

## BIHAR STATE POWER GENERATION CO. LTD.

TRAVELLING ALLOWANCE BILL \_\_\_\_ for the year \_\_\_\_

Head of account								
Name	Designation							
Office	Salary drawn Rs							
Journey*	Dep. Stn. with	Arrival Stn. with	Mode of travel**	Distance traveled	Days of	Purpose	Remarks	
	date & time	date & time	with class & Fare	Road Rail	Halt			
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<sup>\*</sup>More give the sl.no. of journey. \*\* Train, Bus, Air etc.

Signature

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Rly/Air/Bus fare	Signature	1		
Km. by road @per Km	Office MEMO	d		
Total	Appropriation			
Amount of advance, if any	19 19			
Net claim	Expenditure including the bill.			
	BALANC	Е		

Passed for Rupees

Pay Rupees

Controlling Officer

## DISBURSING OFFICER

## INSTRUCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS

- Journey of different kinds and journey and halts should not be entered on the same line. 1.
- Number of miles traveled should be entered in each case of journey by road, rail or boat. 2.
- Fraction of mile in the total of a bill for any one journey should be charged for 3.