



राष्ट्रीयसंस्कृतविश्वविद्यालयः

(केन्द्रीयविश्वविद्यालयः)

तिरुपति: - ५१७ ५०७.

NATIONAL SANSKRIT UNIVERSITY

(Central University)

Tirupati - 517 507. (A.P.)

NON-OFFICIAL T.A. & D.A. FORM

PLEASE FILL IN THE STATEMENT BELOW WITH PEN :

1. Name (in BLOCK letters)
2. Place of Residence with Address
3. Name of the nearest Bus/Railway station or Airport
4. Distance from place of residence to nearest Bus/Railway station or Airport
5. Date and time of departure at the place of residence
6. Date and time of arrival at the place of meeting
7. Name of the place of meeting
8. Name of the meeting attended
9. Date of Meeting
10. Distance from Railway/Bus Station or Air Booking Office as in (7) above to the place of meeting.
11. Date and time of departure from the place of meeting
12. Date and time of arrival at the place of residence
13. Class in which travelled by Rail/Bus/Air
14. If travelled by Air, the actual Air journey fare paid each way or an return ticket and the name of the Air Company by which travelled.

Date:

Signature of the Non-Official Member

FOR OFFICE USE ONLY :

Certified that Sri/Smt./Dr./Prof. _____ has attended

the Vidyapeetha for the purpose of _____

The claim-bill is correct and may be passed for payment.

Date :

Signature of concerned Co-ordinator

Certified that no amount has been claimed or will be claimed for this journey/period in any bill drawn from any other source.

Certified that I actually travelled by I/II/III A.C. class / Air and paid Rs. _____ (Rupees _____ only) return fare to Indian Railways / Airways. Certified that the distance by road for which mileage allowance has been claimed are correct to the best of my knowledge. Also, that I did not perform the road journey for which mileage has been claimed at higher rates under S.R.46 by taking a single seat in a taxi motor or bus to motor lorry paying for hire.

Station :

Date :

Signature of the Non-Official Member

FOR OFFICE USE ONLY :

	Rs.	Ps.
1. Air / Train /Bus fare	:	_____
2. D.A. for _____ days @ Rs. _____ per day	:	_____
3. Road mileage _____ x _____	:	_____
Passed for Rs. _____ (Rupees _____ only)		

CLERK

S.O.

AR (F & A)

D.R.

F.O.

REGISTRAR

Bank Account details of the Non-Official Member

Name of the Non-Official Member : _____

Name of the Bank : _____

Account No. : _____

Branch Name : _____

IFSC Code : _____

PAN number : _____

RECEIPT

Received from the Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati, a sum of Rs. _____ (Rupees _____ only) towards the bill of Travelling Allowance and Daily Allowance for attending the meeting of the _____ held at _____ on _____.

Date :

Signature of the Non-Official Member