

**INDIAN COUNCIL OF SOCIAL SCIENCE RESEARCH
TRAVELLING ALLOWANCE BILL**

(Non-Official Members of the Council, its Committees and Sub-Committees)

1. Name : _____
2. Address : _____

3. Purpose of the Journey : _____
4. Particulars of Journeys and claims : _____

(A) Forward Journey

- i. (As per Railway/ Air Scheduled Timings/ Bus as the case may be)
Single 1st Class Rail Fare / Air Fare / Bus Fare

Amount (Rs.) _____

Left _____ on _____ at _____ (time)
and reached _____ on _____ at _____ (time)

ii. Return Journey

Left _____ on _____ at _____ (time)
and reached _____ on _____ at _____ (time)

(B) Road Mileage

(For Road Journey performed to and fro from the Railway Station/City Booking Office for (1) Forward and (ii) Return Journeys only)

From residence to _____ Rly. Station/City Booking Office and back _____ KM.

From _____ Rly. Station/City Booking Office to the place of meeting & back _____ KM.

Total _____ KM.

At the rate of Rs. _____ per KM. Rs. _____

Coach fare, if any, paid to Airlines at _____

Rs. _____

Rs. _____

Total _____

**Signature
(Non- Official Member)**

- (a) Certified that I under took the journey specially for the purpose of attending the meeting of the Council of its Committee/Sub-Committee held on _____
- (b) Certified that I have not claimed nor do I intend to claim from any other source and DA for the journeys for which the claim is preferred herein.
- (c) Certified that I actually travelled by train/air/road and spent the amount as claimed by me in the bill.
- (d) Certified that the amount of incidentals claimed by me in the bill is not more than the expenditure actually incurred by me.
- (e) Certified that the charges for road mileage claimed are on account of the road journey performed in a taxi exclusively occupied by me.
- (f) Certified that the distance by road for which road mileage has been claimed is correct to the best of my knowledge.
- (g) Certified that if on return journey due to some unavoidable circumstances I travel by a mode of conveyance other than that for which I have charged in the above bill, I undertake to refund to the Council the excess amount charge immediately on reaching the place of destination.

Form for Registration on PFMS Portal

PAN No. Mobile No.:

Pin Code: Email :

Bank Details

Name of Bank:

Account No. :

IFSC Code:

**Signature
(Non-Official Member)**

FOR OFFICE USE ONLY

Passed for payment of Rs. _____ (Rupees _____
_____ only.)

Counter Signed

Sr. Accountant

FA&CAO

Member Secretary

RECEIPT

Received from the office of the Indian Council of Social Science Research, New Delhi, sum of Rs. _____
(Rupees _____ only) in payment of my TA/DA bill for the journeys
mentioned above.



**Signature
(Non-Official Member)**