

Travelling Allowance Bill for Tour

Note : This bill should be prepared in duplicate one for payment and the other as office copy.

PART A (To be filled up by Government servant)

- E. CODE No. _____
- INTERCOMME No. _____
- TELEPHONE No. _____

[illegible]

6. यात्रा की रीति / Mode of Journey

(i) वायुयान / Air

(क) कार्यालय द्वारा व्यवस्थापक विनिमय वाउचर / Exchange voucher arranged by office

हाँ / नहीं / Yes / No

(ख) द्वारा व्यवस्थापक टिकट / विनिमय वाउचर / Ticket / Exchange voucher arranged by

.....

(ii) रेल / Rail

(क) क्या यात्रा मेल एक्सप्रेस / सामान्य गाड़ी से की गई / Whether travelled by mail/express/ordinary train?

हाँ / नहीं / Yes / No

(ख) क्या वापसी टिकट उपलब्ध था ? / Whether return tickets available ?

(ग) यदि उपलब्ध था तो क्या वापसी टिकट खरीदा गया ? यदि नहीं, तो कारण बताएं ।

(C) If available, whether return tickets purchased? if not, state reasons.

(iii) सड़क / Road

उपयोग में लाए गए वाहन का प्रकार, अर्थात् सरकारी परिवहन द्वारा टैक्सी द्वारा किसी बस या अन्य लोक वाहन में एक सीट लेकर किसी अन्य सरकारी सेवक के साथ मिलकर उसकी कार में अथवा किसी व्यक्ति की कार में, विनिर्दिष्ट किया जाये ।

Mode of conveyance used i.e. by Govt. transport/by taking a taxi/a single seat in a bus or other public conveyance/by sharing with another Govt. servant in a car belonging to him or to a third person to be specified.

7. विराम स्थल से निम्नलिखित कारण से अनुपस्थित रहने की तिथि / Dates of absence from place of halt on account of :-

(क) नि. ख. और स. अ. / R. H. and C.L.

(ख) रविवार और अवकाश दिनों को वस्तुतः शिवर में न रहना। / Not being actually in camp on Sundays and holidays.

8. वे तारीखें जिनको राज्य निधि से वित्त घोषित किसी संगठन द्वारा मुफ्त भोजन/या वास उपलब्ध किया गया।

Dates on which free board and/or lodging provided by the State or any organisation financed by State funds :

(क) केवल भोजन / Board only

(ख) केवल आवास / Lodging only

(ग) भोजन और आवास / Board and Lodging

9. ऐसे मामलों में जिसमें होटलों, अनुसूचित टैरिफ पर भोजन और या वास का प्रबन्ध करने वाले अन्य स्थानों में ठहरने के लिए उच्चतर दर दैनिक भत्ते का दावा किया जाता है, होटल रसदों आदि के साथ प्रस्तुत की जाने वाली विशिष्टियाँ :

Particulars to be furnished along with hotel receipts etc. In cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging scheduled tariffs :

ठहरने की अवधि Period of stay		होटल का नाम Name of the hotel	वास की प्रभावित दैनिक दर Daily rate of lodging charged Rs.	कुल संदत्त रकम Total amount paid Rs.
से From	तक to			
1	2	3	4	5

10. उन यात्रा/यात्राओं की विशिष्टियाँ, जिनके लिए सरकारी सेवक ने उस वर्ग से जिसका हकदार है, उच्चतर वर्ग स्थान सुविधा का उपयोग किया है :

Particulars of journey (s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used:

तारीख Date	स्थानों के नाम Names of places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of conveyance used	वह वर्ग जिसका हकदार है Class to which entitled	वह वर्ग जिसमें यात्रा की गई Class by which travelled	उस वर्ग की यात्रा भाड़ा जिसका हकदार है Fare of the entitled class	
	से From	तक to				Rs.	P.
1	2	3	4	5	6	7	

यदि उच्चतर वर्ग को स्थान सुविधा में की गई यात्रा/यात्राएँ सक्षम अधिकारी के अनुमोदन से की गई हैं तो मंजूरी की संख्या और तारीख उद्धृत करें।

If the Journey(s) by higher class of accommodation has been performed with the approval of the competent authority. No. and date of the sanction may be quoted.

11. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा / यात्राओं के ब्यौरे -
Details of journey (s) performed by road between places connected by rail :-

Date 1	स्थानों का नाम Names of places		संदत्त भाड़ा Fare paid	
	से From 2	तक to 3		
			Rs.	P.

12. लिए गए यात्रा भत्ता अग्रिम की रकम, यदि कोई हो। / Amount of T.A. advance if any drawn.

1. प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है।
Certified that the information as given above, is true to the best of my knowledge and belief.

सरकारी सेवक के हस्ताक्षर / Signature of the Government Servant
तारीख / Date

भाग ख (बिल अनुभाग से भरा जाना है) / PART B (To be filled in the Bill Section)

यात्रा भत्ते मद में शुद्ध हकदारी.....रु. बनी है जिसके ब्यौरे नीचे दिए हैं।

The net entitlement on account of travelling allowance works out to Rs..... as detailed below :-

(क) रेल वायुयान/बस/स्टीमर यात्री भाड़ा /Railways/air/bus/steamer fare.....

Rs.....

(ख)कि.मी. के लिए सड़क मील भत्ता.....पै. प्रति कि. मी की दर से.....रु.

(b) Road mileage for.....kms @p./km.

Rs.....

(ग) दैनिक भत्ता / Daily allowance

(i)दिन / days @ Rs.....रु. प्रति की दर / per day.

(ii)दिन / days @ Rs.....रु. प्रति की दर / per day.

(iii)दिन / days @ Rs.....रु. प्रति की दर / per day.

2. वास्तविक व्यय / Actual Expenses

Rs.....

कुल राशि / Gross amount

Rs.....

(ख) वाउचर सं०.....तारीख.....के अनुसार लिए गए यात्रा भत्ता अग्रिम की रकम को यदि कोई हो, घटा दें।

(e) Less amount of T.A. advance, if any drawn vide voucher No.....dated.....

Rs.....

शुद्ध रकम / Net amount Rs.....

2. व्यय.....में विकलनीय है। / The expenditure is admissible to

बिल लिपिक के आद्यक्षर
Initials of bill clerk

आहरण और संचितरण अधिकारी के हस्ताक्षर
Signature of Drawing Disbursing Officer

प्रतिहस्ताक्षरित / Countersigned

नियंत्रक अधिकारी के हस्ताक्षर
Signature of the Controlling Officer

CERTIFICATES

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the State or Local Bodies journey for which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for which T.A. has been claimed in this bill.
3. Certified that the number of kilometers shown in the bill is in accordance with the postal tables of the establishment.
4. Certified that the journey on.....was performed by Mail/Express train in the interest public service.
5. Certified that I was actually not merely constructively in camp on sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at.....from.....to.....while or inspection duty continue to incur expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometer allowance has been claimed at the higher rates rule 46 of Supplementary rule by taking a single seat in a taxi/motor or mint bus or lorry playing for hire.
9. Certified that I incurred running expenses in a car for which claimed in this bill for journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in Supplementary rule 46 was performed by, my own car.
11. Certified that the journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being.....
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer. They were wholly dependent upon me & residing with me.
13. Certified that actual expenses incurred as cost or transportation of personal effects were not less than the sum claimed in the bill.
14. Certified that I have transported.....kgms. of luggage on my transfer form.....to.....

Counter Signed

Signature of the claimant

(Signature & Designation of the Controlling Officer)