

# 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]

<b>1.</b>	<b>Name of Officer / Official</b>	
<b>2.</b>	<b>Designation</b>	
<b>3.</b>	<b>Pay at the time of transfer</b>	Rs.
<b>4.</b>	<b>Head Quarter</b>	
	<b>Old</b>	
	<b>New</b>	
<b>5.</b>	<b>Residential Address</b>	
	<b>Old Address</b>	
	<b>New Address</b>	

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

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

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				7	
1	2	3	4	5	6	Rs.	Ps.
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.					<b>Total</b>		

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:	
	<b>Gross Amount</b>	
(g)	Less amount of advance, if any drawn vide Voucher No. _____ Dated _____	
	<b>Net Amount</b>	

**The Expenditure is debitable to T. A. Account.**

<b><u>Remarks :</u></b>     
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**Signature of Drawing & Disbursing Officer**

<b>Passed for Payment of Rs. _____ only.</b>
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**Signature of the Controlling Officer**