Form: TR 25A/GA-14-A (Sub-bill) Tour

CENTR

TR WELLING ALLOWANCE DILL		,
FOR THE MONTH OF		
Sub-bill No	 	_

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 servent) 3. Designation 1. Name: Grade Pay ID No 4. Headquarters 2. Pay Rs 5. Residentital A dress 6. Details and purpose of journey(s) performed Dura-Purjx Mode of Distance Fare Paid tion Travel & A mival in kms for Road cf Departi re class of of Journ P. Rs. accomohalt mileage Αt Time Date From Time **Date** dation

(i) AIR	(a)	Exchange	vo icher arranged by office		,	Vac / Nia
	(b)		ch inge voucher arranged by			
(ii)RAIL	(a)	Whether tr	avalled by mail / express / ordinary train	1	Υє	es / No
	(b)		etu n tickets available			
	(c)	If available	, w hether return tickets purchased? If n	ot, state reasons		
(iii) ROAD	Mode	of conveyand	ce used (i.e., by Government transport /	by taking a Taxi		
	a sing	le seat in a b	us or other Public conveyance, by shari	ng with another		
	Gover	nment servar	nt in a car belonging to him or to a third	person to be		
	specifi	ed.)				
Potos of ab	anaa fw	am alaga of b	all an account of			
(a)			all on account of :			
			and Casual Leave			
(c)			A Camp on Sundays and Holidays			
• • •			i Leave / any other leave			
. Dates on wh	ch free	board and/or	· Ic daing provided by the State or any o	maniaatian Engan	nd h 04	
			Ic dging provided by the State or any or			
(a) Bo	rd only					
(a) Bo	rd only					
(a) Bo (b) Loc	rd only ging on	ly				
(a) Boaton (b) Lox (c) Boaton (c) Particulars	rd only ging on rd and I to be fu	ly Lodging imished alon	2	e higher rate of Da	aily Allov	
(a) Bo (b) Los (c) Bos 0. Particulars claimed fo	rd only ging on rd and I to be fu	ly Lodging irnished along hotel/other e	g v/ith hotel receipts,etc., in cases when stablishments providing board and/or lo	e higher rate of Da dging at schedule Daily rat	aily Allov d tariff.	vance is
(a) Bo (b) Los (c) Boa 0. Particulars claimed fo	ging one rd and I to be fu stay in I of Sta	ly Lodging irnished along hotel/other e	g v <i>i</i> ith hotel receipts,etc., in cases where	e higher rate of Da dging at schedule	aily Allov d tariff.	vance is
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(a) Boa (b) Lox (c) Boa 0. Particulars claimed fo	ging one rd and I to be fu stay in I of Sta	ly Lodging irnished along hotel/other e	g v/ith hotel receipts,etc., in cases when stablishments providing board and/or lo	e higher rate of Da dging at schedule Daily rat lodging ch	aily Allov d tariff. se of narged	vance is Total Air

11. Particular of journey(s) for which higher class of accommodation than the one to which the Government serentitled was sed:

Date	Name of the places		Mode of Convey-	Class by which	Class by which	Fare of the entitled class
	From	То	ance Used	entitled	travelled	Rs.
				,		
						<u> </u>
	-					
			·			
			·			

Note: If the journey(s) by higher class of accommodation has/have been performed with the approval of the compauthority the number and data of senation may be quoted.

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

Date	Name(s) of the place(s)		Fare Paid		Remarks	
	From	То	Rs. P.			
			· • • • • • • • • • • • • • • • • • • •			
						
			,			

				4			Rs.
				PART - B			rts.
s :		(To be filled in by the Bill Section)					
				ž			
. Th	e net en	ilement on account o	f Travelling All	owance works	out to Rs		•
Rupi	Des) as detailed below		
				•			
a)	Railw	ys / Air / Bus / Steam	er Fares				
)	Road	nileage for	Kms				
)		Mowance	•				
~	М	days @ F	Pe:	nor dov De			
		days @ F				÷	
.•		•	· .				
		days @ 5					
		days @F	**	_ per day Rs			
)	Actua	expenses					
				Gross Am	ount		
	Less &	nount of advance of 1	Γ.≯ , if any, dra	wn - vide Vouch	ner No		
ete	*********	to the second se					

