



बिहार पशु विज्ञान विश्वविद्यालय

बिहार पशु चिकित्सा महाविद्यालय प्रांगण, पटना - 800014

BIHAR ANIMAL SCIENCES UNIVERSITY

BIHAR VETERINARY COLLEGE CAMPUS, PATNA - 800014

OFFICE OF THE COMPTROLLER

नियंत्रक कार्यालय

No. 2503/Comp./BASU, Patna

Date. 16/01./2020

CIRCULAR

For the purpose of early payment of T.A/D.A to the invitees for the Academic purposes, the following guidelines are being issued with the approval of Hon`ble Vice-Chancellor BASU, Patna.

- 1) The T.A. bills of such invitees will be countersigned by respective Dean /Directors, whoever has invited such guest.
- 2) If such invitees travel by any other mode / upper classes than what is approved /instructed (A.C 2nd class), the approval / Sanction will be taken from Hon`ble Vice-Chancellor, BASU, Patna by the respective Dean / Director.
- 3) a) The Officer, who has invited such guest, will get the TA bills filled up properly and get it audited by the Assistant Comptroller dealing with TA within 24 hours preferably before the departure of the guest.
b) The duly counter signed bill with bank details of guest will be submitted to Comptroller Office which will ensure payment to the guest in his/ her bank account within two working days.
- 4) Demand of advance will not be allowed for TA payment to guest invited for any meeting or any other purpose.

S. P. Singh 15/01/2020
Comptroller

Bihar Animal Sciences University,
Patna

Copy to: -

- i) PA to Vice-Chancellor, BASU, Patna for kind information.
- ii) The Registrar, BASU, Patna.
- iii) All Dean / Directors, with request to circulate the information among all Officers.
- iv) Incharge ICT, BASU, Patna with the request to display the circular in website of BASU.