



भारतीय प्रौद्योगिकी संस्थान दिल्ली  
INDIAN INSTITUTE OF TECHNOLOGY DELHI  
भर्ती प्रकोष्ठ (स्थापना अनुभाग - 2)  
RECRUITMENT CELL (ESTT.-2 SECTION)

## PUBLIC NOTICE

19 October 2023

**Sub.: Travelling Allowance (TA) Reimbursement for Outstation SC/ST Candidates.**

With reference to Mission Mode Advertisements – 2023, SC/ST (Outstation candidates except Delhi-NCR and Govt. employee) candidates are advised to submit the Travelling Allowance (TA) Form (copy enclosed) duly filled by the candidates along with the original tickets/ printout of both side/ one side journey from the place of duty/ residence to Delhi and back by the shortest route (as mentioned in the application form), at main entry gate of Examination Centre.

A sample TA form (duly filled) is also enclosed for kind reference of the candidate(s).

The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of NEFT details by the concerned candidate, and no cash will be paid on the spot.

Please note that SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the TA reimbursement.

Sd/-  
**REGISTRAR**



भारतीय प्रौद्योगिकी संस्थान दिल्ली  
Indian Institute of Technology Delhi

Hauz Khas, New Delhi- 110016

Website: [www.iitd.ac.in](http://www.iitd.ac.in)

To,  
The Director  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi- 110016

**Sub: Travelling Allowance (TA) Form**

Sir,

I, Sh./Ms. \_\_\_\_\_ having Roll No. \_\_\_\_\_ was called for Written Test on \_\_\_\_\_ (date) for the post of \_\_\_\_\_. I actually performed the journey by Rail/Bus and spent on Railway/Bus fare a sum of Rs. \_\_\_\_\_/- as per details given below, which may kindly be paid to me by Bank transfer as per the particulars mentioned below.

**Part- A**

| Date of Journey<br>(1) | From<br>(2) | To<br>(3) | Mode of Journey<br>(Air/Rail/Bus)<br>(4) | Class actually travelled<br>(5) | Ticket No.<br>(6) | Amount (in Rs.)<br>(7) |
|------------------------|-------------|-----------|--|---------------------------------|-------------------|------------------------|
|                        |             |           |  |                                 |                   |                        |
|                        |             |           |  |                                 |                   |                        |
|                        |             |           |  |                                 |                   |                        |
|                        |             |           |  |                                 | Total             |                        |

**Self Declaration:**

- I do hereby declare that I am NOT working in any Central/State Government organizations, Autonomous Body, Public Sector Units etc.
- I am entitled for TA reimbursement and belong to (SC/ST) \_\_\_\_\_ category.
- I have actually travelled from place of duty/residence, which is same, as mentioned in my application form, to Examination Centre at \_\_\_\_\_ (venue).
- I have attached the original ticket/printout of both side/one side journey.

Yours faithfully,

(Signature of Candidate)

Name:

Date:

**Part- B:****Part C:**

|  |                           |
|--|---------------------------|
| <b>Bank Particulars/Details for NEFT</b>             | <b>Postal Address:</b>    |
| <b>Name of Candidate:</b><br>(as per Bank Pass Book) |                           |
| <b>Bank Account No.:</b>                             |                           |
| <b>IFSC:</b>   |                           |
| <b>Name of Bank:</b>                                 | <b>Active Mobile No.:</b> |
| <b>Branch Address:</b>                               | <b>Active Email Id:</b>   |

**Checkpoints:**

- 1) Have you filled all seven (7) columns at part (A)? (Y/N)
- 2) Have you filled part (B) completely? (Y/N)
- 3) Have you filled part (C) (Column (i), (ii) & (iii)? (Y/N)
- 4) Have you read & signed Self declaration? (Y/N)
- 5) Have you attached, tickets both sides/one side with TA reimbursement form? (Y/N)

**Note: Kindly ensure that the TA reimbursement form is duly filled and tickets are attached, failing which the claim is liable to be rejected.**

-----

**(FOR OFFICE USE ONLY)**

Certified that the starting place is the same as given in his/her application. He/She is entitled for 2nd Sleeper Class Railway Fare only.

