

مولانا آزاد نیشنل اردو یونیورسٹی  
 MAULANA AZAD NATIONAL URDU UNIVERSITY  
 (A Central University established by an Act of Parliament in 1998)



Travelling & Halting allowances Bill of .....  
 Name of School Centre .....

Major Budget Head .....  
 Minor Budget Head .....

Basic pay in case of employees of the university .....  
 Bill No. ....

Budget Amount Rs.....  
 Amount spent Rs.....  
 Bill available including the bill Rs.....

| 1                 |                   | 2               |                 | 3     |    | 4               |             | 5 |                 | 6   |   | 7                  |     | 8 |              |     | 9                  |  |         | 10 |     | 11  |  | 12 |
|-------------------|-------------------|-----------------|-----------------|-------|----|-----------------|-------------|---|-----------------|-----|---|--------------------|-----|---|--------------|-----|--------------------|--|---------|----|-----|-----|--|----|
| Date of Journey   |                   |                 |                 | Route |    | Class Travelled | Actual Fair |   | Mileage by Road |     |   | DA/Halting Charges |     |   | Total 7 to 9 |     | Purpose of Journey |  | Remarks |    |     |     |  |    |
| Date of Departure | Hour of Departure | Date of Arrival | Hour of Arrival | From  | To |                 | Amount      |   | Amount          |     |   | No. of Days        | Rs. | p | s            | Rs. | Ps.                |  |         |    |     |     |  |    |
|                   |                   |                 |                 |       |    |                 | Rs.         | P | No. of K.M.     | Rs. | P |                    |     |   |              |     |                    |  |         |    | Rs. | Ps. |  |    |
|                   |                   |                 |                 |       |    |                 |             |   |                 |     |   |                    |     |   |              |     |                    |  |         |    |     |     |  |    |
|                   |                   |                 |                 |       |    | <b>Total</b>    |             |   |                 |     |   |                    |     |   |              |     |                    |  |         |    |     |     |  |    |

Dated: .....

Total (In words) Rs .....

I hereby certify that the expenditure shown by in this bill was actually incurred by me in performing my journey to Hyderabad and back during my stay there in connection with the work of the University.  
 Countersigned Air travel permitted.

**RECEIVED PAYMENT**

Rs. 1/- Stamp to be  
 Affixed here if the  
 Amount exceed:  
 Rs.500/-

..... Signature

Vice - Chancellor /Registrar/Dean of School..... Full Address and Designation