

स्थानांतरण के लिए यात्रा भत्ता बिल

TRAVELLING ALLOWANCE BILL FOR TRANSFER

टिप्पणी- बिल दो प्रतियों में एक संदाय के लिए गैर दूसरी कार्यालय के रूप में तैयार किया जाना चाहिए

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

(भाग-क) (सरकारी सेवक द्वारा भरा जाएगा)
Part-A (To be filled by the Govt. Servant)

1. नाम/Name
2. पदनाम/Designation
3. स्थानांतरण के समय वेतन
Pay at the time of transfer
4. मुख्यालय/Head-quarter
(a) पुराना/Old
- (b) नया/New
5. आवासीय पता
Residential Address
(a) पुराना/Old
- (b) नया/New

Employee Code :-

6. स्थानांतरण की तारीख को कुटुम्ब के सदस्यों की विशिष्टियाँ (देखिए न.न. 2(8))
Particulars of the members of the family as on the date of transfer (vide S.R. 2(8))

क्रम सं. Sl. No.	नाम Name	आयु Age	सरकारी सेवक से संबंध Relationship with the Government Servant
1.			
2.			
3.			
4.			
5.			
6.			

7. सरकारी सेवक और साथ ही उसके कुटुम्ब के सदस्यों द्वारा की गई यात्रा (यात्राओं) के ब्योरे
Details of journey(s) performed by Government servant as well as members of his/her family

प्रस्थान Departure		आगमन Arrival		यात्रा के प्रकार और उपयोग की गई श्रेणी Mode of travel and Class of accommodation used	भाड़ों की संख्या No. of fares	संदत भाड़ा Fare Paid	सड़के मार्ग से कि.मी. में दूरी Distance in Km by Road
तारीख एवं समय Date and Time	से From	तारीख एवं समय Date and Time	तक To				
1	2	3	4	5	6	7	8

8. व्यक्तिगत चीज वस्तु के परिवहन प्रभार (धन रसीदें संलग्न करें)
Transportation charges of personal effects (Money receipt to be attached)

तारीख Date	प्रकार Mode	स्थान Station		भार कि.ग्रा. में Weight in Kgs.	दर Rate	राशि Amount	टिप्पणियाँ Remarks
		से From	तक To				

कुल/Total _____

9. व्यक्तिगत वाहन के परिवहन प्रभार (धन रसीदें संलग्न करें)
Transportation charges of personal conveyance: (Money receipt to be attached):

(क) परिवहन का प्रकार और वह स्थान जिस तक परिवहन किया गया

(a) Mode of transport and Station to which transported

(ख) राशि
(b) Amount :

10. ली गई अग्रिम की राशि, यदि कोई है।

Amount of Advance if any, drawn.

11. उस/उन यात्रा/यात्राओं की विशिष्टियाँ जिनके लिए सरकारी सेवक ने उस श्रेणी से जिसका वह हकदार है उच्चतर श्रेणी की पास सुविधा का उपयोग किया है।

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

तारीख Date	स्थानों का नाम Name of Places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of conveyance used	वह श्रेणी जिसके लिए हकदार है Class to which entitled	उस श्रेणी जिससे यात्रा की है Class to which travelled	उस श्रेणी का यात्रा जिसका वह हकदार है Fare entitled Rs. P	
	से From	तक To					

यदि उच्चतर श्रेणी की पास सुविधा में की गई यात्रा/यात्राएँ सक्षम प्राधिकारी के अनुमोदन से की गई हैं तो मंजूरी और तारीख लिखें

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

12. 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.

तारीख Date	स्थानों का नाम Names of Places		रुपये Rupees	संवत भाड़ा Fare paid	पैसे Paise
	से From	से From			

प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है।

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

तारीख/Date

सरकारी सेवक के हस्ताक्षर

Signature of the Government servant

भाग ख (बिल अनुभाग द्वारा भरा जाएगा)

PART B (To be filled in the Bill Section)

यात्रा भत्ते मर्दाने शुद्ध हकदार है रु० बनती है जिसके ब्यौरे नीचे दिए गए 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.....P.

(ख)किमी० के @ लिए सड़क मील भत्ता रु० पै० (प्रति) किमी० की दर से

Road mileage for.....Kms @ RS.....P.K.m.

(ग) स्थानांतरण अनुदान

Transfer Grants

(घ) स्थानांतरण आनुवांशिक.....दिन @ के लिए (महंगाई भत्ता)..... रु० प्रति दिन के दर से

Transfer indicentials (DA for.....day @ Rs..... per day)

(ङ) व्यक्तिगत चीज-वस्तु का परिवहन.....

Transportation of personal effects

(च) प्राइवेट वाहन का परिवहन

Transportation of private conveyance

कुल राशि/Gross amount.....

(छ) लिए गए अग्रिम राशि यदि कोई हो, घटा दें।

Less amount of advance(s) if any, drawn vide

वाउचर सं./Voucher(s) No.....

तारीख/Date.....

शुद्ध रकम

NET AMOUNT

2. व्यय.....में विकलनीय है।

The Expenditure is debit to

आहरण और संवितरक अधिकारी के हस्ताक्षर
Signature of Drawing and disbursing Officer

प्रतिहस्ताक्षरित
Countersigned

नियंत्रक अधिकारी के हस्ताक्षर
Signature of Controlling Officer

लिपिक के आद्यक्षर
Initials of Bill Clerk

JSE
MRP ₹150

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

(i) Certified that Sh./Smt./Ms. (Name of the Govt. servant)

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

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 round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
4. Certified that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively 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 on inspection duty continue to be in our 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 prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in 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 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.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum .claimed in the bill.
14. Certified that I have transported Kg.gms. of luggage on my transfer from to

Counter signed

Signature of the Govt. servant

(Signature & designation of the controlling officer)