



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

FORM – 16 (A)

APPLICATION FOR CLAIMING TRANSPORT ALLOWANCE

I, Dr./Mr./Mrs./Ms ..... Designation .....  
DOJ ..... Dept./Section/Centre..... do hereby declare that, I am not  
availing the transport facilities of the Institute to attend to my duties at the Institute and fulfill the condition for  
drawl of the Transport Allowance with effect from .....

My present residential address is

.....  
.....  
.....

I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being  
found to be incorrect, I shall be liable to be disciplinary measures as deem fit.

I also understand that I shall have to make a fresh declaration immediately once the above status changes.

\_\_\_\_\_  
Signature of the Employee

Date: \_\_\_\_\_

Emp\_No. \_\_\_\_\_

**(FOR OFFICIAL USE)**

Transport Allowance to Dr./Mr./Mrs./Ms..... Designation .....  
..... DOJ ..... Dept./Section/Centre.....  
may be allowed as per rules with effect from .....

For approval please.

DY. REGISTRAR (ADMN.)

REGISTRAR / DOFA