



**P.A.C.RAMASAMY RAJA
PRIVATE INDUSTRIAL TRAINING INSTITUTE
GOVINDAPURAM, ARIYALUR-621 713.**

TA/DA CLAIM FORM FOR OFFICIAL DUTY

Name of the Staff :
 Designation : Trade:
 Place of Journey : Mode of Travel: Bus/Train
 Purpose of Journey :
 Departure Date & Time : Arrival Date & Time:
 No of day(s) Journey :

TRAVELLING ALLOWANCE						DAILY ALLOWANCE		Remarks
Date	From	To	Fare	Ticket No	Remarks	Particulars	Amount	
						Lodging		
						Breakfast		
						Tea/snacks		
						Lunch		
						Tea/snacks		
						Dinner		
						Total (B)		
						Total Expenses (A+B) = _____ /- (Rupees _____ _____ _____ only)		
Total (A)								

Less Advance Drawn Rs _____

Balance Due To/ From Institution Rs _____

Staff signature

Accountant

checked By

Principal

SGM(Accts)

DA for TO& JTO (without Bills) Breakfast:45, Lunch:70,Dinner:45,Tea&snacks : 10 **For WA,Typist,OA,Driver(without Bills)** Breakfast:35,Lunch:65,Dinner:40,Tea&snacks : 10