



**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)**