



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर

ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর

NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR

Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

FORM FOR WITHDRAWAL OF TRAVELLING ALLOWANCE & DAILY ALLOWANCE

Name											
Designation & Address :											
Pay in the Pay Band & Grade Pay :											
Purpose of Journey											
PARTICULARS OF JOURNEY AND HALTS						MODE OF JOURNEY					
DEPARTURE			ARRIVAL			ROAD			RAIL		
STATION	DATE	TIME	STATION	DATE	TIME	CLASS	DISTANCE	FARE (Rs.)	CLASS	DISTANCE	FARE (Rs.)
							( )	(Rs.)		( )	(Rs.)
						TOTAL			TOTAL		
						TOTAL			TOTAL		

CERTIFICATION:-

1. Certified that I have traveled by ..... Class and the tickets Nos. is .....
2. Certified that I have traveled by Rented Car for which the Road mileage is claimed at TAXI rate for the reason .....
3. Certified that I stayed from ..... at ..... which Provided boarding / Lodging at .. (Scheduled tariffs / Hotel Bills attached)

Signature of the member who travelled with date

NAME OF THE BANK: \_\_\_\_\_  
 NAME OF THE BANK BRANCH: \_\_\_\_\_

BANK ACCOUNT NO.: \_\_\_\_\_  
 BANK IFS CODE NO.: \_\_\_\_\_

PARTICULARS	AMOUNT (in Rs.)	FOR USE IN THE ACCOUNTS SECTION
..... KM ROADWAYS FARE / MILEAGE AT THE RATE RS. .... PER KM		BILL NO. .... DATED .....
RAILWAYS FARE		Pay RS. .... (RUPEES) .....
AIRWAYS FARE		..... ONLY
HOTEL ACCOMMODATION		DEBIT TO .....
FOOD BILL		OUT OF .....
REMUNERATION TO EXPERT		Dealing Assistant .....
ACTUAL EXPENSES		Joint Registrar (F & A) / Registrar .....
LESS (ADVANCE IF ANY)		FOR USE IN THE CASH SECTION
OTHER DEDUCTION (IF ANY)		DRAWN VIDE CHEQUE NO. .... DATED .....
NET CLAIM		FOR RS. .... (RUPEES) .....
		..... ONLY
(RUPEES) .....		Dealing Assistant .....
SIGNATURE OF THE FORWARDING AUTHORITY	Received The Payment in Full	Voucher No. ....
	Signature of the Member with Date	Cash Book Folio No. ....
	Who Travelled	CASHIE