**Rupantarita Prakritik Gas Company Limited**

( A Company of Petrobangla )

**TRAVELING ORDER**

Name :………………………………………………………………………………………………………………………..

Designation :…………………………………………………………………….

Pay :...................................................................................

From Station :…………………………………………….. To ………………………………………………. Station

Date of departure :..................................................

Date of expected return to Head office/Site office :.............................................................

Expected duration :...............................................................

**Purpose of journey :**

**Mode of journey :**

 Calculation of actual expenses :

1. Train / Steamer/ Air-fare (Return)
2. Road Mileage
3. Daily Allowance/ Actual expense

in lieu of D.A.

 75% of the above : Taka :......................................

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**Signature of controlling officer**

 Designation :.................................

**Prepared by :**

Accounts Division...............................................................

Date of departure for returning journey.......................................

1. To Mr.............................................................................
2. Office order file
3. Accounts section (To be attached with T.A. bill)