RAJIV GANDHI UNIVERSITY RONO HILLS: ITANAGAR

	TOTO THE ESTITION			
BILL NO		DATE:		

FORM FOR CLAIMING TRAVELLING ALLOWANCE/LEAVE TRAVEL CONCESSION/TRANSFER TRAVELLING ALLOWANCE

Name	. Designation	. Pay Level	
Period/Block Year	Movement / Leave Order No	Date	
Purpose of Duty/Journey			
Advance drawn Rs (Rupees) Sanction Order No	Date

From		To			I MONGENT I		Fare	Total	Ticket	Cl	C 1.60				
Station	Date	Time	Station	Date	Time	Journey	Iourney	nce in Kms.	per Head	Amount	Nos.	ass	Certificates		
												Certified that:			
												1. The information given in the true to the best of my know and belief			
												2. I performed the journey on to the interest of the Rajiv G			
												University / on authorized lea accordance with order q			
												above. 3. I did not avail any leave inch			
												casual leave during the tou			
												the bill. 4. I have not claimed any TA			
												from any other source.			
												5. I was/was not provided with lodging and /or boarding.			
												I actually used the mod journey as shown in the bil prior approval of the comp			
												authority was obtained for			
												private car/taxi. 7. Necessary declaration relatin LTC claim has been submitt			
												the concerned authorities. 8. All vouchers relating to join			
												are enclosed.			
												Signature of the claimant w			
												date			

TOTAL DAILY ALLOWANCE INVOLVE	<u>/ED</u> :	FOR OF	FICE USE
Daily Allowance/ Food Bill	: x @ Rs = Rs	Head of Account	:
Reimbursement of Taxi Charges Actual fare admitted	: x @ Rs=Rs : x @ Rs= Rs	Sub-Head of Account	:
Less advance drawn vide Bill No		Detailed Head of Acco	ount:
Balance amount refunded through Challan N	ToDtd = Rs	APPROP	RIATION
Net amount payable	= Rs	Total fund available	: Rs
Checked & found correct/contents received		Expdr. Including this b	oill : Rs
Section Officer (Fin.)/Audit	Deputy Registrar / Joint Registrar (Fin)	Balance	Rs
Passed for * Rs			
(Rupees) only	Entered in the Ledger	a LF:
	CONTROLLING OFFICER		
Debit Voucher No.	Cash Book Page No Dated		
Paid i) Rs as	adjustment of advance drawn by the claimant.		
ii) Rs by Cl	neque No Dated	<u>Assistant</u>	<u>: (Ledger)</u>
	Daily Allowance Rate Daily Allowance/ Food Bill Daily Allowance for Hotel Accommodation: Reimbursement of Taxi Charges Actual fare admitted Less advance drawn vide Bill No	Daily Allowance/ Food Bill : x @ Rs = Rs. Daily Allowance for Hotel Accommodation: x @ Rs = Rs. Reimbursement of Taxi Charges : x @ Rs = Rs. Actual fare admitted : x @ Rs = Rs. 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	Daily Allowance Rate : x @ Rs. = Rs. Daily Allowance/ Food Bill : x @ Rs. = Rs. Daily Allowance for Hotel Accommodation: x @ Rs. = Rs. Reimbursement of Taxi Charges : x @ Rs. = Rs. Actual fare admitted : x @ Rs. = Rs. Less advance drawn vide Bill No. Dtd = Rs. Balance amount refunded through Challan No. Dtd = Rs. APPROP Net amount payable = Rs. Section Officer (Fin.)/Audit Deputy Registrar / Joint Registrar (Fin) Passed for * Rs. (Rupees) only Entered in the Ledger of the Led

Assistant Registrar (Fin.)

Cashier