

FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

Date : _____

Tentative/Actual Tour Programme of Sh. _____ to
 visit _____ from _____ to _____ as
 per details given below.

DEPARTURE			ARRIVAL			MODE OF JOURNEY
Date	Time	From	Date	Time	To	

Purpose of visit : _____

Signature : _____
 Name : _____
 Designation : _____

Approved/Not approved

Competent Authority

If the journey(s) by higher-class accommodation has been performed with the approval of the competent authority, No. and Date of the sanction may be quoted.

11. Details of journey(s) performed by road between places connected by rail.

Date	Name of the places		Fare paid	
	<i>From</i>	<i>To</i>	<i>Rs.</i>	<i>P.</i>

12. Amount of T.A. advance if any drawn :

Certified that the information a given above is true, to the best of my knowledge and belief.

Date :

Signature of Govt. Servant

PART-B

(To be filled in the bill section)

1. The net entitlement on account of traveling allowance works out to Rs. _____ as detailed below :-

(a) Railway/Air/Bus/Steamer fare Rs. _____ P. _____.

(b) Road mileage for _____ Kms. & Rs. _____ P. _____ /Km.

(c) Daily allowance :

(i) _____ Days @ Rs. _____ per day.

(ii) _____ Days @ Rs. _____ per day.

(iii) _____ Days @ Rs. _____ per day.

(d) Actual expenses : Rs. _____

Gross Amount

(e) Less amount of T.A. advance if any, drawn vied voucher No. _____
dt. _____ Rs. _____.

Net amount Rs. _____

2. The expenditure is debatable to _____

Initials of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer