

BIRLA INSTITUTE OF TECHNOLOGY
MESRA: RANCHI
(TO BE ATTACHED WITH T. A. BILL)

No:.....

Date:.....

1. Name:.....Emp. Code.....
2. DepartmentDesignation.....
3. Purpose of Tour.....
4. Date of Journey:
5. Destination.....
6. Fare (To & Fro).....
7. Mode of Travel : Road Rail Air
8. **Special approval for Air Travel:**
9. Halt (No. of days).....
10. Daily Allowance (per day).....
11. Funding head.....

Approved / Regret

Signature of Candidate

(Vice-Chancellor)

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
(FOR OFFICE COPY ONLY)

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Approved / Regret

Head of the Department

(Vice-Chancellor)

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
(FOR ACCOUNTS OFFICE)

No:.....

Date:.....

1. Name:.....Emp. Code.....
2. DepartmentDesignation.....
Is required to go to..... by Road /Rail / Air. He will be paid T. A. and D. A. as per rules of the institute.
3. Accounts Officer is being advised to pay him / her Rs. (Rupees.....
.....) as advance

(Vice-Chancellor)