

CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY
(Indian Council of Agricultural Research)
COCHIN-682029

Journey particulars of non-official member

1. Name of the meeting/conference etc. attended :
with date
2. Name and address of the member (in block letters) :
3. Designation, office to which attached and present pay if employed (last pay drawn in case of retired Non-officials) :
4. Onward journey (while coming to attend meeting):

Departure			Arrival			Actual amount paid
Place	Date	Time	Place	Date	Time	

- i) Air
- ii) Rail (class)
Surcharge and reservation charges, if paid
- iii) State transport bus
- iv) By own car/official car/taxi (full or single seat).....

5. Return journey (while going back after attending the meeting):

Departure			Arrival			Actual amount paid
Place	Date	Time	Place	Date	Time	

- i) Air
- ii) Rail (class)
Surcharge and reservation charges, if paid
- iii) State transport bus
- iv) By own car/official car/taxi (full or single seat).....

6. Road Mileage

- a) From Headquarters/Residence to Railway station/Air Port/Bus stand and vice versakms
- b) From Railway station/Airport/Bus stand to place of Duty and vice-versakms.

7. Daily Allowance

- a) D.A. claim for days @ Rs..... per day
- b) Honorarium claim for days @ Rs. per ay

8. Total amount of the Bill :
(amount indicated against item No.4+5+6+7)

CERTIFICATE

Certified that:

1. I actually traveled by Air/ACC 1st class/Rail/Mail/Express/Train/Bus and paid the fares as claimed in the TA bill for my onward journey and shall travel by Air/ACC 1st class/Rail/Mail/Express Train/Bus on the return journey.
2. I undertake to refund the excess amount if any drawn by me in case the return journey is not actually performed by the said mode/class of accommodation.
3. The claim has neither been preferred earlier to the ICAR nor has been claimed and shall not be claimed from any other sources.
4. I was not provided with any means of conveyance at Council's expenses and that Taxi/Scooter charges claimed in this bill were actually incurred by me in hiring taxis/scooter from my residence to Airport Railway station to place of meeting and back. I was not provided with free boarding and or lodging on the expense of Council or an autonomous body or local authority in which Council/Govt. has invested funds or have any other interest for the days for which daily allowance has been claimed in this bill.
5. Certified that the journeys for which the mileage has been claimed were not performed in any other vehicles without payment of its hire charges or incurring its running expenses.
6. Certified that I was actually not merely constructively in camp for the days for which DA. has been claimed.
7. Mode of payment required by cheque/Demand Draft.

Signature of the Member

Name & Address

Certificate from the Controlling Officer

It is certified that:

1. Shri/Smt/Dr. has attended the above meeting from to at CIFT and he/she has not been given any tour advance/paid TA advance of Rs..... for this purpose.
2. Exchange voucher for Air travel from to was given/not given
3. Air Travel for A.C.C. 1st class or higher road mileage between two station connected by rail has been approved by the competent authority (copy of the orders to be attached).

Signature of Director
(Controlling Officer)

(Rubber stamp)

4. Passed for Rs. (Rupees.....)

Signature of Director
(Controlling Officer)

(Rubber stamp)