

**NATIONAL CENTRE FOR AGRICULTURAL ECONOMICS & POLICY RESEARCH
(I.C.A.R.)
LIBRARY AVENUE, PUSA, NEW DELHI- 110 012**

1. (a) Name of the Board Meeting/Workshop/Selection/Assessment Committee for the post of _____
 b) Date/Dates of meeting/workshop from _____ to _____
2. Name and full address of the _____
 Member (in block letters) _____

3. Designation, office to which attached _____
 and present pay, if employed. _____
 (Last pay drawn in case of Rtd. Non-Official)

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

DEPARTURE			ARRIVAL			
Place	Date	Time	Place	Date	Time	
						<u>Actual Fare Paid</u>
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) (Car/Taxi No.) _____					

5. RETURN JOURNEY (While going back after attending/work the meeting in NCA)

DEPARTURE			ARRIVAL		
Place	Date	Time	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) (Car/Taxi No.) _____

6. Road Mileage and mode of travel (By own Car/Official car/Taxi Auto

a) From Headquarters/Residence to
Railway Station/Airport/Bus Stand
And Vice-Versakms@Rs. =Rs.

b) From Delhi/New Delhi (Railway Satiation/
Airport/Bus Stand to ASRB and vice-versakms@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 4 5 6 7 8 _____ = Rs.
(In words Rupees _____

Received Contents

Revenue Stamp of
Rupee One

Signature of the Member

Certified that:-

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 for my onward journey and shall travel by Air/ACC Ist Class/Mail/Express Train/Taxi on the return journey.
2. I undertake the 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 in advertently.
3. The claim has neither been preferred earlier to the ICAR nor has been claimed and shall be claimed from any other sources.
4. I was not provided with any means of conveyance at Council's expenses and that taxi/scooter charges claimed in this bill were actually incurred by me for hiring taxi/scooter from my resident to Airport/Railway Station to the date of meeting and back.
5. I was not provided with free boarding and/or loading on the expenses of Council or an Autonomous Body or local Authority in which Council/Government has invested funds or have 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 _____
_____).

Asstt. Fin & Accounts Officer, NCAP

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

Signature of the Member