

HARYANA POWER GENERATION CORPORATION LTD.

HPGC/ACCOUNT.....

TRAVELING ALLOWANCE BILL OF OFFICE STAFF

Name (Bold letters) _____ BASIC PAY Grade of employee(I/II/III/IV/V)

Designation Head Account Head Quarter Panchkula , Month & Year

Signature of the officer / official who travelled

Pre received

NB:- TO BE FILLED CORRECTLY TO AVOID CUTTING ETC.

For case in Central Account audited and admitted

Rs.....

in words Rs.....

Object to.....

Audit

Supdt.

Accounts Officer

Asstt. Accounts officer

Approved for Rs.....

in words Rs.....

TA advance (if any)

Net Amount Rs.....(in words Rupees.....

.....

Entered in the check register at Page No.

ABSTRACT

Actual fare Railway.....

Actual fare Taxi/bus.....

Incidental Charges for.....Mile/KM.

Incidental Charges per mile/KM.....

Mileage Allowance by Road (i).....

(ii).....

Daily Allowance.....

Total.....

Less advance paid V.no.....

Date

Net Amount

For payment of Rs.....

(in words) Rs.....

AMOUNT

Charge A/c Cr.....

Vr. No.....Dated.....

Paid in cash/cheque No.....

Date

Controlling Officer

Asstt. Accounts Officer/Executive Engineer
Haryana Power Generation Corporation

Asstt. Accounts Officer/Executive Engineer
Haryana Power Generation Corporation

