



ASHUGANJ POWER STATION COMPANY LIMITED

(An Enterprise of Bangladesh Power Development Board)

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“TA/DA Bill”

I the undersigned with the approval of vide the office order no..... dated have completed an official journey, which started on and ended on The following expenses have been incurred for the said journey:

1. Traveling Part:

Detail of Journey (Air/Bus/Train/Watercraft)

From		To		Mode of Journey	Actual Fare (Air/Bus/Train/Watercraft) (Tk)
Place	Time	Place	Time		

Total Traveling Allowance according to Tour Diary (SF-HRM-34) (if any) is Tk

Used Ticket in original form is enclosed herewith this bill.

2. Daily Allowance Part:

Total no. of days at the rate of Tk. Total amount in Tk (Rule: 5.1)

3. Accommodation is recommended by Company:

A. Rest House/Duck Bungalow/Circuit House Charge: Total no. of daysat the rate of Tk Total amount in Tk (Rule: 5.2) Original bill is enclosed with this bill.

B. Daily Allowance (Food): Total no. of days at the rate of Tk. Total amount in Tk (Rule: 5.2)

4. My total entitlement against the above journey stands to Tk..... in words As I took an amount of Tk. as advance against TA/DA. Net amount of Tk. is payable to/Receivable from the company.

5. I, therefore, request you to please approve my above TA/DA bill and forward the same to the Finance & Accounts Division for payment/adjustment.

Signature

Approved by

Name

Designation Division

For use of Finance/Accounts Division:

An amount of Tk. in words.....

Realized vide money receipt No. date /paid vide cash/cheque voucher No. date

Assistant Manager (Finance/Accounts)

Manager (Finance/Accounts)