

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									
1	2	3	4	5	6	8	9	10	11	12	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

DATE : _____ Name & Signature Applicant