OFFICE OF THE PRINCIPAL PT.J.LN.GOVT.COLLEG, FARIDABAD

TRAVELLING ALLOWANCE BILL

Name……..Purpose of Journey…….....
Designation……..
Basic Pay+D.P For non-Employees……..Date Of Meeting/Inspection Exams. Etc, if any……
For T.A Purpose……..Bill Register Page……..Voucher No……..

Departure			Arrival			Mode Of Journey	Distance For Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	P

1. Mode of Journey
(a) By Rail : Class……..Ticket No……
(b) By Bus : (Ord./Deluxe/Taxi No……
(c) Own Car No../Staff Car No./Taxi No……
(d) By Air : Ticket No……..

(Air Ticket attached)

2. Journey/Halting days……@.....
……..
3. Local Conveyance, if any……..
(Detail of Separate Sheet)

Total

Declaration: Certified That-

I. Particular provided herewith are correct & that I have not claimed T. A./D.A. etc. for this journey from any other public source.
II. I have used full Taxi for the journey/paid full propulsion charge for the Car which is a private property.
III. I was not providing free lodging and/or Boarding at the cost of Govt./University or any autonomous body.

Passed for Rs……
……..

Signature ……..
Designation……..

Address……
Dated……

Bursar Principal