**Travelling Allowance Journal**

Northern Railway

PF No. BILL UNIT No. Headquarters: -

Journal of duties performed by for which allowance for month year is claimed. Designation Pay Rs. in Level - of 7th CPC**.** Date of Appointment   
Rules by which governed : Railway TA Rules

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month &  Date | Train  No. | Time  left | Time  arrived | Station | | Kms | Day/  Night | Object of  Journey | Rate | |
| From | To | Rs. | P. |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Month &  Date | Train  No. | Time  left | Time  arrived | Station | | Kms | Day/  Night | Object of  Journey | Rate | |
| From | To | Rs. | P. |
|  |  |  |  |  |  |  |  |  |  |  |
| Total: (Rs. ) only | | | | | | | | |  |  |

|  |  |  |
| --- | --- | --- |
| **SUMMARY** | | |
| **Percentage** | **No. of total days** | **Rate of TA X Days = Amount** |
| **30%** |  | **Rs.** |
| **70%** |  | **Rs.** |
| **100%** |  | **Rs.** |
| **Total Contingent Amount** | | **Rs.** |
| **Total Amount Rs.** | | |

1. **The TA claimed by me has not been claimed before and will not be claimed hereafter.**
2. **Conveyance charge claimed has actually been spent by me and according to local municipal rates.**
3. **Cheapest mode of conveyance was utilized.**
4. **The journey performed by road for which conveyance has been claimed was over 1.6 km**

Signature of Officer Claiming TA

I hereby certify that Shri/Smt/Kumari was absent on duty from his/her headquarters station during the period charged for in the bill on Railway business and that the officer performed the journey by Rail/Sea/Air/Road and was allowed/not allowed free Pass of locomotion at the expense of Government local fund of Indian State.

Counter Signed

Signature of Head of the Office

Controlling Officer