

NIELIT HEADQUARTER
FINANCE WING

TA/DA CALCULATION FORM

NAME :(Dr./Mr./Ms.) _____ DESIGNATION : _____
 PAY LEVEL IN PAY MATRIX : _____ TOUR PERIOD : From: _____ To: _____
 WHETHER LEAVE TAKEN DURING TOUR : YES* / NO (*Provide details) _____
 ADVANCE DRAWN: ₹ _____ DATE OF DRAWAL OF ADVANCE: _____
 DATE / AMOUNT /RECEIPT NO. OF ADVANCE REFUNDED: _____

FROM (PLACE) _____ TO _____

PURPOSE _____

JOURNEY TICKETS: BUS / TRAIN / AIR ARRANGED BY: _____
 BOARDING/LODGING ARRANGEMENT: _____

BILL PROCESSED AS PER OLD / 6 CPC RATES OF DA / 7 CPC RATES OF DA

Strike out whichever not applicable

YES / NO / NA	1. TOUR REPORT
YES / NO / NA	2. TOUR APPROVAL FORM
YES / NO / NA	3. SIGNATURE OF CLAIMANT (Pg. 3 & 4 of Form)
YES / NO / NA	4. COUNTER-SIGN BY CONTROLLING OFFICER
YES / NO / NA	5. TICKETS ATTACHED
YES / NO / NA	6. BOARDING PASSES IN ORIGINAL
YES / NO / NA	7. HOTEL BILL IN ORIGINAL
YES / NO / NA	8. LOCAL CONVEYANCE BILLS IN ORIGINAL

Please tick (✓) as per the entitlement of official

Hotel Rate : ₹ 450 / 750 / 2250 / 4500 / 7500
 Lumpsum Amt : ₹ 500 / 800 / 900 / 1000 / 1200
 Local Travel : ₹ 113 / 225 / 338 / 50Km.AC Taxi /AC Taxi

FOR FINANCE WING ONLY