



BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY, GURDASPUR
Technical Education Quality Improvement Programme (TEQIP – II)
Honorarium/Travelling Allowance/DA Bill

Name (in Block Letters) _____ Designation: _____
 Organization: _____ Pay Scale: _____
 Grade Pay: _____ Date of Visit: _____ Mobile No. _____
 E-Mail: _____ Purpose of Visit _____

(A) Honorarium

Sr. No.	Particulars	Date		No. of days	Rate of honorarium	Amount (Rs.)
		From	To			

(B) Travelling Expenses

Departure			Arrival			Mode of Journey#	Distance for road mileage		DA*	Total (Rs.)
Date	Station	Time	Date	Station	Time		Km.	Rate		
							TOTAL			

*DA is not applicable in case of honorarium # pl. mention Own car no. or attach taxi receipt/ tickets in original

Grand Total (A+B)=

(In words _____ only)

Certified that:-

- (i) Particulars provided herewith are correct & that I have not claimed TA/DA for this Journey from any other Public Source and bill is submitted first time.
- (ii) I was not provided free lodging and/ or Boarding at the cost of Govt./University or any autonomous body if provided please attach Boarding/Lodging/Both Bills.
- (iii) Certified that I shall perform the return journey from _____ to _____ in Class _____.
- (iv) Certified that the I have travelled by shortest route and I will perform return journey by same route and mode of conveyance/as claimed above.

Affix revenue stamp For Receipt Above Rs. 5000/-
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Signature of Claimant

The above Meeting verified and forwarded

Sign. & Name of HOD/officer with designation (Concerned Department)

Approved/Not Approved

Principal

FOR USE OF ACCOUNT OFFICIALS OF TEQIP-II

Paid amount of Rs. _____ vide cheque No. /cash _____ dated _____

Signature of account official