Sub Bill No………. T.R.25B (GAR-14B)

TRAVELLING ALLOWANCE BILL FOR TRANSFER

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

# PART – A –(To be filled by the Government servant)

1.Name of Govt. Servant: 2. Designation:

3. Pay at the time of transfer: **(Basic)**4. Headquarter:**Old:**

#  (Grade pay) New:

1. Residential address:**OLD:-**

# NEW:-

1. Particulars of the member of the family as on the date of transfer [vide S.R.2(8)]:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl.No. | Name | Age | Relationship with Govt. servant |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |

1. Details of journey(s) performed by the Govt.servant as well as members of his family:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Departure | Arrival | Mode of travel and class of accommodation used | No.of fares | Fare paid | Distance in Kms. By road |
| Date & Time | From | Date & Time | To |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Transportation charges of personal effects (Money receipts to be attached):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Mode | Station | Weight in Kgs. | Rate | Amount | Remarks |
| From | To | Rs. | Rs. |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. transportation charges of personal conveyance(Money-receipts to be attached):
	1. Mode of transport and station to which transported.
	2. Amount
2. Amount of advance, if any, drawn**: Rs.**
3. Particulars of journey(s) for which higher clas of accommodation that the one to which the Govt.servant is entitled was used.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Name of places | Mode of conveyance Used | Class to which entitled | Class by which travelled | Fare of the entitled class |
|  | From | To |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

If the journey by higher class of accommodation has been performed with the approval of the competent authority, No. & date of the sanction may be quoted.

12Details of journey(s) performed by road between places connected by rail:

|  |  |  |
| --- | --- | --- |
| Date | Name of places | Fare paid |
|  | From | To | Rs. |
|  |  |  |  |
|  |  |  |  |

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

Date:

# Name and Designation

**PART B (To be filled in the Bills Section)**

The entitlement on account of TA works out to Rs . as detailed below:-

1. Railways / air / bus / steamer fare Rs.
2. Road mileage for

Kms. @

Rs.

1. Transfer grant Rs.
2. Transfer incidentals (DA for days @ Rs. Rs.
3. Transportation of personal effects Rs.
4. Transportation of private conveyance Rs.
5. Less amount of advance(s) if any, drawn Rs.

vide voucher(s) No……………………….

2. The expenditure is debitable to ……………………………………………

Initials of Bill Clerk**Signature of Drawing and Disbursing Officer**

Countersigned

Signature of Controlling Officer