



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

1. Name (in block letters)
2. Designation
3. Name of the examination20..... Subject
4. Residential Address (complete) with PIN CODE

Particulars of journeys and halts						Mode of Journey	Kilo Meter Traveled	Fare	Days for which Daily allowance claimed		Tc (Co Co
Departure			Arrival						Date	Amount	
Station	Date	Hours in Rly. Timing	Station	Date	Hours						
1	2	3	4	5	6	7	8	9	10	11	

N.B.1. Journeys of different kinds and halts should not be entered on the same line.

Certified that payment on account of journey(s) has not been so far received from this University or from any other source.

2. Bill should be submitted complete in all respect.

Countersigned

Signature of Centre-in-charge
(With office seal)

PLEASE FURNISH THE FOLLOWING DATA FOR E-PAYMENT *

NAME OF THE BANK:

BRANCH.....

Account No:

IFSC CODE:

Signature of the Examiner



Pre-receipt

Signature of the Examinee

FOR UNIVERSITY USE

Passed for Payment (In Words:

Accountant :

A.F.O.:

F.O.:

T.A. Rules for Internal and External Examiners

- A. T.A. – only AC two tier fare is admissible on production of Railway ticket. External Examiners are requested to take shortest route from place of posting /residence whichever is nearer.
- B. Air fare is allowed for the examination from Post Graduate degree onwards..
- C. However, external examiners hailing from North Eastern States may claim air fare also (lowest apex air fare) by the shortest route from place of posting/residence which ever is nearer for Graduate level..
- D. The University will bear only one journey per trip by air. The University is unable to pay two journeys to reach the destination. As, for example, it was found that External Examiners while coming from Lucknow to Kolkata, were making circuitous detour through Delhi or some professor coming from Raipur, M.P. to Kolkata were traveling to Delhi by air and then from Delhi to Kolkata. It is desirable when an external examiner comes from Chandigarh or any other remote place, he/she comes direct by air rather break journey. The University will allow only one journey by air fare for one way. It is reiterated that point to point air journey is allowable only.
- E. In case of air travel, boarding pass in original is to be submitted. Sometimes it is found that air fare for return journey is exorbitantly high. In that case, payment for the return journey will be made on submission of boarding pass after the tour is completed.
- F. Self attested computer generated copies of railway / air ticket (if ticket issued from the Railway Counter is not produced) is to be submitted along with the T.,A. Bill. In case of return journey, self attested copy of the railway/air ticket to be submitted along with the T.A. Bills.
- G. External examiners traveling beyond 1000 kilometers requiring more than 20 hours journey may avail apex airfare by shortest route from place of posting only.
- H. Daily Allowance : External examiner for MD Rs. 1000/- from outside the State and Rs. 600/- per day as daily allowance in other examination plus Rs. 400/- to compensate road mileage and other incidental cost. No further expenditure will be borne for the purpose.
Daily allowance @ Rs. 400/- per day will be admissible for each day of examination for external/internal examiners holding examination in other college within the State. Such rate is admissible when examiner is traveling from KMDA area to other area and vice versa. When D.A. is not admissible, internal /external examiner holding examination in other college situated at reasonable distance may claim transport charges of Rs. 200 /- (fixed) per day. Retired examiner functioning as external examiner will claim Rs. 400/- per day.
- I. Rs. 10/- per kilometer is allowed for upward and downward journey only. Subject to maximum of Rs. 1000/-. In course of tour, traveling by taxi is not allowed between places connected by Rail or Special Bus Services like 'Volvo'. From Sikkim to North Bengal Medical College, payment for travel may be made as per market rate. Voucher including Car number are required to be enclosed.
- J. In case of taxi fare for local tour auto-generated printed receipts must be produced. Local transport cost (residence to airport/railway station and back and airport/railway station to place of examination) will be paid.