

**Form for claiming TA/DA and other charges etc.
By the National Level Monitors (Non – Officials)**

| Details of National Level Monitor (NLM) | | | | | Purpose | | | | | | |
|---|---------------|---|---------------|--|---------------------------------------|--|-------------|-----------------------------------|--------------------------------|----------------|--|
| Name of NLM | | | | | 1 | For attending Workshops / Monitoring visit / Enquiry Case (Pl. tick mark) | | | | | |
| Address of NLM | | | | | | | | | | | |
| Name of the Employer | | Ministry of Drinking Water & Sanitation, Pandit Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Raod, New Delhi-110003 | | | 2 | District visited by NLM -- | | | | | |
| | | | | | 3 | No. of Blocks Visited --- | | | | | |
| | | | | | 4 | No. of Days spent for visit - | | | | | |
| Particulars of Journey and Halts | | | | Kind of journey i.e.by Rail, Air or Road | Air Journey/ Rail Journey | | Fair Amount | Distance Travelled by Road (Kms.) | Duration of halt (Days / hrs.) | Remarks | |
| Departure | | Arrival | | | Class | No.of fares | Rs. | | | | |
| Name of place/station | Date and time | Name of Place/station | Date and time | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| District visited during | | | | | (No. of Days, excluded journey | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

**Signature and seal of the Institutional NLM
Date:**

Note 1: - 2nd part of the TA form (Overleaf) is also to be filled by the NLM.

Instructions for preparing Travelling Allowance Bill

- Entry for Journeys and halts should be shown separately.
- When the first item in the Ta claim is a halt, the date of the commencement of this journey should be stated in the 'Remarks' Column.
- T.A. Bill should be submitted in Triplicate duly affixing Revenue Stamp on Original Copy and should be duly signed.
- In case of air travel, boarding pass is mandatory to be attached with the bill.**

SUMMARY OF CLAIM(S)

| Sl.No | Details of Claim(S) | Amount Claimed by NLM (In Rs.) | Amount passed by Cash / PAO (in Rs.) |
|--------------------------|--|---------------------------------------|---|
| 1 | 2 | 3 | 4 |
| 1 | Railway / Air / Bus Fare (Col.8 on prepage) | | |
| 2 | Road Mileage_____Kms@_____Per km. (Col.9 on prepage) | | |
| 3 | Local transport expenses for field visit in the allotted district. | | |
| 4 | Remuneration/Honorarium For____days @ Rs. 3,000/- per day (if visit is for not less than 6 hours in a day) | | |
| 5 | Charges for report writing per district (@ Rs. 3,000/-) | | |
| 6 | Accommodation / Enforced halt restricted to Rs. 2,500/- per day (Original Bills and a certificate from District / State Administration to be furnished). | | |
| 7 | Journey DA (@ Rs. 500/- per day) provided the travel journey is more than six hours and no field visits is claimed on that day. | | |
| 8 | Managerial cost @ Rs. 7,000/- per report / per district (applicable only to Institutional NLMs) | | |
| 9 | Any Other Claim | | |
| Total Claim (Rs.) | | | |

CERTIFICATE

(Please tick the relevant part)

1. Certified that no T.A. in respect of the journey or DA, etc. for the period mentioned in the bill has been or will be claimed from any other official source.
2. Certified that a copy each of the report has already been sent to the District Collector / DM of concerned district.

Net Claim Rs._____

Rupees (in words) -----**(Contents received)**

Please pay to self by Cheque / DD/ cash.

Signature and seal of the Institutional NLM
Date: -

Signature of the Drawing & Disbursing Officer

Countersigned
Signature of the Controlling Officer