



B.M.S.COLLEGE OF ENGINEERING, BENGALURU-560 019

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME-III(Comp.1.3)

TEQIP-III: Proforma for Claiming TA/DA for faculties and Staff

1.	Name (In block letters)					
2.	Designation					
3.	Department					
4.	Category	SC/ST/OBC/GENERAL				
5.	Pay scale & Basic pay					
6.	Adhar Number					
7.	PAN Number					
8.	Allahabad bank account number					
9.	Purpose of Journey/ Halt:					
10.	Date(s) of Programme participated					
Details of journey						
Date & Time	Departure From	Date & Time	Arrival at	Mode of Journey & Ticket No.	Distance (K.M)	Fare Paid (Rs.)
TOTAL						
Registration charges						
Accommodation Charges						
TOTAL						
GRAND TOTAL						



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Particulars	Amount in words	Amount (Rs.Ps)
Grand Total b/f		
Less: Advance drawn		
Total Amount claimed		

CERTIFICATE

- Certified that particulars provided herewith are correct & that I have not claimed TA/DA etc. for this journey from any other source.
- Certified that I have travelled by the same mode as claimed in the bill.
- Certified that I have not enjoyed free boarding and lodging facility during my tour.

Date:

Bangalore

Enclosures Attached:

- 1) A copy of the Memo issued by the Principal regarding OOD
- 2) Attendance and programme certificate for having attended the program
- 3) Registration fee paid receipt
- 4) Original journey tickets, tickets with boarding pass in case of journey by flight
- 5) Boarding & Lodging fees paid receipts/invoice
- 6) A report by the faculty regarding the programme attended by him/her specifying the benefits of attending the same.

Signature of claimant

PAYMENT VOUCHER

Date:

Debitable to..... Accepted and

passed for Payment for Rs..... Rupees

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SUPDT.(ACTS)

AAO

NODAL OFFICER(FIN)

PRINCIPAL