

**SANT LONGOWAL INSTITUTE OF ENGG.& TECH.,
LONGOWAL-148106**

(Deemed University under Govt. of India, Ministry of HRD)

SUBJECT: APPROVAL OF JOURNEY

Approval for undertaking the following journey in the public interest may please be accorded:

Date	From	To	Mode of Journey	Purpose
13/05/2025	SLIET. (9.25 AM)	SANGRUR (10.00 AM)	Own Vehicle HR31R 9318	To attend hearing of Court on No. CS/728/ 2019 titled Ajay Gupta vs. SLIET.
	SANGRUR (10.30 AM)	SLIET. (11.15 AM)		

Officers travelled: -
1 Mr. Pankaj, AR(A)

The expenditure is debitable to contingent grant of the Institute.

D.No. Dean (Acad.) 3088

Dated 14/05/25

Signature 13/05/2025

Name PANKAJ

Designation A.R.

Department/Section Academics

Remarks by HOD Pankaj 14/5/25
(Dean(A))

APPROVED

DIRECTOR

DR(A4A)

for NIA, H.
15/05/2025

Pankaj 14/5/25
AR(A)

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VEHICLE REQUISITION

☒ Car/Gypsy/Bus

1. Name & Designation of the official (s) : PANKAJ, ARIA
2. Purpose (Official/Personal) : official
(State with brief description) To attend hearing of Court case No. CS/128/2019
related Agay Gupta vs SLIET.
3. Place of Visit (with duration) : Sargruha
4. Reporting date : 13/05/2020
Reporting time : 9.20 AM
Reporting place : Academic Section
5. Approx. distance to be travelled, Kms: 50-60 kms (To & Fro)
6. Name of Persons traveling by vehicle 1 Pankaj, ARIA

Not available

Recommended.

Recommendations of HOD/Section i/c

Pankaj ARIA
13/05/20

Signature of the official using vehicle with Date

13/05/2020

APPROVAL

ALLOWED

DIRECTOR

Controller Vehicle

ARIA

R. ... 13/05/2020
Dispatch-SLIET/AS/... 3060
D.No. Dean (Acad.) 3060
Dated 13/05/20

TRAVELLING ALLOWANCE BILL

No. SLIET/Acct/12

Name PARKINJ

Designation.....**AK**.....

Headquarter..... LONDON

Basic Pay..... 68000/- (On the date Journey Performed)

Purpose of Journey: To attend hearing of court case No CS/728/2019 titled Agay Gupta vs SLIET

Particulars of Journeys & Halts						Kind of journey i.e. Rail/Mail/Passenger/ Air/Road	Class	Fare	DAILY ALLOWANCE				Hotel Charges	LOCAL EXPENSES					REMARKS
Departure			Arrival						No. of Days	Ordy. Rate	Other Rate	Total Amt. of DA		From	To	Distance K.M.	Mode of Local Conveyance	Amount Paid	
Station	Date	Hours	Station	Date	Hours														
1	2	3	4	5	6	7	8	9	10				11	12		13	14	15	
LIET	13/05/25	9.25 AM	SGR	13/05/25	10.00 AM	By Road	Own vehicle HR31R9315	80km @ 6 1/4 paise per km = 80/-	0-3	1125/-		337.50/-							
SR	13/05/25	10.30 AM	SUER	13/05/25	11.15 AM														
								800/-				337.50/-							

ABSTRACT OF CLAIM

	Rs.	P.
Railway/Bus/Air (Total Col. 9)	800/-	00
Local Expenses (Total Col. 14)	-	-
Daily Allowance (Total Col. 10) Rs.	337-50/-	
Hotel Charges (Total Col. 11)	-	-
Other Charges	-	-
Deduction if any (—)	-	-

TOTAL

1137-50/-

Advance drawn.....*Nil*

Net Payable *1137-50/-*

Rupees *One Thousand One Hundred Thirty Seven & Paise fifty only*

Date *15/05/2025*

[Signature]
Signature of Claimant

Passed for Rs.

But net payable Rs.

Accountant

Signature of D.D.O.

Received Rs.

(.....)

Date

[Signature]
Signature of Claimant

Certificate of Journey on Tour

1. Certified that I was not provided with means of transport/locomotion at the expense of the Institute or any other Corporation or any State or Central Govt. etc.
2. Certified that between stations connected by Rail I performed the Journey by bus or rail by taking single seat as mentioned in the T.A. bill.
3. Certified that journey (including journeys beyond jurisdiction) was performed under the orders of the competent authority.
4. Certified that I was actually and not merely constructively in camp on Sundays and holidays for which D.A. has been claimed.
5. Certified that the particulars shown in the bill are correct.
6. Certified that I was not absent on casual leave during the period for which D.A. has been claimed.
7. Certified that I was not provided with free boarding or lodging at the expense of the Institute or any other Corporation/body or Govt. or Institute etc.
8. Certified that the absence on tour was not prolonged unnecessarily.
9. Certified that the rates of local journey by auto etc. have been paid as approved by the transport authority concerned.
10. Certified that hotel for which the charges have been claimed is approved & registered as hotel by competent Authority.

Signature of Claimant

Designation

AR.



Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab – 148106

[Established by Govt. of India]

Deemed-to-be-University

(U/S 3 of UGC Act 1956)

Certificate
Expenditure incurred during tour

This is to certify that I.....PANKAJ.....Designation.....AR.....was on official tour and incurred following expenditure.

Pay Level in Pay Matrix: Level: <u>10</u>		SB A/C NO: <u>31215435053</u>		
Reimbursement of Food Charges				
Tour Date / Period	Official tour (Place of touring station)	Days	@Per day	Total
From <u>13/05/25</u> to <u>13/05/25</u>	<u>SLIET-SANGRUR-SLIET</u>	<u>0-3</u>	<u>1120/-</u>	<u>337.80/-</u>
From.....to.....				
From.....to.....				
From.....to.....				
From.....to.....				
From.....to.....				
From.....to.....				
From.....to.....				
Total:				<u>337.80/-</u>
Reimbursement of Hotel Charges				
Period of stay	Name of dwelling	Days	@ per day	Total
From.....to.....				
From.....to.....	<u>NIL</u>			
From.....to.....				
Total:				
Travelling Charges within city				
Period of travel	Vehicle No. etc	Amount	Total	
From <u>13/05/25</u> to <u>13/05/25</u>	<u>HR31R9212</u>	<u>800/-</u>	<u>800/-</u>	
From.....to.....				
From.....to.....				
Total:			<u>800/-</u>	

It is also certified that above amount has been paid by me while on official tour. The TA Bill & Sanction of journey is attached herewith for reimbursement / payment to the under signed.

Date: 15/05/2025

15/05/2025
Signature of claimant