

DURG VISHWAVIDYALAYA, DURG (C.G.)

Travelling Allowance Bill of /Dr.

Voucher No.For the month of –

Designation & Address –

Head of Account.....

Bank Name & Address

IFSC Code No. - Bank A/c No. -

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			

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.

Dealing Assistant _____ On Page No. Dealing Assistant _____

Rupees only.

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 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.

- 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
 Durg Vishwavidyalaya, Durg vide cheque No.Dt.

Signature of

I Rupee

Dated.....