

The Principal  
**ARYABHATTA COLLEGE**  
Benito Juarez Road, Anand Niketan,  
New Delhi-110021 Ph. : 011-24110490

**TA / CONVEYANCE FORM**

Sir,

I have performed official journey from College to.....

.....and back to.....

in connection with.....

.....and a sum of Rs.....

(Rupees.....) has been spent  
by me which may please be reimbursed to me.

(a) Certified that the amount of the bill has not been claimed and drawn by me previously.

(b) Certified that journey has been actually performed by me.

(c) Certified that I had taken prior sanction.

(d) Certified that I have used my own/hired conveyance.....

Taxi/Scooter/bus.

(Strike off whichever is not applicable)

Date of journey.....

Signature.....

\_\_\_\_\_  
(Name in block letter)

Designation.....

Date.....

**Recommended**

A.O. / S.O. (Accounts/Admin.) / Librarian / Convenor Society /  
Committee/Staff Adviser / Officer incharge / D.P.E.

Approved

\_\_\_\_\_  
Principal

(FOR OFFICE USE ONLY)

The bill has been checked and found correct. A sum of Rs.....

(Rupees.....) may kindly be reimbursed to him by

debiting to the head of account TA / Conveyance Allowance.

Dealing Asstt. (A/cs.)

S.O. (A/cs.)

A.O. (A/cs.)

Bursar

Principal