STANDARD FORM OF SOP



SF 5.1N: TA/ DA calculation record (batch wise) – To be linked with biometric attendance

Sl. No.	Candidate name	ID no.	Bank Account No.	Bank Name	Bank Branch, address	IFSC Code	TA amount (₹.)
1.							
2.							
	Total						

Proof: Bank statement showing the proof of transaction, along with list of candidate's details.