THAPAR POLYTECHNIC COLLEGE, PATIALA

Dated: _____

Name of the Employee _____ Designation _____

Monthly Salary (Basic Pay) _____ *GRADE* PAY _____ Total _____ fro

(date) _____ to (date) _____ Left at _____ Arrived Back _____ AM/PI

Name of place visited _____ on what business _____

_____

Date	Left at	Reached at	Place	No. of KM	Rate per Km	Amour
Grand Total						

1. Certified that the amount TA / DA bill has not been or will not be claimed from any other source from the per claimed hereby.
2. Certified that I have traveled by the shortest permissible route and in the Polytechnic Business.
3. Certified that all thew expenses / distance are / have been claimed according to the best of my knowledge.

Signature _____ Revenue _____

Note Ticket(s) other than ordinary class must be attached if claimed so otherwise ordinary fare will be admitted.

Journey Verified

Debit _____

Passed for payment of Rs. _____

Head of Deptt. / Section I/C

(Rs. _____ only)

Accountant

Principal