



**National Institute of Science Education and Research, Bhubaneswar**  
**Form for Transfer Travelling Allowance (TTA) to the Permanent Faculty Members**  
**Joined NISER from abroad or within India**

1. Name of faculty member: \_\_\_\_\_ P.F. No.: \_\_\_\_\_
2. Designation: \_\_\_\_\_ School: \_\_\_\_\_
3. Offer Letter No. & Date: \_\_\_\_\_
4. Date of Journey: \_\_\_\_\_ Place from: \_\_\_\_\_ to \_\_\_\_\_
5. Date of Joining: \_\_\_\_\_ Date of confirmation: \_\_\_\_\_
6. TA claimed for dependants: Spouse name: \_\_\_\_\_ Children: \_\_\_\_\_  
\_\_\_\_\_
7. Details of supporting documents enclosed: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**Signature of Faculty Member**

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**FOR USE IN ADMINISTRATION SECTION**

1. The details of Dr. \_\_\_\_\_ has been verified from the personal file and found correct.
2. The transfer travelling allowance (TTA) to Dr. \_\_\_\_\_ may be considered as per provision made by the BOG under category **a / b / c**.

**Dealing Asst.**

**A.P.O. (Admin.)**

**A.O. – III (Admin.)**

**REGISTRAR**

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The claim of Dr. \_\_\_\_\_ is approved / should be placed before the BOG.

**DIRECTOR**

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In compliance to condition 'b' of office order No. NISER/DO/OO/2009/50 Dr. \_\_\_\_\_ has executed the bond on \_\_\_\_\_ and the same has been kept in his personal file.

**Dealing Asst.**

**A.P.O. (Admin.)**

**A.O. – III (Admin.)**

**REGISTRAR**

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Forwarded to Finance & Accounts section for payment of transfer travelling allowance (TTA) to Dr. \_\_\_\_\_ as per rule. A copy of payment voucher may kindly be send to the administration section for personal file.

**A.O.-III (Admin.)**

**Dy. Controller of Accounts:**