



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY (MUST), Mirpur
(Azad Jammu & Kashmir)
TADA Bill

- 1 -

Under Article 30 of the Ordin

Name _____ Designation _____ Department _____
 P.S./Basic Pay _____ Purpose of Journey _____ Deputation order # & date _____

Particulars of Journey				No of K.M.	Amount Rs.	Daily Allowances @ Rs. Per K.M.		Boarding Charges		Total Amount Rs. (6+8+10)	Remarks
Departure Station	Arrival Station	No of Days	Amount Rs.			Rate Per Night	Amount Rs.	Amount Rs.			
1	2	3	4	5	6	7	8	9	10	11	12
Grand Total											

Rupees in words: _____

Revenue Stamp

Signature & Stamp of Claimant

Certified that:-

1. I neither presented this claim previously nor received any payment there of from any treasury;
2. I have actually performed the journey for which I am entitled to get TA / DA from the treasury of the University;
3. No official transport was provided for the journey from either sides.
4. I have traveled on personal vehicle No. make of
5. I have not been treated as state guest for this journey.
6. The amount may please be transferred to my bank A/C No.at

Dated _____

Signature & Stamp
of Claimant

An amount of Rs (Rupees) is hereby sanctioned against the funds allocated in Budget Estimates for the F. Y as shown under : Original bill is forward to the office of the treasurers for payment under rules ..

HEAD OF ACCOUNT

FUNDS DETAIL

Major Head _____

Allocation _____

Minor Head _____

Code # _____

Progressive total _____

Detailed Head _____

Code # _____

Receivable _____

No. _____

Signature and stamp of Head of Deptt.
DDO/Cost Centre

Date _____

Verified that the payment is provided for in the approved budget of the department / Cost center. Forwarded to the audit officer for payment under status, rules and regulation.

No. _____

Deputy Treasurer

Date _____

PAY ORDER

Passed for Rs. -----

----- in favour of -----

Auditor

Admin Officer

Audit Officer

Observation Note