

## ASSAM UNIVERSITY: SILCHAR T.A./D.A.CLAIM FORM

Name	÷
Designation	:
Head quarter	<u>;</u>
Basic pay	;
Purpose of visit	:

## A. TRAVELLING ALLOWENCE:

DEPURTER			ARRIVAL			JOURNEY				IF TRAVELLED BY TAXI/CAR PLEASE INDICATE			
Date	Time	Station/Place	Date	Time	Station/place	Mode of	Class	Distance	Fare	Vehicle	Mode of	Petrol	Whether
						travel		in Km	paid	No.	vehicle	or	shared
												Diesel	

## B.DAILY ALLOWANCE:

Total period of absence from head quarter	No. of days for wh	nich D.A. claimed	Rate	Amount	
	At reduced rate	At full rate			
Claim as per 'A':					
Claim as per 'B':					
Total (A+B) (Rupees					_) only
Signature of Claimant				Counter Signature	
Passed for payment of Rs	(Rupees			) (	only
Received in full					
Signature of the claimant	Dealing Asstt.	Section Office	cer	Finance Officer	
(Affix revenue stamp wherever necessary)	0			Assam University	