



INDIRA GANDHI NATIONAL OPEN UNIVERSITY
REGIONAL CENTRE, NCT OF DELHI- 2
 Gandhi Smriti & Darshan Samiti, Rajghat, New Delhi-110002
 Phone No-23392376 & 23392377 Email: rcdelhi2@ignou.ac.in

T.A./D.A FORM

Name :
Designation :
Address :

1. Date & time of departure from Hqrs. :
2. Date & time of arrival at Delhi :
3. Date & time of departure from delhi :
4. Date & time of expert arrival at HQ :
5. Air 1st Class Rly fare to end fro :
6. Ticket No. :
7. Road journey Total Kms. :
8. Sitting Fee charges :
9. Daily allowance per day & Rs. :
10. Purpose of Visit Tour :

Certificate:

I certify that no traveling allowance from any public, semi-public authority for a part or whole of the journey in respect of the above bill has been claimed by me.

1. I certify that I have been provided accommodation by IGNOU at New Delhi for which I have been not made payment.
2. I certify that I have/have not taken lunch, tea coffee etc. at the accommodation provided to me and I have/have not paid the bills.

Countersigned.

PAN NO:

Signature of Claimant

Content received

Pay order:

Passed for payment of Rs.....

Signature

DDO

R.D.