



**ONGC**  
Recruitment in Engineering and Geoscience Disciplines at E1 level through  
Computer Based Test (CBT) Advt. No. 1/2025 (R&P)

**FORMAT FOR CLAIMING TA PAYMENT FOR CANDIDATES COMING FROM OUTSTATION**

Head of Account: GEN. ADMN. TA to Candidates for Written Test /Computer Based Test.

**(To be filled by Candidate)**

Claims for the ONGC, contribution towards the Travelling Expenses Paid to Mr. / Mrs. \_\_\_\_\_,  
Registration No. \_\_\_\_\_, in connection with his / her Computer Based Test/Written Test  
at \_\_\_\_\_, on \_\_\_\_\_.

My Account Detail is given below for payment of TA:

Particular	Detail	Account Detail Verified
Account Holder Name		<b>Signature of Candidate</b>
Bank Account Number		
Bank & Branch Name		
IFSC Code		

Detail of Journey:

Name & Address ( in Block Letters)	Particulars of Journey				Class	Rail / Bus Fare (Rs.)	Remarks
	Departure		Arrival				
	Station	Date	Station	Date			
	Journey (Onward)						
	Journey (Return)						
Total Travel Allowance claimed:							

Certified that I have travelled by \_\_\_\_\_ class and will travel by the same class of accommodation while going back to \_\_\_\_\_.

Railway/Bus receipt Ticket No. & date \_\_\_\_\_

Admit Card Letter No. & Date \_\_\_\_\_

I have attached the following document

1. Copy of Call letter
2. Copy of Passbook/Cancel Cheque/Screenshot of online account detail/Account Statement
3. Copy of Ticket for Journey Performed by Rail/Bus/other

**Signature of the Candidate**

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**(For Office Use Only)**

Certified that Mr. / Ms. \_\_\_\_\_ resident of \_\_\_\_\_  
has appeared in Computer Based/Written Test for the post of \_\_\_\_\_.

(ONGC Official at Venue)

Travel Allowance entitled (To be calculated and filled by Finance, ONGC as per rules.):

The claim has been verified and certified for payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) Checked and verified.

(F& A Executive, ONGC)