**BIHAR AGRICULTURAL UNIVERSITY: SABOUR**

BHAGALPUR-813210

**T.A. BILL OF UNIVERSITY, EMPLOYEES**

**Month…………**

Travelling allowance bill of Sri ………………………………………………………………………………………

Designation …………………………………………………………………..Pay…………………………………..

Sub-Head ……………………………………………………………………………………………………………..

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | From | To | Railway & Bus fare | Dista need travelled by road | Days Halted  | Purpose of Journey | Remark |
| Station | Hour of Dept.StationHour of Dept. | Railway | Bus |
| K.M. | Fare | K.M. | Fare |  |  |  |  |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

**SPACE OF CERTIFICATES REQUIREDS**

 **Signature**

|  |  |  |
| --- | --- | --- |
| Railway fare including steamer fare (Col.7)Incidental charges on ……………………………………..Kms.Bus fare (Col. 9)…………………. Kms. by Road @…………………..Kms. by Own car @Days to which daily allowance is claimed (Col.11) @ **Total**(In words) Rupees **NET CLAIM** |  |  |
|  |  |
|  |  |

Countersigned Controlling Officer

Passed for Rupees

Assistant Comptroller

Pay Rs. ………………

Assistant Comptroller Comptroller/Head of Institute

Bihar Agricultural University, Sabour Bihar Agricultural University, Sabour

Payment made vide Cheque No. …………………dated…………..

 Assistant comptroller

Bihar Agricultural University, Sabour