

# KHANDELWAL AGRO INDUSTRIES

MORE KOTHI GANGAPUR BAREILLY

**NAME :** CHANDAN SINGH

**ROLE :** MO

**AREA :** AKBARPUR, AMBEDKAR NAGAR

**BUDGET MONTH :** August 2018

**REPORT DATE :** 27-08-2018

PARTICULARS	KM	RATE	APPROVED BUDGET
DA			
Vehicle Running Exp	1500.00	2.90	4350
Telephone & Mobile			
Postage & Telegram			
Printing & Stationary			
Loading Per Day			
Travelling By Bus/Train For Meeting Only			
Total	1500.00	2.90	4350

NOTE:-Please send following reports:-

1. ATP 1-15 upto 3rd of Month.
2. ATP 16-31 upto 16th of Month.
3. TA Bill 3rd of month will supporting documents.
4. Budget Attached with TA Bill.
5. Date of month 30 & 31 complete TA bill, ATP and Courier to Head Office Bill.
6. No claim of any tour on date of month end (30 & 31).
7. Millage will be Rs 2.90per/km

APPROVED BY.