

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 Officer / Official		
2.	Designation		
3.	Pay at the time of transfer		Rs.
4.	Head Quarter	Old	
		New	
5.	Residential Address		
	Old Address		
	New Address		

6.	Particulars of the members of the family as on the date of transfer :		
Sr. No.	Name of the family member	Age	Relationship with the Govt. Servant

7.	Details of Journey(s) performed by Government servant as well as members of his/her family :						
Departure		Arrival		Mode of travel & Class	No. of fares	Fare Paid	Distance in Kms by Road
Date & Time	From	Date & Time	To				

8. Transportation charges of personal effects (Money receipts to be attached) :							
Date	Mode	STATION		Weight in Kgs.	Rate	Amount	Remarks
		From	To				

9. Transportation charges of personal conveyance (Money receipt to be attached) :	
a.	Mode of Transport and Station to which transported
b.	Amount

10.	Amount of advance if any drawn
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11. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used :							
Date	Name of Place		Mode of Conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class	
	From	To				Rs.	Ps.
1	2	3	4	5	6	7	
If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, No. and date of the sanction may be quoted.					Total		

12. Details of journey(s) performed by Road between places connected by Rail :			
Date	Name of Places		Fare Paid
	From	To	

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

Date : _____

[_____]
Signature of the Government Servant

PART – B

[To be filled in the Bill Section]

The net entitlement on account of Travelling Allowance works out to Rs. _____ as detailed below : (Amount in Rs.)

(a)	Railway / Air / Bus / Steamer Fare	
(b)	Road mileage for _____ kms @ _____ per km.	
(c)	Transfer Grant	
(d)	Transfer Incidentals (D.A. for _____ day(s) @ Rs. _____ per day)	
(e)	Transportation of personal effects	
	Calculation:	
(f)	Transportation of private conveyance	
	Calculation:	
	Gross Amount	
(g)	Less amount of advance, if any drawn vide Voucher No. _____ Dated _____	
	Net Amount	

The Expenditure is debitable to T. A. Account.

Remarks :
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Signature of Drawing & Disbursing Officer

Passed for Payment of Rs. _____ only.
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Signature of the Controlling Officer

Form for giving intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964 for transaction in respect of moveable property.

1.	Name of the Government Servant	
2.	Scale of pay and present pay	
3.	Purpose of application/ sanction for transaction/ intimation of transaction	
4.	Whether the property is being acquired or disposed off?	
5.	a.	Probable date of acquisition or disposal of property.
	b.	If the property is already acquired/ disposed off, actual date of transaction.
6.	a.	Description of the property (e.g. Car/ Scooter/ Motor Cycle/ Jewellery/ Loans etc.
	b.	Make, Model No. and also Registration No., in case of vehicles where necessary.
7.	Mode of acquisition/disposal (Purchase/Sale, Gifts, mortgage lease or otherwise)	
8.	In case of acquisition, source or sources from which financed/ proposed to be financed : (a) Personal Savings (b) Other sources giving details	
9.	Sale/Purchase price of the property (Market value in the case of gifts)	
10.	In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition ? (A copy of the sanction/ acknowledgement should be attached.)	
11.	a.	Name and Address of the party, with whom transaction is proposed to be made/ has been made.
	b.	Is the party related to the applicant ? If so, state the relationship.
	c.	Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealing with him in the near future ?
	d.	Nature of official dealings with the party.
	e.	How was the transaction arranged ? (Whether through any statutory body or a private agency/ through advertisements or through friends and relatives. Full particulars to be given.)
12.	In the case of acquisition by gifts, whether sanction is also required under Rule 13 of the CCS (Conduct) Rules, 1964 ?	
13.	Any other relevant fact which the applicant may like to mention.	

DECLARATION

I, _____ hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party, whose name is mentioned in Item 11 above.

OR

I, _____ hereby intimate the acquisition/ disposal of property by me, detailed above. I declare that the particulars given above are true.

Station :

Signature: _____

Date :

Designation : _____

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- Note: 1. In the above form, different portions may be used according to requirement.
2. Where prior sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.

Consolidated Travelling Allowance Bill of the Ministry/Department/ Office of the

_____ for the month of _____, _____.

1.	Bill No. and date	
2.	Token No. and date	
3.	Voucher No. & date	
4.	Head of account	
	Major Head	
	Minor Head	
	Detailed Head	

5. (A) Details of T. A. Claims :						
Sr. No.	Sub-Bill No.	Name & Designation of Govt. Servant	Gross Claim	Advance	Net Amount Payable	Remarks
1.	2.	3.	4.	5.	6.	7.
Total						(A)
						(B)
Deduct: Undisbursed travelling allowance refunded as per details below.						(A-B)
Net sum required for payment by -						
1.	Cheque for self					Rs.
2.	Cheque in favour of officers as indicated in Column No. 3					Rs.
3.	Cheque/Bank Draft in favour of					Rs.
			Appropriation for the F. Y.			Rs.
			Expenditure including this bill			Rs.
			Balance			Rs.

