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: |
| 5. Residential address: OLD:- | | |
| NEW:- | | |

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

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

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

| Depa | irture | Arriv | /al | Mode of travel | No.of | Fare | Distance in |
|----------------|--------|----------------|-----|---------------------------------|-------|------|-----------------|
| Date & Time | From | Date & Time | То | and class of accommodation used | fares | paid | Kms. By road |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | - 8 |
| 43 | | | | | | | |
| | | | | | | | |
| | | | | | | | |

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| 8. | Transportation | charges of | personal effects | (Money | receipts to | be attached) |
|----|----------------|------------|------------------|--------|-------------|--------------|
|----|----------------|------------|------------------|--------|-------------|--------------|

| Date | Mode | Stati | on | Weight | Rate Amount | | Remarks | |
|-------|--------|-------|----|----------------|-------------|-----|---------|--|
| Date | iviode | From | То | Weight in Kgs. | Rs. | Rs. | Remarks | |
| E par | 100 | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| 9 | transportation charges of personal conveyance(Money-receipts to be attached |): |
|---|---|----|
| | (a) Mode of transport and station to which transported. | |
| | (b) Amount | |

| 10. Am | ount of a | advance, | if any, | drawn | : Rs. | |
|--------|-----------|----------|---------|-------|-------|--|
|--------|-----------|----------|---------|-------|-------|--|

11. 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 pl | aces | Mode of | Class to | Class by | Fare of the |
|------|------------|------|--------------------|---------------------------------------|-----------------|----------------|
| | From | То | conveyance Used | which entitled | which travelled | entitled class |
| | | | | | | 15-2 |
| | | | | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | | |

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:

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

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

| | a | ŧ. | 0 | • |
|--|----------|----|---|---|
| | α | | | 8 |

Name and Designation

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PART B (To be filled in the Bills Section)

| The entitlement on account | of TA works out to Rs | as detailed below:- |
|---|----------------------------|---------------------|
| (a) Railways / air / bus / stea | amer fare | Rs. |
| (b) Road mileage for | Kms. @ | Rs. |
| (c) Transfer grant | | Rs. |
| (d) Transfer incidentals (DA | for days @ Rs | Rs. |
| (e) Transportation of persor | nal effects | Rs |
| (f) Transportation of private | conveyance | Rs |
| (g) Less amount of advance vide voucher(s) No | e(s) if any, drawn | Rs |
| 2. The expenditure is debita | ble to | ana ananan'an-in- |
| | | |
| Initials of Bill Clerk | Signature of Drawing and D | lisbursing Officer |
| | | |

Countersigned

Signature of Controlling Officer