



GURUCHARAN UNIVERSITY

A State University established by upgrading Gurucharan College under Assam Act No. LVII of 2023

Website: www.gurucharanuniversity.ac.in

TA DA FORM

BASIC DETAILS OF CLAIMANT	
Name of the Claimant:	
Designation:	
Department/Section/Branch:	
Pay Level / Basic Pay:	
Purpose of Journey:	
Tour Approval No. & Date:	

BANK DETAILS OF CLAIMANT	
ACCOUNT NUMBER	
NAME OF THE ACCOUNT HOLDER	
BANK NAME	
BANK BRANCH	
IFSC	

PART: A – TRAVELLING ALLOWANCE								
Date	Departure		Arrival		Mode of Travel	Distance (in KMs)	Ticket/PNR No.	Fare Paid (in Rs.)
	Place	Time	Place	Time				
TOTAL OF PART: A – TRAVELLING ALLOWANCE								



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PART: B - ACCOMMODATION

Location	Check-in Date & Time	Check-out Date & Time	Period of stay (in no. of days)	Name of Hotel/Guest House/Property	Amount Paid (in Rs.)
TOTAL OF PART B: ACCOMMODATION					

PART: C – DAILY ALLOWANCE

No. of days	Daily Allowance Rate	Amount (in Rs.)
TOTAL OF PART C: DAILY ALLOWANCE		

Total Claim Amount (Part A + Part B + Part C)	
Less: Advance drawn (if any)	
Net Amount due from University	
Excess Refundable (if any)	

Certified that the journey undertaken by me is in the interest of the University and the amount claimed in this bill has neither been drawn from any other sources nor it was shared with any other person(s). Apart from this, it is also certified that the information given for the claim is true to the best of my knowledge and belief and the aforesaid claim may be admissible as per TA Rule of the Govt. of Assam/Gurucharan University or any other rule applicable from time to time as per the funding agency. I have no objection in deduction of any un-admissible amount by the competent authority in this claim form and the final admissible amount may be disbursed to the mentioned bank account.

Place:

Date: __/__/20__

Signature of the claimant

Enclosure(s)

1. Copy of approved tour application form.
2. Original bills/memos relating to the tour duly certified by the claimant (Boarding Pass is mandatory in case of air travel).