

G.A.R. 14 -- A

Sub Bill No. _____

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)**

| | | | | | | | | | |
|-------------|---|--|----------|---|-----------|---|---------------------|--------------------------|--|
| 1. | Name of the Government Servant | | | | | | | | |
| 2. | Designation | | | | | | | | |
| 3. | PAY + SI + NPA | | | | | | | | |
| 4. | Headquarters | | | | | | | | |
| 5. | Details and purpose of journey (s) performed. | | | | | | | | |
| Departure | | Arrival | | Mode of Travel & class of accommodation used | Fair paid | Distance in Kms for road mileage | Duration of Halt | Purpose of Journey | |
| Date & Time | From | Date & Time | To | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| 6. | Mode of journey: | | | | | | | | |
| | (i) | Air (a) Exchange voucher arranged by office (b) Ticket /Exchange voucher arranged by | | | | | | Yes/No | |
| | (ii) | Rail (a) Whether traveled by mail /express/ordinary train? (b) Whether return tickets available? (c) If available, whether return tickets purchased? If not, state reasons | | | | | | Yes/No | |
| | (iii) | Road Mode of conveyance used, i.e. by Government transport/by taking a taxi, a single seat in a bus or other public conveyance/by sharing with another Government servant in a car belonging to him or to a third per to be specified. | | | | | | | |
| 7. | Dates of absence from place of halt on account of (a) R.H. and C.L. (b) Not being actually in camp on Sundays and holidays. | | | | | | | | |

| 8. | Dates on which free board and /or lodging provided by the State or any organization financed by State funds: (a) Board Only (b) Lodging only (c) Board and lodging. | | | | | | | |
|--|--|-----------------|-------------------|--------------------------------------|-------------------------|--------------------------|----------------------------|----|
| 9. | 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 at scheduled tariffs. | | | | | | | |
| S.No | Period of Stay | | Name of the hotel | Daily rate of lodging charged in Rs. | Total amount Paid Rs. | | | |
| | From | To | | | | | | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 10. | Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used. | | | | | | | |
| S.No | Date | Name of places | | Mode of conveyance used | Class to which entitled | Class by which travelled | Fare of the entitled class | |
| | | From | To | | | | Rs. | P. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| If the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted. | | | | | | | | |
| 11. | Details of journey (s) performed by road between places connected by rail. | | | | | | | |
| S.No. | Date | Nature of Place | | | Rail fare | | | |
| | | From | To | | Rs. | P. | | |
| 1 | 2 | 3 | 4 | 5 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 12. | Amount of T.A. advance, if any, drawn | | | Rs. | | | | |

Certified that the information, as given above, is true to the best of my knowledge and belief.

(_____)
Signature of the Government Servant
Date _____

Part – B (To be filled in the Bill Section)

1. The net entitlement on account of Traveling Allowance works out to Rs. _____ as detailed below:-

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Road Mileage for _____ Kms.
@ _____ per/kms

(c) Daily allowance
(i) _____ days @ Rs _____ per day.
(ii) _____ days @ Rs _____ per day.
(iii) _____ days @ Rs _____ per day.
Rs. _____

(d) Actual expenses Rs. _____
Gross amount Rs. _____

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

Net Amount Rs. _____

2. The expenditure is debitable to

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Counter signed

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 traveled 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 poly maternal tables of the establishment.
4. Certified that the journey onwas 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 during my halt at.....from towhile on 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 mini 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 road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually traveled 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 from.....to.....

Signature of the claimant

Counter signed

(Signature & Designation of the Controlling Officer)

G.A.R. 14 -- B
[See Rule 66 (1) & 90 (1), (D)]

Sub Bill No. _____

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)

| | | | | | | | | |
|------------|---|-------------|-------------|---------------------|---|----------------|------------------|-------------------------------|
| 1. | Name | | | | | | | |
| 2. | Designation & Office | | | | | | | |
| 3. | PAY at the time of transfer | Rs. | | | | | | |
| 4. | Headquarters | (a) Old | | | | | | |
| | | (b) New | | | | | | |
| 5. | Residential Address | (a) Old | | | | | | |
| | | (b) New | | | | | | |
| 11. | Particulars of the members of the family as on the date of transfer [vide S.R.2 (8)] : | | | | | | | |
| | S.No | Name | Age | Relationship | | | | |
| | 1. | 2 | 3 | 4 | | | | |
| | 1. | | | | | | | |
| | 2. | | | | | | | |
| | 3. | | | | | | | |
| | 4. | | | | | | | |
| | 5. | | | | | | | |
| 5. | Details of journey(s) performed by the Government servant as well as members of his/her family. | | | | | | | |
| | Departure | | Arrival | | Mode of Travel & class of accommodation used | No of fares | Fare paid Rs. | Distance in & Kms for road |
| | Date & Time | From | Date & Time | To | | | | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| 6. Transportation charges for personal effect (Money Receipts to be attached.) | | | | | | | | |
|--|--|-----------------|----------|-------------------------|-------------------------|--------------------------|----------------------------|----|
| Date | Mode of transport | Station | | Weight in Kgs. | Rate Rs. | Amount Rs. | Remarks | |
| | | From | To | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 7. | Transportation charges for personal conveyance (Money receipt to be attached) | | | | | | | |
| | (a) Mode of transport and station to which transported. | | | | | | | |
| | (b) Amount. | | | | | Rs. | | |
| 8. | Amount of T.A. advance, if any, drawn | | | Rs. | | | | |
| 9. | Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used. | | | | | | | |
| S. No | Date | Name of places | | Mode of conveyance used | Class to which entitled | Class by which travelled | Fare of the entitled class | |
| | | From | To | | | | Rs. | P. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| If the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted. | | | | | | | | |
| 11. | Details of journey (s) performed by road between places connected by rail. | | | | | | | |
| S.No | Date | Nature of Place | | | Rail fare | | | |
| | | From | To | | Rs. | P. | | |
| 1 | 2 | 3 | 4 | 5 | | | | |
| | | | | | | | | |
| | | | | | | | | |

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date _____

()
Signature of the Government Servant

Place _____

Name _____

Part – B (To be filled in the Bill Section)

1. The net entitlement on account of Traveling Allowance works out to Rs. _____

(Rupees _____)

as detailed below:-

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Road Mileage for _____ Kms.

@ _____ per/kms

(c) Composite transfer grant Rs. _____

(d) Transportation of personal effects Rs. _____

(e) Transportation of private conveyance Rs. _____

(f) Gross amount ((a) + (b) + (c) + (d) + (e)) Rs. _____

(g) Less amount of advance(s), if any, drawn vide
Voucher No _____ dated _____ Rs. _____

Net Amount(f-G) Rs. _____

2. The expenditure is debitable to

Initial of Bill Clerk

Signature of Drawing & Disbursing Officer

Counter signed

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 traveled by the class for which T.A. has been claimed in this bill.
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7. Certified during my halt at.....from towhile on inspection duty continue to incur expenditure after the first 10 days.
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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 from.....to.....

Signature of the claimant

Counter signed

(Signature & Designation of the Controlling Officer)