

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON.

TA/ DA Bill

NAME OF OFFICER :		DESIGNATION :		BASIC PAY RS.:	
Reff/Office Order No.		Purpose		Grade Pay RS.:	

Details of Travel and Hault						Distance In K.M.	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				
Place	Date	Time	Place	Date	Time										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Honarium for BOM / BOS / Academic Council/Expert Lecture/Others (Please Specify _____)											
Nature of Activity	Title	Duration		Rate/Hr. Rs	Total						
		Date	Hours								
1											
2											
3											
4											

Total In words Rs. (_____) In Fig. Rs. ----

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.

Name & Signature of Officer

DATE :

Certificate (TA/DA)

It is hereby certified that expenditure of this bill Rs _____ In word _____) has been incurred for **TA/ DA/ 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)

Assistant Tech. Registrar
(Name and Sign)

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

Date:

Registrar
(Name and Sign)

Technical Registrar
(Name and Sign)

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

Date:

Principal
Govt. College of Engg., Jalgaon

Payment made Rs. _____ (In word _____)

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

Cashier

Received above payment in cash/DD/

Sign of Receiver with Date:-
