PROFORMA FOR CLAIM OF TA/DA FOR OFFICIAL TOUR

IBSD, IMPHAL

Tour diary of Dr./Shri./Smt. _____

of _____ Division / Section for the period from ..... to ..... (..... days)

Reference No.: ……. dt. ……

Pay: Rs. ..... .

TOUR DIARY

Departure			Arrival			Mode of Journey	Distance (in km.)	Actual fare	Purpose of Journey	Remarks
Date	**Time**	**Station**	**Date**	**Time**	**Station**					

Note: Use overleaf in case of more information for tour diary and all timing use should be 24 hours system

TOUR DIARY

Departure			Arrival			Mode of Journey	Distance (in km.)	Actual fare	Purpose of Journey	Remarks
Date	**Time**	**Station**	**Date**	**Time**	**Station**					

Certified that the above information is true to the best of my knowledge and I will not claim TA/DA in respect of this journey from any sources.

Signature of the Claimant

Forwarded and submitted to the Director for kind approval.

Head of Division/Section

Director, IBSD, Imphal