

Basic Pay Rs.....

CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERSITY, BHILAI (C.G.)

Travelling Allowance Bill of Shri/Smt/Dr.....UID..... Voucher No. For the month of

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

Date of		Hour of		Route		Mode of Journey Air/Rail/Bus/ Private Car	Distance in Kilo Meters	Purpose of Journey	Fare		Head Quarter Allowance		Journey D A	Daily Allowance		Total Col. 10+11+12+13
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		Rupees Only. <p style="text-align: center;">CERTIFICATE</p> I propose to perform the return journey by train in 1 st Class/ 2 nd AC/3 rd AC/ Sleeper/own Car/Bus. In case the Journey is not actually so performed for any reason (e.g. for want of reservation) I declare that I will inform the University within a week and pay to the University the amount of which I am found not entitled. <p style="text-align: right;">SIGNATURE OF CLAIMANT</p> <p style="text-align: center;">DECLARATION</p> I hereby declare that (1) Journey performed by (a) Rail 1 st Class/ 2 nd AC/3 rd AC/ Sleeper/own Car/Bus for which T.A. is claimed & Railway Concession was not availed (b) my own car/by public bus/along with other member of the committee (2) and that the bus - fare claimed is correct. Date20 <p style="text-align: right;">SIGNATURE OF CLAIMANT</p>
1. purpose of journey is certified 2. Countersigned Registrar/Kulpati		
Passed for payment of Rs. (Rupees) only.		
Dealing Assistant Supdt Audit. Finance Officer	Pay (Rupees) only. <p style="text-align: right;">Registrar/Finance Officer</p>	
Paid Vide Cheque No. Dated..... For Rs. <p style="text-align: right;">Dealing Assistant</p>	Noted in T.A. Bill Register No. On Page No. <p style="text-align: right;">Dealing Assistant</p>	

INSTRUCTIONS

1. T.A. Bill is for members of the University authorities, bodies & Communities, for attending the meeting, for Journeys connected with the affairs (other than Convocation) of the University, Examiners & other persons appointed (including supervisors etc.) for conducting the examinations of the University and Moderators / for attending meetings.

By
(i)

By Public Bus
(ii)

Actual Bus fare for One seat

Note:- T.A. Shall be Admissible by shortest route

Note:- Bus receipt should invariably be attached.

N.B. Examiners conducting Practical/Viva Voce examinations, should submit their T.A. bills through the Superintendent of the examination center for recording necessary certificates.

CERTIFICATE

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

Date

AR (Confidential)/AR (Academic)

Certified that Shri/Smt./Dr.....
 Conducted the Practical/Viva Voce Examination in the Subject
 of Annual/Supp. Examination 20- at the
 Centre on.....

Internal Examiner.
 Practical
 (Subject)
 Dated Centre

POST AUDITED

ACKNOWLEDGEMENT

Received the sum of Rs. (Rs.) from the Registrar
 Chhattisgarh Swami Vivekanand Technical University, Bilai vide

Cheque No. Dt.....

Signature of the Payee

Signature on 1 Rupee revenue stamp if exceeding Rs. 5000/-

Dated.....