

**NORTH EASTERN REGIONAL INSTITUTE OF  
WATER AND LAND MANAGEMENT  
DOLABARI, P.O. KALIABHOMORA  
TEZPUR - 784 027**

**CLAIM OF TRAVELLING ALLOWANCE**

1. Name of the Officer : 2. Designation :
3. Pay (Basic) : 4. Headquarter (HQ) :
5. Details of onward journey performed
- i) Date & time of departure from HQ :
  - ii) Date & Time of arrival at Tezpur :
  - iii) Mode of travel: Air/Road/Rail :
    - a) Air/Rail ticket No. :  
Fare paid : Rs.  
(Counterfoil of Air ticket to be enclosed)
    - b) Taxi/Govt. vehicle :
      - i). Fare paid for Taxi :  
(Receipt to be enclosed) :
    - c) Govt/own Vehicle: Vehicle No. :  
(Amount of POL expenses claimed) : Rs.  
(POL Voucher to be enclosed)
6. No. of days of halt From (date) :  
To (date) :
7. Details of return journey :
- a) Expected date & time of departure :
  - b) Expected date & time of arrival at HQ :
  - c) Mode of travel: Air/Road/Rail :  
Return Air/Rail Ticket No. :  
Fare paid : Rs.

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Certified that TA for the purpose is not claimed from other sources.

Date:

Signature

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**(FOR ACCOUNTS SECTION)**

Amount admissible	Fare	Rs. ....
	DA	Rs. ....
	Other	Rs. ....
	Total	Rs. ....

Bill passed for payment of Rs. .... (Rupees.....  
.....) only.

**Accountant**

**Accounts Officer**

**Director**