2. The Expend ure is debitale to _____

Bill Clerk (Initials)

Signature of Drawing & Disbursing Officer

Countersigned

Signature of the Controlling Officer

OFFICE OF THE ACCOUNTANT GENERAL (G&SSA) TAMILNADU AND PUDUCHERRY 361, ANNA SALAI / TEYNAMPET, CHENNAI - 600 018.

Certified that

- 1) D.A. has been claimed for the days actually and not merely constructively spent on camp.
- 2) No. DA has been claimed for days spent on Casual / other Leave. Particulars of leave availed of during the calendar month are as follows.

Casual leave Earned leave Other leave

- 3) All Journeys were performed by the shortest and / or the cheapest route
- 4) The road distances entered in the bill for which mileage is claimed are correct to the best of my knowledge that the amount claimed were actually incurred by me.
- 5) No part of the amount claimed in the bill was drawn previously.
- 6) My residential address is:
- 7) Road Journeys for which mileage allowances has been claimed at higher rates (i.e auto/taxi) prescribed in Rule 46 of S.R'.s
 - a) were not performed by train or taking a single seat in any bus or other Public conveyance.
 - b) were not performed in any other vehicle without payment of hire charges or incurring its running expenditure
 - c) were performed only between places which are connected by Public conveyance paying for hire at fixed rates.
 - d) were performed at Headquarters (residence to station / bus stand and vice versa) as follows:

(i) From

To:

(i) From

To:

- 8) I did not travel in a conveyance belonging to another Government Servant.
- 9) I shared conveyance with another Government servant and did not pay more than the fare which would have been paid, had I traveled by taking a single seat in a public conveyance.
- 10) The bus fares claimed are correct and have been actually incurred by me.

11)	In the case of rail journey.								
	a)		the journey were actually performed by the classes of accommodation for which fare has been claimed.						
	b)	return tickets claimed in the		lable fo	r journeys for whi	ch full rates have been			
	c)		performed by			express / mail train rates			
12)	with fr	ee boarding / l	odging at the o	cost of t	claimed at full rate he State / Central e been invested.	s. I was not provided Government or other			
13)		ant of Boarding	/ Lodging fac	ilit ies :					
	a)	l stayed at From:		To:					
	b)	l sta ye d at From:	•	То:					
	c)	I stayed at From:		То:					
14)	a)	l stayed at	From:		hours on :	at:			
·	·		To:		hours on :	at:			
	which	provides Boar	ding / lodging	facilitie	S .				
15)	scoo	TER NUMBE	R:						
						•			
PLAC	CE:					SIGNATURE			
DAT	Ξ:					DESIGNATION			

Annexure -'A'

EXPENDITURE INCURRED ON ACCOUNT OF JOURNEY PERFORMED DURING TOUR

SI.No.	Date	Name of the Hotel / Place of stay	Name of the Auditee Unit	Distance in KM	Mode of Convey- ance	Registra- tion.No. of Auto / Taxi	Fare Paid	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	<u> </u>							
			,					

								-
					Ciana			

Signature	
Name	
Designation	
Audit RartvNo.	

Annexure -'B'

EXPENDITURE INCURRED ON ACCOUNT OF FOOD BILLS DURING TOUR

This is to certify that I	Shri/Smt/Miss		(Nar	ne
of the Official) was on o				
touring station) from				
journey) to				
days) and in	curred expenditure on	accour	nt of my food bi	ills
amounting to Rs.	@ of Rs	•		
per day.)				
It is also certified that I had for payments made towards where I had taken meals / sr	my food bills as the	Hotel /	Restaurant / St	all
	Signatur	e		
	Name _			
	Designa	tion		
	Audit Pa	rtv No.		