

DAV INSTITUTE OF MANAGEMENT
NH-3, NIT FARIDABAD
TA/DA CLAIM

1. Purpose of Duty _____
2. Place of Visit (Details) _____
3. On Order/request of _____
4. Particulars of the persons ordered to move _____
5. Date of move _____
6. Duration of Duty _____
7. Mode of Conveyance _____ Rail _____ Bus _____ Private car _____ Taxi _____
8. Total Distance (To & From) _____
9. D.A. Admissable _____
10. T.A. Admissable _____
11. Any Other Expenses Admissable _____
12. Details of Ticket or Taxi Bill _____
13. Total Amount Claimed _____
14. Advanced taken _____
15. Net Amount Claimed _____

Date:

Signature

Sanction / Not Sanctioned

Accounts Officer

Coordintor

Bursar

Principal Director