

UREA FERTILIZER FACTORY LTD.

GHORASAL, POLASH, NARSINGDI.

TRAVELLING ORDER

Name of the person undertaking tour _____

Designation _____ Section _____ Divin/Deptt. _____

Basic pay Tk. _____

From _____ to _____ and back

Date of Departure _____ Date of Return _____

Duration of expected halt _____

Purpose of Journey _____

Mode of journey _____

APPROVED/NOT APPROVED

HEAD OF DIVISION/DEPTT.

SECTIONAL HEAD

MANAGING DIRECTOR

FOR ACCOUNTS USE ONLY

Calculation of actual expenses :-

1) Train/Steamer/Air fare (Up down)	— TK. _____
2) Road/Mileage	— TK. _____
3) Daily Allowance/Actual expenses in lieu of D. A	— TK. _____
TOTAL	TK. _____

75% of the above as advance Taka _____ (Taka _____) only.

Advance Approved/Not Approved

DEPUTY CHIEF ACCOUNTANT

ACCOUNTS OFFICER,

CHIEF ACCOUNTANT

DEBITABLE ACCOUNT NO _____

N, B : He Will receive advance on production of 1st copy to Accounts Division

Duplicate copy to be attached with TA/DA Bill. Bill shall have to be submitted within month from the date of Journey.