



बिहार पशु विज्ञान विश्वविद्यालय

बिहार पशु चिकित्सा महाविद्यालय प्रांगण, पटना-800014

BIHAR ANIMAL SCIENCES UNIVERSITY

BIHAR VETERINARY COLLEGE CAMPUS, PATNA – 800014

OFFICE OF THE COMPTROLLER

नियंत्रक कार्यालय

O.O. No-Comp./BASU, Patna/ 1073.

Dated: 05/12/2019

Circular

Checking of T.A bill is a joint responsibility of Administration and Finance. Tour program / Tour Diary / permitted class of travel / Permitted route of travel etc. are related to administrative decision. These are required to be checked / examined first as this serves as basis of financial calculations. Hence, it is requested that T.A bill of all employees may be submitted to the Registrar office for administrative checking and approval. After administrative approval on the Tour programme / Tour route / Permitted class of travel/Purpose etc., the Registrar office will send the T.A bill to F.C. office for financial calculation and for obtaining counter signature and for payment.


Comptroller

Bihar Animal Sciences University
Patna

Copy to: - Comp/BASU/2070

1. PA to Vice Chancellor for kind information.
2. The Registrar, BASU, Patna
3. All Dean and Directors, with request to circulate the information to all Claimants.