

Bhakta Kavi Narsinh Mehta University JUNAGADH

Budget Head
Examination Exps.



Voucher No: _____
Cheque No. _____
Date : _____
Basic Pay : _____

Name _____
Examination _____ Faculty _____ Month _____ Year 201_____

The following amount is due for me being the cost of travelling & halting allowances :

Meeting For: (1) Paper – setting (2) Central Assessment Subject _____
(3) Conducting Practical Examination (4) Observe Name of College _____
(5) Spl. Meeting for _____ Centres _____

Actual Date of Examination / Meeting _____

Date & Time	STATION		K.M.	Travelled by	Ticket Taxi/Car No.	Amount	
	Form	To				Rs.	Ps.
Halting allowance for Day @ Rsper day							
GRAND TOTAL							

- I hereby declare that I have actually travelled by the route for which amount is claimed above. If I do not perform my return journey as claimed above I will refund the excess mount claimed.
- I hereby certify that the above information is true and correct and also certify that I have not claimed for this particular journey from the any other source.
- I hereby certify that I have travelled by

<p>* Certified that the meeting was actually held as shown above and the member is entitled for this bill.</p> <p>* Payment has not been made from this college</p> <p>Signature of Principal/Co-ordinator.....</p> <p>With stamp</p>		<p>Signature _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---	--	--

BANK A/C DETAIL

Bank A/c No. ; _____ IFSC Code : _____ Received

Mob. No: _____ Bank Name/Branch ; _____

FOR OFFICE USE ONLY

Passed for payment of Rs. _____

Revenue
Stamp

Section Officer	Controller of Examinations	Accountant	Auditor	Chief Account Officer	Registrar
-----------------	----------------------------	------------	---------	-----------------------	-----------

Read the overleaf instruction carefully before filling in this form.

(P.T.O.)

INSTRUCTIONS RELATING TO TRAVELLING & HALTING ALLOWANCE TO PAPER SETTERS, EXAMINERS , CHAIRPERSONS AND MODERATORS

1. TRAVEL BY AIR , TAXI CAR AND RAILWAY FIRST A/C CLASS IS NOT PERMISSIBLE.
2. When travel by Railway 2 tier/ 3 tier A/C class chair car, A/C Volvo Luxury Bus, he/ she will have to produce the railway / bus Money Receipt along with T.A. Bill and Quote the PNR No. and Train Name and number.
3. In all cases, travelling allowance is calculated according to the journey by the shortest possible route.
4. In all cases, travelling allowance is calculated from the registered address of the person to the actually place of duty.
5. When journey is performed by any other mode of transport other than Railway / Luxury bus, Ordinary bus fare will be paid without being required to product any receipt or number thereof, the declaration by the person concerned will be considered sufficient.
6. If travel by OWN CAR, T.A. will be paid limited to Railway 3 tier A/C class, Car number, Petrol / Diesel Car must be quoted in the T.A. Bill, and Road toll tax receipt must be attached with T.A. Bill (if there is a toll-tax on the route).
7. When more than three examiners travel together in taxi, Taxi Driver Receipt / Road Toll tax receipt must be attached with T.A. Bill (if there is a toll-tax on the route).
8. Examiners, Paper-setters, Chairpersons and Moderators will be entitled for halting allowance as per University Rules.
9. In case of doubt or dispute the decision of the Vice-Chancellor shall be final.
10. Supplementary claims will not be allowed.