



SAHA INSTITUTE OF NUCLEAR PHYSICS

TA/DA FORM FOR VISITORS

TA/DA bill of Sri/Smt/Dr.

Departure from (Name of the Place) Date Time

Arrival at Kolkata on Date Time

Departure from Kolkata Date Time

Mode of journey Total fare

Distance traveled by Road : From To Date Rs.

Enclose: Please ☒ From To Date Rs.

Train Ticket (Onward) ☐ (Return) ☐

Air Ticket (Onward) ☐ (Return) ☐ Boarding Pass (Onward) ☐ (Return) ☐

Taxi/Bus bill (Onward) ☐ (Return) ☐

Accommodation provided by: SINP ☐ or own arrangement ☐ (attach necessary bill)

Specify any other bill/document:

Institute (Full postal address) :

Whether under the control of DAE :

Designation :

Basic pay + Grade pay / Pay level :

Bank Name : Branch Name :

Account No. : Signature :

IFSC No. : Date :

N.B: All fields are mandatory to fill for processing the claim. All necessary bills/documents must be counter signed by the visitor. Department/Section should attach the approval copy for 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