



**Steel Authority Of India Limited
Bokaro Steel Plant
Details Of Travelling Expenses**

Name (in Capital letters) Deptt. Code No. Staff No. Basic Pay Rs.
 Designation Department Headquarters **BOKARO STEEL CITY**
 Nature of business :

I give below details of journey performed by me as entered in column I, II & III on the reverse and certify that the details as furnished are correct.

I also furnish the following certificates in respect of journey performed by me :

1. I actually travelled in the class of accommodation for which T.A. has been claimed in the T.A. Bill i.e. _____ and the shortest route & return travel concession was/was not available/availed of on the route. Fare mentioned, has actually been paid by me. Necessary travelling allowance admissible under the rules may be paid to me.
1. I was/was not provided with free transport for road journey.
2. I was/was not provided with free boarding/lodging during halts at outstation at the expenses of a State Government or any organisation financed by Govt. Funds.
3. I stayed in Guest House/Hotel. (Name of the Guest House/ Hotel to be indicated).
4. I certify that the road mileage claimed is not more than actual amount spent.

Forwarded

* (Score out if not applicable in respect of road journey and accommodation)

Signature
Dated:

Section Officer
Designation

| Particulars | To be used by Deptt. | To be used by A/C Deptt. |
|---|----------------------|--------------------------|
| | Rs. | Rs. |
| Fares (as per column I reverse) | | |
| Road mileage (as per column II reverse) | | |
| Charges (i) Packaging | | |
| (ii) Transportation of Household goods | | |
| (iii) Car Transportation Charges | | |
| Total Amount | | |

Checked and approved

Passed for payment for Rs.

Voucher No.

Approved

(Rupees)

Asstt.(A/cs-Pay/TA Bill)

JE/JM/AM/DM/Mgr(A/cs-Pay)

Controlling Officer

