



National Institute of Science Education and Research, Bhubaneswar

Form for Transfer Travelling Allowance (TTA) to the Permanent Faculty Members Joined NISER from abroad or within India

1. Name of faculty member: _____ P.F. No.: _____
2. Designation: _____ School: _____
3. Offer Letter No. & Date: _____
4. Date of Journey: _____ Place from: _____ to _____
5. Date of Joining: _____ Date of confirmation: _____
6. TA claimed for dependants: Spouse name: _____ Children: _____

7. Details of supporting documents enclosed: 1. _____
2. _____
3. _____
4. _____

Signature of Faculty Member

FOR USE IN ADMINISTRATION SECTION

1. The details of Dr. _____ has been verified from the personal file and found correct.
2. The transfer travelling allowance (TTA) to Dr. _____ may be considered as per provision made by the BOG under category **a / b / c**.

Dealing Asst.

A.P.O. (Admin.)

A.O. – III (Admin.)

FIC – Faculty Affairs

The claim of Dr. _____ is approved / should be placed before the BOG.

DIRECTOR

In compliance to condition 'b' of office order No. NISER/DO/OO/2009/50 Dr. _____ has executed the bond on _____ and the same has been kept in his personal file.

Dealing Asst.

A.P.O. (Admin.)

A.O. – III (Admin.)

FIC – Faculty Affairs

Finance & Accounts Section

Forwarded for making payment of transfer travelling allowance (TTA) to Dr. _____ as per rule. A copy of payment voucher may kindly be send to the administration section for personal file.