

To,
The Principal of B.H.B. College, Barpeta,
Barpeta Assam.

Date:- 29-10-19

Sub: Application for Travelling allowance .

Sir,

With due respect, I would like to inform you that
On 28th Sept, 2019, we visited Skrimanta Sankardeva Kala-
kshetra, Guwahati to attend Skill Festival, 2019 with
two of- our students. We spent 1400 Rupees in that
programme. Now we humbly request you to kindly
grant the above mentioned amount as our travelling
allowance.

Received the enclosed bill.

29/10/19

Principal
B.H.B. College Barpeta

Manash
Das
V-NO - 940
19

Yours faithfully
Manash Jyoti Das.
Asst. Prof. Deptt. of
Commerce .



**B.H.B. COLLEGE, SARUPETA
TRAVELLING ALLOWANCE BILL**

1. Name (in Block Letters) : MANASH JYOTI DAS
2. Headquarters/Place of Residence : BHB College, Sarupeta
3. Substantive Pay :
4. Purpose of Journey : Skill Festival
5. Date of actual days of College work : 28/09/2019

Particulars of Journeys and Halts				Kind of Journey (by Road, Rail or Air)	Fare	Incidental Charge	Days for which D.A. claimed		Total
Departure		Arrival					Date	Station	
Station	Date	Station	Date						
1	2	3	4	5	6	7	8	9	10
Sarupeta	28/09/19	Gumhati	28/09/19	By bus	300/-	-	-	400/-	700/-
Total =									700/-

- N.B.: 1. Bill should be submitted complete in all respects
 2. Travelled by car vide No. used for the purpose (if used)
 3. If the travel is by Air, ticket must be produced
 4. One rupee revenue stamp should be affixed with signature if the net amount exceeds Rs. 5000/-

Checked and entered

Received payment

Accountant
B.H.B. College, Sarupeta

Manash Jyoti Das.
Signature of the Traveller

Passed for payment Rs. 700/- (Rupees Seven hundred only)
 only from A/C No.

29/10/19
Principal
B.H.B. College, Sarupeta
Principal
BHB College Sarupeta

Money Receipt

Received Rs. 700/- (Rupees Seven hundred only.)

only from Principal B.H.B. College, Sarupeta vide
Cheque No./Cash 655038 dated 30/10/2019 for as TA Bill for participants
in the Skill Festival, 2019 at B.H.B. College, Sarupeta on 30/10/19
at Kakabhetra, Guwahati on 28/10/19

A/C No.: 1748

Signature Manish Jyoti Das.

Name: Manish Jyoti Das

Date: 30/10/2019

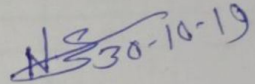
V. No - 940
19

Money Receipt

Received Rs. 700/- (Rupees Seven hundred only.)

..... only from Principal B.H.B. College, Sarupeta vide
Cheque No./Cash 655039 dated 30/10/19 for as TA Bill for participati-
on Skill Festival, 2019 at B.H.B. College, Sarupeta on 30/10/2019
at Kalakshetra, Guwahati on 28/09/19

A/C No.: 1748

Signature 

Name: Naba Mani Saikia

Date: 30/10/2019

V.No - 941
19



**B.H.B. COLLEGE, SARUPETA
TRAVELLING ALLOWANCE BILL**

1. Name (in Block Letters) : Naba Mani Saikia
2. Headquarters/Place of Residence : BHB College, Sarupeta
3. Substantive Pay :
4. Purpose of Journey : Skill Festival
5. Date of actual days of College work : 28/09/2019

Particulars of Journeys and Halts				Kind of Journey (by Road, Rail or Air)	Fare	Incidental Charge	Days for which D.A. claimed		Total
Departure		Arrival					Date	Date	
Station	Date	Station	Date				Station	Date	
1	2	3	4	5	6	7	8	9	10
<u>Sarupeta</u>	<u>28/09/19</u>	<u>Guanhati</u>	<u>28/09/19</u>	<u>By Bus</u>	<u>300/-</u>	<u>-</u>	<u>-</u>	<u>400/-</u>	<u>700/-</u>
								<u>Total = 700/-</u>	

- N.B.: 1. Bill should be submitted complete in all respects
 2. Travelled by car vide No. used for the purpose (if used)
 3. If the travel is by Air, ticket must be produced
 4. One rupee revenue stamp should be affixed with signature if the net amount exceeds Rs. 5000/-

Checked and entered

Received payment

V. No - 941/19

Naba Mani Saikia

Accountant
B.H.B. College, Sarupeta

Signature of the Traveller

Passed for payment Rs. 700/- (Rupees Seven hundred only)
 only from A/C No.

29/10/19
Principal
B.H.B. College, Sarupeta
Principal
B.H.B. College Sarupeta