West Bengal State Council of Technical Education

Kolkata Karigori Bhavan (2nd Floor), 110 S.N. Banerjee Road, Kolkata-700 013

T.A. BILL

Name of the person performed the journey : _____

Name the Polytechnic at which posted : _____ Designation: _____

Residential Address : _____

Type of Appointment : Regular / Contract / Ad-hoc / Visiting / Part-time Basic Pay : Rs._____

Purpose of journey : _____

Office Order Number : _____ Date: _____

Date	Time of Departure	From	Time of Arrival	To	Kind of Journey	K.M.	Rate	Total Amount Rs.	P.	Remarks
						Grand Total :				

(Rupees _____) only.

Certified that: 1. No claim was placed in any other organization.
2. The journey was performed in the public interest.
3. The bill was not claimed before.

_____ _____

Counter Signature of Competent Authority Signature

Passed for Rs._____ (Rupees _____) only after proper verification.

_____

Signature of dealing Clerk

The payment is made against Bill No. _____/WBSCTE/ Dated _____

vide Cheque No. _____ Dated _____ / Cash.

Note: Mention PNR No. of the railway ticket in case of reservations & ticket nos. for bus journey/unreserved railway journey.

_____

Signature of D.D.O.