

CENTRAL INSTITUTE FOR RESEARCH ON BUFFALOES

SIRSA ROAD, HISAR (HARYANA)

(TO BE FILLED IN PRIOR TO COMMENCEMENT OF JOURNEY)

Tour Programme of Shri.....Designation.....

DEPARTURE			ARRIVAL			Distance (KM)	Mode of conveyance	Purpose
Place	Date	Time	Place	Date	Time			

Remarks of the Head of section

Approved/Not Approved

Signature of the Officer/Official

Approval of the Director

Director

Date.....

(TO BE FILLED IN AFTER COMPLETION OF JOURNEY)

DEPARTURE			ARRIVAL			Class in which Travelled	Fare	Advance taken	Remarks
Place	Date	Time	Place	Date	Time				

The T.A. Bill of the officer/official
Concerned has been paid and submitted
To the Director for expenditure sanction of rupees

Approved/Not Approved

Signature of the Officer/Official

DIRECTOR

Date & Designation

Bill Clerk

Superintendent

Drawing & Disbursing Officer

Sanctioning Authority