| 6.<br>(i) | Mode of journey:-<br>Air   |   |                            |  |  |  |  |  |
|-----------|--|---|----------------------------|--|--|--|--|--|
| (1)       | (a)<br>(b)   | Yes/No.   |                            |  |  |  |  |  |
| (ii)      | Rail (a) (b) ( c)  | Whether travelled by Mail/Express/Ordinary train? Whether return ticket was available? If available, whether return ticket purchased? If not, start | Yes/No. Yes/No. te reasons |  |  |  |  |  |
| (iii)     | Mode   | Road  Mode of conveyance used i.e. by Govt. transport/by taking a taxi, single seat in a  |                            |  |  |  |  |  |
|           |  | bus or other public conveyance/by sharing with another Govt. servant in car belonging to him or to a third person, to be mentioned.                 |                            |  |  |  |  |  |
| 7.        | