

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.

<u>Remarks :</u>

Signature of Drawing & Disbursing Officer

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