S.B.P./EX-4/20,000/7/14

SAURASHTRA UNIVERSITY
RAJKOT

Voucher No. ______________
Cheque No. ______________
Date: ____________________
Basic Pay: ________________

Re-Accredited Grade B by N A A C
(CGPA 2.93)

Name ________________________
Examination __________________ Faculty ____________ Month ____________ Year ____________

To the amount due me being the cost of travelling allowance as under:
Meeting for:  
(1) Paper-setting  (2) Central Assessment
(3) Conducting Practical Examination  (4) Observe
(5) Spl. meeting for

Name of College ____________________
Centres __________________________

Actual Date of Examination / Meeting __________________________

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>STATION</th>
<th>K.M.</th>
<th>Travelled by</th>
<th>Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td>Taxi / Car No.</td>
<td>Rs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Ps.</td>
</tr>
</tbody>
</table>

Hatting allowance for ________ day @ Rs. ________ per day

TOTAL
GRAND
TOTAL

1. 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 amount claimed.

2. I hereby Certify that the above information is true and correct and also certify that I have not
   claimed for this particular journey from any other source.

3. + Certified that the meeting was actually held
   as shown above and the member is entitled
   for this Bill.
   + Payment has not been made from this college

Signature: ____________________
Address: _____________________

Signature of Principal / Co-ordinator with stamp

FOR OFFICE USE ONLY

Received Cash/ Cheque

Revenue Stamp

Passed for payment for Rs. ________________

Section Officer: ____________________
Controller of Examination: __________
Dy. Auditor: ________________
Chief Accounts Officer: _________
Registrar: ___________________

Read the overleaf instruction carefully before filling in this form.
(P. T. O.)
INSTRUCTIONS RELATING TO TRAVELLING & HALTING ALLOWANCES TO
PAPERSSETTERS, EXAMINERS, CHAIRMAN AND MODERATORS.

1. TRAVEL BY AIR, TAXI CAR AND RAILWAY FIRST A/C. CLASS IS NOT PERMISSABLE.

2. When travel by Railway 2nd / 3rd class, AC 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 P.N.R. No. and Train Name.

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 produce 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 3rd 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.

7. When more than three Examiners travel together in Taxi, Taxi Driver Receipt as well as Road Toll tax receipt must be attached with T.A. Bill.

8. Examiners, Paper-setters, Chairman 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. In no case supplementary claims will be allowed.