

National Informatics Centre Services Inc

(A Government of India Enterprise under NIC)

Hall No. 2&3, 6th Floor, NBCC Tower
Bhikaji Cama Place, New Delhi-110066

Traveling Allowance Bill for Tour

Part. A (To be filled by the Claimant – All Columns are to be filled)

- 1 **Name** 2 **Emp Code**
3 **Designation** 4 **Pay (Rs.)**
5 **Residential Address**
6 **E-Mail-ID** 7 **Telephone No.**
8 **Place of Posting**
9 **Name of the Bank** Indian Overseas Bank 10 **Bank A/C No.**
11 **Branch Address** Indian Overseas Bank, Rajaji Bhavan, Besant Nagar, Chennai-600090
12 **Branch Code Number** 1687 13 **MICR No.** 600020113
14 **NICSI Project No.**
15 **Purpose of the Tour**

16. Details of the Journey.									
Departure Details			Arrival Details			Mode of Travel	Fair Paid	Distance for road mileage.	
Date	Time	From	Date	Time	To	(...)	(in Rs)	(in KMs)	
Enclosed Receipts:									

- 17 **Names of persons shared with, if traveled by Taxi/Auto/ Car** Not Applicable
- 18 **Dates of absence from place of halt on account of:** Not Applicable
- a. **C.L./R.H./Other leave** Not Applicable
- b. **Not Being actually in camp on Sundays and holidays** Not Applicable
- 19 **Stay at Touring Station (Please Tick and Enclose the original bill in case of a or b)**
- a. **Government Guest House**
- b. **Hotel**
- c. **Residence of Friends/relatives**
- 20 **Please Tick if any of the following items provided free during stay (applicable for 19(a) & 19(b)):**
- a. **Boarding Only**
- b. **Lodging Only**
- c. **Boarding and Lodging**
- 21 **Complete address of stay at touring station (in case of 19(c))**
- 22 **Amount of T.A. advance drawn, (if any in Rs.)**

Certified that the information as given above is true to the best of my knowledge and belief.

(DDG & SIO-NIC-TNSC)
Counter Signed

(Name)
Signature of the Government servant)

Part. B (To be filled by Accounts Division)

1	Air/Train/Bus/Steamer Fare	Rs.
2	Road Mileage for Kms @ Rs...../km	Rs.
3	DA days @ Rs. per day	Rs.
4	DA days @ Rs. per day	Rs.
5	DA days @ Rs. per day	Rs.
	Total	Rs.
	Less Advance	Rs.
	Net Payable	Rs.

(Signature of MD/GM)

(Signature of DM -Accounts-II)

(Additional Sheet may be used if the above space is not sufficient)

** Please enclose Bus tickets in original, Air Ticket along with boarding pass in original and / or photo copy of train ticket along with the claim. In the absence of photo copy of train ticket, PNR Number must be quoted.*