

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE**

**JADAVPUR, KOLKATA 700032**

TA/DA HONORARIUM BILL OF NON-OFFICIAL INVITED TO ATTEND MEETING/COMMITTEE IN IACS

**(Part- I) [ To be filled by non-official]**

- |   |              |
|---|--------------|
| 1. Name (in block letter) :   | Designation: |
| 2. Scale of Pay :   | Basic Pay :  |
| 3. Full Address :   |              |
| 4. Purpose of Visit : To deliver an Institute Colloquium                            |              |
| 5. Details of Journey (including from & to residence/office & airport/rly. Station) |              |

DATE	FROM	TIME	AT	TIME	MODE OF JOURNEY	DINTANCE in Km. (road mileage for local journey)	FARE PAID	AIR/RAIL TICKET No.
1	2	3	4	5	6	7	8	9

Total Daily Allowance for Halt..... No. of Days x Rate (Rs. ....)	:	Rs.
	TA	Rs.
	TOTAL	Rs.
Less Concessional Boarding and/or Lodging Provided	:	Rs.
	Net Amount Due	Rs.

**Certificate by Non-Official**

1. Certified that no TA/DA/Honorarium in respect of the journey for the period mentioned in the bill has been or will be claimed from any other social source.
2. Certified that I was not provided with free boarding, lodging and conveyance.
3. I was provided with concessional (Rs. ....) lodging (Rs. ....) for which I have reduced my claim accordingly.

Date:

(SIGNATURE OF CLAIMANT)

**PART – II (to be filled by Convener / Organizer of the Committee of meeting)**

1. The above details have been verified and claim may be admitted.
2. The non-official was invited under the authority of controlling officer and his attendance as above is confirmed.
3. Expenditure id debit able to .....

Date: .....

.....

(Signature of Convener)

**PART – III (to be completed by DDO)**

1. Details of entitlement and duly verified.
2. To be adjusted against TA advance of Rs. ....(Rupees .....only paid on .....  
vide TA Advance Register, page no. .... Sl. No. .... Month ..... Year .....
3. Net Amount Payable .....
4. Amount to be debited to .....
5. Reference of Adjustment Bill No. .... dated .....

(DDO/ SO)

**PAYEE'S PRE RECEIPT**

Received Rs. ....

....., in full settlement of my TA/DA claim.

\_\_\_\_\_  
Signature