Account:- _____ Passed for Rs. _____/-

or return in original with remarks as attached

Checked by

Passed by

Apporved by