

Annexure 'A'

NIELIT

[AN AUTONOMOUS BODY OF DEPARTMENT OF ELECTRONICS & INFORMATION TECHNOLOGY, MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY]

Form For Claiming TA/DA By Observers For
DOEACC Practical Examination (O/A/B/C Levels)

Date(s) of the Examination : _____
Examination Centre (Station) : _____

1. Name of Exam Observer : _____
Postal Address of claimant _____

Mobile _____
PAN (Mandatory) : _____

(Before submitting the claim please ensure that your Permanent Account No. (PAN), issued by the Income Tax department, is mentioned by you at the appropriate place, failing which the claim form may be returned and payment delayed)

2. Centre Visited :
(a) **Address of centre** : _____

(b) **Date & duration of visit** : _____

3. Location vis-à-vis Claimant : **Instation / outstation**
(tick as applicable)

4. FOR IN-STATION EXAM OBSERVERS

- (a) **Honorarium** : _____
 (@ ` 30/- per candidate attending the exam per day- subject to a minimum of ` 600/- with a ceiling of 60 candidates per day)
- (b) **Conveyance Expenses** : _____
- Travel mode : Own Car / Taxi / Train / Bus
 (Tick as applicable)
- Class by which travelled in case of train/bus : _____
- Distance between residences and exam centre in kilometres : _____
- Total Number of times travelled between place of residence & exam centre (both to & fro to be included) : _____
- Total distance in k.m. : _____
- Conveyance claimed (Rs.) : _____
 (As per actuals or @ ` 8/- per k.m. for the distance travelled within the station, whichever is less)
- (c) **Total amount claimed on account of 4(a + b)** : _____

5. FOR OUTSTATION* EXAM CENTRES (please read the note below carefully)

- (a) **Honorarium** : _____
 (@ ` 30/- per candidate per day- subject to a minimum of ` 600/- with a ceiling of 60 candidates per day)
- (b) **Travel Expenses to the outstation**
- Travel mode : Own Car / Taxi / Train / Bus
 (tick as applicable)
- Class by which travelled in case of train/bus : _____
- Distance to outstation in kms. : _____

Note : * In general, a journey would be treated as outstation journey when it is not possible for an Observer to come back to his specified address after the duty on the same day. For convenience, a travel of more than 150 Kms.(one way) per day would only be considered as outstation journey in which case travel by AC2 Tier is admissible. If outstation travels are undertaken by engaging a taxi/own car, between places not connected by train, payment will be limited to AC2 tier railway fare for the distance between the two stations or actual expenses, whichever is less.

Ticket number : _____

Fare (to & fro) : _____

Dates of Overnight stay : _____

Amount claimed for overnight stay : _____

Amount claimed for food/ conveyance : -----

(d) Conveyance expenses for visits to the exam centre within the station :

Travel mode : _____

Distance between place of stay at outstation & exam centre in kms. : _____

Number of times travelled : _____
Between place of stay at _____
Outstation and exam centre _____
(both to & fro to be included)

Total distance in K.m. : _____

Conveyance claimed (Rs). : _____
(As per actuals or @ Rs. 8/- per k.m. for the distance travelled within the station, whichever is less)

(e) Total amount claimed on : _____
account of $5(a+b+c+d)$

6. Conveyance claimed for miscellaneous travel at both in-station & Outstation excepting the travel covered under 4 & 5 :

[illegible]

7. **Miscellaneous expenses (if any) :** _____
(Please give details supported
with vouchers as applicable)

8. **Total amount claimed** : Rs. _____
on account of :-
{4(c)+6+7} OR **{5(e)+6+7}**
(Instation) (outstation): Rupees _____ (in
words)

9. **Advance taken** : Yes / No (tick one)
(If yes) : Rs. _____
Date _____

Signature of the Observer

Expert Srl. No. _____

Date _____