



**NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR**  
**TRAVELLING ALLOWANCE CLAIM (FOR TOUR)**

Name :	Basic Pay & Grade Pay :	Vr. No.	
Designation :	CC No.:	Headquarters :	Date :
Advance drawn :			
Tickets / PNR No. of onward Journey :			
Tickets / PNR No. of Return Journey :			

Station	Mode of travel and Class of Journey	Date			Hours	Distance Km.	Fare Paid Rs.	Purpose
		D	M	Y				
Dep. :								
Arr. :								
Dep. :								
Arr. :								
Dep. :								
Arr. :								
Dep. :								
Arr. :								
Dep. :								
Arr. :								
Dep. :								
Arr. :								
Dep. :								
Arr. :								
Dep. :								
Arr. :								

**Details of Halts and Spells of Leave availed**

Tour Station where halted / Leave availed	From			To			Name of Hotel	Lodging charges per day (Rs.)	Total Charges Paid (Rs.)
	D	M	Y	D	M	Y			
Halt :									
Leave :							Payment desired by : Cash : <input type="checkbox"/> Cheque : <input type="checkbox"/>		

Enclosures	<p>Certified that :</p> <ol style="list-style-type: none"><li>the above information furnished by me is correct.</li><li>the above entitlements have not been claimed from any other source.</li><li>I did not avail of any free board / lodge for days for which DA is claimed.</li><li>I did not perform road journeys by taking single seat in public conveyance for journeys for which mileage is claimed under SR 46.</li></ol> <p align="right"><i>Signature</i></p>
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Head of Account :
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