

PARTICULARS OF JOURNEY
(See Rule 160 of O.T.A. Rules)

(a) Name (e) Journey on Tour/Transfer (g) Amount of advance drawn Rs.
 (b) Designation (f) Pay and Special Pay Rs. For this journey.
 (c) Department/Office (h) Particulars of family members
 (d) Headquarters For whom T.A. is claimed

Departure		Arrival		Distance	Purpose of journey	Mode of journey Air/Rail/Road, etc. Type of train and class for train journey and conveyance used for road journey	Fare paid Conveyance & <u>transport charges</u> Cost of propulsion	Charges, if any paid for accommodation [under Rule 65 (d)1]		REMARKS (Indicate whether leave or free hospitality if any availed)
Place	<u>Date</u> Time	Place	<u>Date</u> Time							
1	<u>2</u>	3	<u>4</u>	5	6	7	8	9		10

Signature of the Controlling Officer

Signature of the Claimant
P.T.O.

1	<u>2</u>	3	<u>4</u>	5	6	7	8	9		10

Signature of the Controlling Officer

Signature of the Claimant