**Recommended for payment as per rules.**

**Asst. Registrar (Rectt. Cell)**

**JR/DR/AR (Accounts)**

Enclosure: Tickets



भारतीय प्रौद्योगिकी संस्थान दिल्ली  
Indian Institute of Technology Delhi

Hauz Khas, New Delhi- 110016

Website: [www.iitd.ac.in](http://www.iitd.ac.in)

To,  
The Director  
Indian Institute of Technology Delhi  
Hauz Khas, New Delhi- 110016

**Sub: Travelling Allowance (TA) Form**

Sir,

I, Sh./Ms. ABC having Roll No. 0047 was called for Written Test on 26/10/2023 (date) for the post of Hindi officer. I actually performed the journey by Rail/Bus and spent on Railway/Bus fare a sum of Rs. 600 /- as per details given below, which may kindly be paid to me by Bank transfer as per the particulars mentioned below.

**Part- A**

| Date of Journey<br>(1) | From<br>(2) | To<br>(3) | Mode of Journey<br>(Air/Rail/Bus)<br>(4) | Class actually travelled<br>(5) | Ticket No.<br>(6) | Amount<br>(in Rs.)<br>(7) |
|------------------------|-------------|-----------|--|---------------------------------|-------------------|---------------------------|
| 25/10/23               | Agra        | Delhi     | Rail                                     | Sleeper                         | 12347             | 300/-                     |
| 26/10/23               | Delhi       | Agra      | Rail                                     | Sleeper                         | 12572             | 300/-                     |
|                        |             |           |  |                                 | Total             | 600/-                     |

**Self Declaration:**

- I do hereby declare that I am NOT working in any Central/State Government organizations, Autonomous Body, Public Sector Units etc.
- I am entitled for TA reimbursement and belong to (SC/ST) SC category.
- I have actually travelled from place of duty/residence, which is same, as mentioned in my application form, to Examination Centre at Delhi (venue).
- I have attached the original ticket/printout of both side/one side journey.

Yours faithfully,

ABC  
(Signature of Candidate)

Name: ABC

Date: 26/10/23

**Part- B:****Part C:**

|   |  |
|---|--|
| <b>Bank Particulars/Details for NEFT</b>                        | <b>Postal Address:</b>                       |
| <b>Name of Candidate:</b><br>(as per Bank Pass Book) <i>ABC</i> | <i>xyz colony Agra,</i>                      |
| <b>Bank Account No.:</b> <i>123456789002</i>                    | <i>UP- 282007</i>                            |
| <b>IFSC:</b> <i>SBIN0001307</i>                                 |  |
| <b>Name of Bank:</b> <i>State Bank of India</i>                 | <b>Active Mobile No.:</b> <i>1234567890</i>  |
| <b>Branch Address:</b> <i>Agra</i>                              | <b>Active Email Id:</b> <i>ABC@gmail.Com</i> |

**Checkpoints:**

- 1) Have you filled all seven (7) columns at part (A)? (Y/N) *y*
- 2) Have you filled part (B) completely? (Y/N) *y*
- 3) Have you filled part (C) (Column (i), (ii) & (iii))? (Y/N) *y*
- 4) Have you read & signed Self declaration? (Y/N) *y*
- 5) Have you attached, tickets both sides/one side with TA reimbursement form? (Y/N) *y*

**Note: Kindly ensure that the TA reimbursement form is duly filled and tickets are attached, failing which the claim is liable to be rejected.**

**(FOR OFFICE USE ONLY)**

Certified that the starting place is the same as given in his/her application. He/She is entitled for 2nd Sleeper Class Railway Fare only.

**Recommended for payment as per rules.**

**Asst. Registrar (Rectt. Cell)**

**JR/DR/AR (Accounts)**

Enclosure: Tickets