



HEMCHAND YADAV VISHWA VIDYALAYA, DURG (C.G.)

Travelling Allowance Bill of /Dr.

Voucher No. For the month of –

Designation & Address – Head of Account.....

| Date of | | Hour of | | Route | | Mode of Journey Rail/Bus/ Own Car | Distance in K. Meter | Purpose of Journey | Fare | | Head Quarter Allowance | | Journey D.A. | Daily Allowance Amount | | Total Col. 10+11+12 |
|-----------|---------|-----------|---------|-------|----|---|-------------------------|-----------------------|------|----|---------------------------|----|-----------------|------------------------------|----|------------------------|
| Departure | Arrival | Departure | Arrival | From | To | | | | Rs. | P. | Rs. | P. | | Rs. | P. | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | |
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CERTIFICATE

1. Purpose of Journey is Certified

2. Countersigned

Registrar/V.C.

Passed for payment of Rs..... (Rupees.....) Only.

Dealing Assistant

Supt. Audit

Finance Officer

Pay (Rupees.....) Only.

Registrar /Finance Officer

Paid vide Cheque No. Noted in T.A. Bill

Dated.....For Rs. Register No.

On Page No.

Dealing Assistant

Dealing Assistant

Rupeesonly.

CERTIFICATE

Propose to perform the return Journey by train 1st Class in case the Journey is not Actually so performed for any reason (e.g. want of reservation) I declare that I will inform the University within a week and pay to the University the amount to which I am found not entitled.

Signature of the Claimant

DECLARATION

I hereby declare that (1) Journey performed. (a) by Rail I,II Class for which is claimed & Railway Concession was not availed (b) my own car/ public bus with other member of the Committee

(2) and that the bus- fare claimed is correction.

Dated -----

Signature of the Claimant

INSTRUCTIONS

T.A. Bill is for members of the University authorities bodies & Committees, for attending the meeting for Journeys connected with the affairs (other than Convocation) of the University. Examiners & other person appointed (including supervisors etc.) for conducting the examinations of the university and Moderators/ for attending meetings (Ordinance No. 10)

By
(i)

By Public Bus
(ii)

One First Class

Actual Bus Fare For One Seat

Note :- T.A. Shall be Admissible by shores

Note :- Bus receipt should invariable be attached.

N.B. Examiners Conducting Practical/ Vies Voce examinations, should submit their T.A. Bills through the Superintendent of the examination Centre for recording necessary certificates.

1. Delegates or representatives of the University attending the academic conferences shall be paid T.A. @ Single 1st Class fare/ each way plus halt age allowance for not exceeding three days in all Rs. Per day as per existing rules.

CERTIFICATE

Certified that Shri/Smt./Dr.
 Attended the meeting of
 On& note has been made in the
 attendance registrar of meeting on page

Certified that Shri/Smt./Dr.
 Conducted the Practical/Viva Voce Examination in the Subject
 ofAnnual/Compartment Examination 20.....
 at the Centre on

Date.....

OSD Conf. /Dr Academic

Signature of Internal Examiner

Signature of Principal

POST AUDITED

Internal Auditor

ACKNOWLEDGEMENT

Received the Sum of Rs.(Rs.) From the
 Registrar, Hemchand Yadav Vishwavidyalaya, Durg vide cheque No. Dt.

Signature of Claimant

I Rupee

Dated.....