

Bank Account No. \_\_\_\_\_

## Punjabi University, Patiala

(Established Under Punjab Act No. 35 of 1961)

*Bill not presented within Six Months from the date of journey with requisite sanction to the Accounts Branch shall lapse and shall not be entertained*

Name (in block letters) \_\_\_\_\_ Designation \_\_\_\_\_ Department \_\_\_\_\_

Basic/Grade Pay/At the age of retirement/Declared Income \_\_\_\_\_ Bill Register No. \_\_\_\_\_

Purpose of Journey \_\_\_\_\_

Departure			Arrival			Kms.	Mode of Journey	Amount		Day	D.A.		Total Amount		Declaration
Station	Date	Time	Station	Date	Time			Rs.	P.		Rs.	P.	Rs.	P.	
															I declare that: 1. Particulars regarding the travelling given in this T.A. Bill are correct & that I have not claimed TA/DA and I will not claim T.A./ D.A. for this journey from any other institution. 2. The return journey shall be performed as claimed in the TA Bill. 3. I travelled by Taxi/own Car Scooter/Motor Cycle/Moped No. _____ 4. The whole expenditure of propulsion is made by me and the vehicle is a private property. 5. Air fare shown in this bill is the actual expenditure and it will also be done on return journey. 6. Local expenditure claimed is actual expenses. 7. In regard to the daily Allowance claimed (except journey days) claimed in the bill is certified that at the place of duty I have not availed any Casual Leave.

Payment of Rs. \_\_\_\_\_ Received in Cash \_\_\_\_\_

Signature \_\_\_\_\_

A) Signature \_\_\_\_\_

**Only For Office Use**

Counter Signed

For Accounts Branch

Budget Head \_\_\_\_\_

Bill passed for Rs. \_\_\_\_\_ ( \_\_\_\_\_ Only)

Official Address \_\_\_\_\_

Residential Address \_\_\_\_\_

Head/Registrar/Dean  
Vice-Chancellor

Clerk                      Assit.                      Supdt.

**AUDIT**

Pre Audited & Passed for Rs. \_\_\_\_\_ in words ( \_\_\_\_\_ )

Cheque No. \_\_\_\_\_

Date: \_\_\_\_\_

Received Amount in Cash

Revenue Stamp for Rs. 500/- and Above

B) Signature \_\_\_\_\_

Please sign at A & B

A.R. Accounts

Auditor

R.S.A./D.C. (L.A.)