

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/16
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 1

### T. A. CERTIFICATE

I, Dr./Sh./Ms.....(name).....(designation) certifies that:

1. I actually travelled by Mail/Express train by the class of accommodation as claimed in this T.A. Bill. The ticket No.(s) is/are.....dated..... (in the case of I and II class travel).
2. I was actually and not merely constructively in camp on Sundays and other Holidays during the period for which daily allowance has been claimed.
3. I was not on casual leave on any day for which daily allowance has been charged in the bill.
4. The distance by the road for which full and half daily allowance has been charged is correct to the best of my knowledge and belief.
5. The halts for which full and half daily allowance have been claimed were necessitated by the performance of duty at the places of halts.
6. The journey were performed in the interest of public service and no council/central/ state Govt. of any other organization free transport was utilized for journeys for which road mileage has been claimed.
7. The stations between which road mileage allowances have been claimed are not connected by train directly or indirectly.
8. The rail journeys were performed by the shortest possible routes & rail mileage shown in correct.
9. I travelled by Air and have actually paid Rs..... as fare.
10. I was/ was not treated as state Guest during my halt at and was/was not provided with boarding and lodging/lodging only at state expense/at the expenses of the Council, Govt. of India or any organization.
11. No return tickets (rail) were available for this journey.
12. Return tickets (rail) were available but were not purchased because the return journey was not expected to be performed within the period for which such tickets were available.
13. I did not perform road journeys for which mileage allowance of the supplementary rules by taking a single seat in any public conveyance (excluding a steamer) which plies regularly for hire between fixed points and charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
14. I availed myself of/did not avail of credit facilities for booking my air passage with the Indian Airlines corporation/Air India International by requisition through an exchange order.
15. I travelled by reserved accommodation by rail requisitioned (H.O.R.) for me and no non entitled persons travelled with me in the requisitioned accommodation/and the following persons travelled with me in the requisitioned accommodation by purchasing the necessary tickets.
16. I have been paid/not paid T.A. advance of Rs..... for the journeys shown in the TA bill and the amount is adjusted in this bill.
17. No mileage has been claimed in petty contingencies.
18. I am in receipt of fixed TA @Rs..... pm and corresponding amount thereof has been deducted in this bill for the days for which tour/transfer TA has been claimed.
19. In respect of local journeys within municipal limits it is certified that the total distance travelled to reach the temporary duty point minus the distance from residence to the normal place of duty is more than eight kilometres.

**Place:**

**Dated:**

**(Signature of the Government Servant)**