

Check List

6. PAYMENT OF T.A. BILLS.

S.No	Particulars	Remark
1.	Approval of the competent Authority for the journey performed by Taxi is enclosed.	Yes / No
2.	Boarding passes for the Air journey are enclosed.	Yes / No
3.	Air Tickets are enclosed.	Yes / No
4.	Approval for attending conference / workshop / paper presentation is enclosed.	Yes / No
5.	Approval of civil Aviation ministry for the journey performed by other than Air India / Indian Lines and the expenditure is being made from the MHRD funds is enclosed.	Yes / No
6.	Original Railway / Bus Tickets for the L.T.C T.A. bills are enclosed.	Yes / No
7.	Approval of L.T.C. is enclosed.	Yes / No
8.	Original receipt for refund of unspent balance of the advance for deposit in Institute Treasury / SRIC office is enclosed.	Yes / No
9.	Original receipts for the local journey performed during the conference out sided country are enclosed.	Yes / No
10.	Receipts of the Invoices of the Travel Agents for receiving the payment of Air Tickets are enclosed.	Yes / No

Signature of Dealing Asstt.

Signature of H.O.D