

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

Date: 04.07.2019

Sub: Application for release of money against the registration fee and the journey made by me to Sonapur College, Kamrup (Metro) on behalf of the college to attend a one-day IQAC Workshop sponsored by UGC on 04.06.2019.

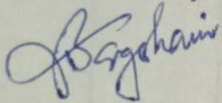
Respected sir,

This is to inform you that as per the order of your office I went to Sonapur College, Kamrup (Metro) to attend the aforementioned workshop on 04.06.2019. On behalf of the college, I personally paid the due amount of registration fee which was Rs. 1,000 and which is yet to be received by me from the college. I also herewith submit the T.A. and D.A. Bill (which comes to Rs.650) against this said journey to Sonapur College.

I, therefore, would like to request you to consider the matter and extend your kind help in releasing the total amount of money (which comes to Rs. 1,650) against my name.

Thanking you,

Yours sincerely



(Dr. Diganta Borgohain)

Asstt. Prof., Deptt. of English, B.H.B. College, Sarupeta  
Bank Account Number: 30418927529 (SBI Pathsala Branch)  
IFSC: SBIN0002099

PAID TO R. 1650/-  
09/07/19

V. NO - 830  
19

Principal  
BHB College Sarupeta

Money Receipt

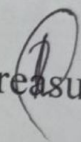
Received with thanks a sum of Rs 1000/- (One Thousand) only from

Dr./Mr./Ms. Diganta Borgohain (B.H.B. College)

as Registration Fee of 1000.00/- (One Thousand Only)

..... on 4<sup>th</sup> June 2019.



  
Treasurer



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

1. Name (in Block Letters) : DR. DIGANTA BORGOHAIN
2. Headquarters/Place of Residence : B.H.B. College, Sarupeta, Barpeta
3. Substantive Pay : 57,700/-
4. Purpose of Journey : To attend a UGC sponsored IQ, AC workshop at Sonapur College, Kamrup - Assam.
5. Date of actual days of College work : 4th June, 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
B.H.B. College, Sarupeta	4.6.19	Sonapur College, Kamrup	4.6.19	by bus	300/=	—	350/=	—	650/=
							Total — 650/=		

- 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

Signature of the Traveller

Accountant  
B.H.B. College, Sarupeta

Passed for payment Rs. 650/- (Rupees Six hundred fifty only)  
 ..... only from A/C No. ....

Principal  
 B.H.B. College, Sarupeta