6.3.2 e-copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year wise (2018-19)

755

R.K.S.D. (P.G.) COLLEGE, KAITHAL

Travelling allowances Bill of Shri/~~Smt~~ GAGAN MITTAL Designation ASSOC. PROF. Basic Pay

PARTICULARS OF JOURNEY						Mode of Travel: Rail, Car, Bus, etc.		MILEAGE		DAILY ALLOWANCE			TOTAL OF EACH LINE	Purpose of Journey	Authority for Journey	Verification by Proper Authority
DEPARTURE			ARRIVAL				No. of Miles	Class	Amount Rs. P.	No. of Days	Rate	Amount Rs. P.				
Station	Hour	Date	Station	Hour	Date											
KAITHAL	6.30 a.m.	4/8/18	PANCHKULA (Via PATIALA)	9.15 am.	4/8/18	Own Car	130	@6/-	780/-	01	400/-	400/-	1180/-	To attend workshop on SBSI by DGHE, Panchkula	The Principal R.K.S.D. (P.G.) College Kaithal	
													762/-			
Chandigarh	7.00 am.	5/8/18	Kaithal	9.30 am	5/8/18	Car	127	@6/-	762/-				180/-			
						Car	30	@6/-	180/-				100/-			
Local									100/-							
			Toll Tax										2222/-00			

(Two thousand two hundred and twenty two only)

1. **Certify as under :**

1. (a) The Particulars filled in above are correct. (b) I have travelled in the same class of the Railway Journey as I have charged above.
   (c) I have not drawn this bill before.
2. I have drawn a sum of Rs.....against this bill which I undertake to adjust from the proceeds of this bill, signed.....
   Date.....Signature.....

The above T.A. Bill No.....Date.....of Shri.....an employee of the college has verified and checked. The same has been prepared in accordance with the current rules of the college and is recommended to be pass.

Recommended for Payment — Passed for Payment — Received payment — Accountant

Dated — Bursar — Principal 14/9/18 — Signature

INSTRUCTIONS

1. T.A. Bill should be submitted immediately on completion of journey. Explanation for delay of more than a fornight should be given in the 'Remarks' column.
2. Bill should be prepared in accordance with T.A. Rules and only expenses actually incurred should be charged.
3. Fares should be charged by the cheapest, quickest and the shortest route. Deviation should be explained in the 'Remarks' column.

Principal
R.K.S.D. College
KAITHAL