

भा.कृ.अनु.प. – राष्ट्रीय कृषि आर्थिकी एवं नीति अनुसंधान संस्थान (नीपा), देव प्रकाश
शास्त्री मार्ग, पूसा, नई दिल्ली – 110012

ICAR – National Institute of Agricultural Economics & Policy Research (NIAP) Dev
Prakash Shastri Marg, Pusa, New Delhi – 110 012

URL: <https://niap.res.in/>

1. (a) Name of the Board Meeting / Workshop / Selection / Assessment Committee for the post of:

(b) Date(s) of meeting/workshop from: _____ to _____

2. Name and Full Address of the Member (in block letters):

3. Designation, office attached to:

Present pay, if employed:

(Last pay drawn in case of Retired Non-Official)

4. ONWARD JOURNEY (While coming to attend the meeting in NCAP)

DEPARTURE: Place	Date	Time	ARRIVAL: Place	Date	Time
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Actual Fare Paid

i) Air (Ticket No.) _____

ii) Rail (Class), (Ticket No.) _____

Surcharge & Reservation Charges, if paid: _____

iii) State Transport Bus _____

iv) By own Car / Official Car / Taxi (full or single seat) (Vehicle No.) _____

5. RETURN JOURNEY (While going back after attending/working at the meeting in NCAP)

DEPARTURE: Place

Date

Time

ARRIVAL: Place

Date

Time

Actual Fare Paid

i) Air (Ticket No.) _____

ii) Rail (Class), (Ticket No.) _____

Surcharge & Reservation Charges, if paid: _____

iii) State Transport Bus _____

iv) By own Car / Official Car / Taxi (full or single seat) (Vehicle No.) _____

6. Road Mileage and Mode of Travel (Own Car / Official Car / Taxi / Auto)

a) From Headquarters / Residence to Railway Station / Airport / Bus Stand and vice versa:

_____ km @ Rs. _____ = Rs. _____

b) From Delhi / New Delhi (Railway Station / Airport / Bus Stand) to ASRB and vice versa:

_____ km @ Rs. _____ = Rs. _____

7. DAILY ALLOWANCE

a) D.A. claim for _____ days @ Rs. _____ per day = Rs. _____

b) D.A. claim for _____ days @ Rs. _____ per day = Rs. _____

8. Honorarium for _____ days @ Rs. _____ per day = Rs. _____

9. Total amount of bill (Items 4 + 5 + 6 + 7 + 8) = Rs. _____

(In words) _____

Received Contents

Revenue Stamp of Rupee One: _____

Signature of the Member: _____

CERTIFICATE

1. I actually traveled by Air / ACC Ist Class / Mail / Express Train / Bus and paid the fares as claimed in the T.A. Bill form on my onward journey and shall travel by Air / ACC Ist Class / Mail / Express Train / Taxi on the return journey.
2. I undertake to refund the excess amount, if any, drawn by me in case the return journey is not actually performed by the said mode/class of accommodation or in case excess payment has been made inadvertently.
3. The claim has neither been preferred earlier to the ICAR nor has been claimed or shall be claimed from any other sources.

4. I was not provided with any mode of conveyance at Council's expenses and the taxi/scooter charges claimed in this bill were actually incurred by me for hiring taxi/scooter from my residence to Airport / Railway Station to the date of meeting and back.
5. I was not provided with free boarding and/or lodging on the expenses of the Council or an Autonomous Body or Local Authority in which the Council/Government has invested funds or has any other interest for the days for which Daily Allowance has been claimed in this bill.
6. Certified that the journeys for which the mileage has been claimed were not performed in any other vehicles without payment of its hire charges or incurring its running expenses.

Certified that I was actually and not merely constructively in the camp for the period/dates for which D.A. has been claimed.

Signature of the Member: _____

Address: _____

Certificate from the Controlling Officer

It is certified that (i) She / Smt. / Dr. _____ has attended the above meeting on/from _____ to _____ at NCAP.

Exchange voucher for Air Travel from _____ to _____ was given / not given.

Head of Officer: _____

Passed for Rs. _____ (Rupees
_____)

Head of Officer: _____

Pay Rs. _____ (Rupees
_____)

Assistant Finance & Accounts Officer, NCAP

Received a cheque No. _____ **dated** _____ **for Rs.** _____ **(Rupees**
_____) **in connection with the above claim.**

Signature of the Member: _____