

**PANJAB UNIVERSITY CHANDIGARH  
OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

To

All the Chairpersons/  
Coordinators of All Centres/  
Heads of the Departments/Branches  
Directors of Regional Centres/  
Panjab University, Chandigarh.

No. 4569/FDO

Dated: 30-11-16.

Sir/Madam,

It has been observed that some employees while claiming TA bills for journey travelled by road do not mention separate details of distance-travelled between the departure & destination stations and local mileage. Without such details, the verification of the claim becomes difficult.

All concerned are hereby requested that while submitting TA bills for journey travelled by road, separate detail be provided for mileage between the departure & destination stations and details of local travel, if any.

This may be brought into the notice of all concerned.

Yours sincerely,

  
Finance & Development Officer

Copy to:-

Director Computer Centre with a request to circulate the above through the official e-mail of the addresses as above.