

GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI (TA/ DA Bill)

FULL NAME OF OFFICER :-				DESIGNATION :				BASIC PAY RS.:-			
CONTACT NO :-		PAN NO.		Purpose				Grade Pay RS.:-			
REF OFFICE ORDER NO :-		MEETING DATE :-						TOTAL :-			

NAME INSTITUTE / FIRM / COMPANY _____

NAME OF BANK, BRANCH :- _____ ACCOUNT NO :- _____ IFSC CODE :- _____

(A) Details of Travel and Hault						Mode of Travel (Air/Bus/ Taxi/Railway)	Air/ Bus/Railway/ Taxi Fare		Absent from Head Quarter in Hours		Days & Hrs. for D.A.	Rate of D.A.	Amount of D.A. {13 x 14}	Total Amount 10+15	
Departure			Arrival				Class	Fare Rs.	Actual	Grace Hrs.					
Place	Date	Time	Place	Date	Time										9
1	2	3	4	5	6	8					13	14	15	16	
													TOTAL (A)		

(B) The Bill and receipt format for Honorarium / Task work							
Nature of Activity	Title	Duration		Rate/Hr. Rs	Total		
		Date	Hours				
1							
2							
					TOTAL (B)		

Total In words Rs. () GRAND TOTAL (A + B)

1. It is certified that the above journey made by shortest route.
2. The information provided by me is true to the best of my knowledge and as per rules/ regulations of institute .
3. I have not claimed expenditure incurred for this journey from any other institute/ organisation.
4. Tickets (To & Fro) is compulsory otherwise minimum fare will be given

Name & Signature Applicant

DATE :

Certificate

It is hereby certified that expenditure of this bill Rs _____ In word _____) has been incurred for --
----- **MEETING / HONORARIUM** expenditure hence the bill shall proceed for passing.

Faculty/ Staff Member
(Name and Sign)

Incharge / Co-ordinator
(Name and Sign)

HOD/Dean
(Name and Sign)

This bill is verified and found correct and permissible under _____
head if it is passed.

Date:

Account Section
(Name and Sign)

Registrar/A.O.
(Name and Sign)

The bill is recommended to pass for the amount of Rs. _____ (In word _____)
_____)

Date:

Faculty office (P&A)
(Name and Sign)

Dean (P&A)
(Name and Sign)

The bill is passed for the amount of Rs. _____ (In word _____)
_____)

Date:

Principal
Govt. College of Engg., Amravati

Payment made Rs. _____ (In word _____)

in cash/through cheque (Cheque No. _____ Dated _____)

Cashier

Received above payment in cash/DD/

Sign of Receiver with Date:-
