**Saha Institute of Nuclear Physics**

**TA/DA Form for Visitors**

|  |  |
| --- | --- |
| Name  | Sri/Smt/Dr.  |
| Departure location, time, date |  | Arrival time and date at Kolkata |  | Departure time and date from Kolkata |  |
| Main mode of journey (air/train) |  | Cost |  |
| Distance travelled by road(attach bills) | From and to |  | Date |  | Cost |  |
| From and to |  | Date |  | Cost |  |
| From and to |  | Date |  | Cost |  |
| From and to |  | Date |  | Cost |  |
| Enclosed bills (Please √) | Air ticket | Onward | Retrun  | Boarding pass | Onward | Return |
| Train ticket | Onward | Return | Taxi/Bus | Onward | Return |
| Accommodation  | SINP guesthouse | Own arrangements |
| Specify any other bills and attach |  |
| Full official address |  |
| Whether under DAE? |  |
| Visitor’s designation |  | Basic pay + Grade pay |  |
| Bank name |  | Branch name |  |
| Account number |  | IFSC code |  |
| Signature with date |  |

**N.B: All fiels are mandtory to fill for the processing the claim. All necessary bills/documents must be counter signed by the visitor. Department/Section must cross check all documents and will attach the approval copy of the visit.**

**For Office use**

Air/Train/Bus: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Road mileage/Taxi: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DA, if any: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Honorarium: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received the sum of rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ only

 Signature with date

Prepared by AO DCA Registrar Director