

**OFFICE OF THE COMPTROLLER**  
**BIHAR ANIMAL SCIENCES UNIVERSITY**  
Bihar Veterinary College Campus, Patna-800014


F. No-FC/BASU/24/2018-19/ 724

Dated ...19/09/2018

**Guidelines for submitting Travelling Allowance claimed to comptroller office**

It is decided to follow following procedure and format for submitting Travel Allowance (T.A) at Bihar Animal Sciences University, Patna.

- 1) Before starting the tour the traveller will obtain approval from the controlling officer in the form attached under the name "Tentative Tour Program". Travel advance if required may be requested through the same form.
- 2) For Travel allowance claim or settlement of advance, the TA Form will have two parts- Part 1 and Part 2 printed back to back on the same page. Part 1 is to be filled by the traveller(claimant) and Part-2 is for use of comptroller office only.
- 3) The traveller on completion of the travel will fill personal details like Name, designation, college (viz BVC)/unit (viz Library or Registrar office), pay /grade pay and purpose of tour (viz for attending program meeting of project XYZ).
- 4) He/She will fill final Tour Diary /Program and Task/activity done report (viz Name of Task- Presentation of progress report; Brief detail of achievement in task /Activity – the review committee expressed satisfaction on the report presented)
- 5) The traveller will enclose all tickets/Receipts of Hotel/ Guest house etc. with the statement "**Submitting as T.A. Claim**" and making his signature on all such documents.
- 6) He/She will fill advance drawn if any otherwise mark nil as his/her choice.
- 7) He/She will sign the T.A. form and will obtain approval on the same from his controlling officer. The T.A form will be submitted to the comptroller officer for further process.

  
Finance Comptroller 17/9/18