

TOTAL DAILY ALLOWANCE INVOLVED:

- 1. Daily Allowance Rate : x @ Rs. = Rs.
 - 2. Daily Allowance/ Food Bill : x @ Rs. = Rs.
 - 3. Daily Allowance for Hotel Accommodation: x @ Rs. = Rs.
 - 4. Reimbursement of Taxi Charges : x @ Rs. =Rs.
 - 5. Actual fare admitted : x @ Rs. = Rs.
- *Total = Rs.

Less advance drawn vide Bill No. Dtd = Rs.

Balance amount refunded through Challan No.Dtd. = Rs.

Net amount payable = Rs.

Checked & found correct/contents received

Section Officer (Fin.)/Audit

Deputy Registrar / Joint Registrar (Fin)

Passed for * Rs

(Rupees) only

CONTROLLING OFFICER

Debit Voucher No. Cash Book Page No. Dated

Paid i) Rs. as adjustment of advance drawn by the claimant.

ii) Rs. by Cheque No. Dated

Cashier

Assistant Registrar (Fin.)

FOR OFFICE USE

Head of Account :

Sub-Head of Account :

Detailed Head of Account :

APPROPRIATION

Total fund available : Rs.

Expdr. Including this bill : Rs.

Balance Rs.

Entered in the Ledger a LF:

Assistant (Ledger)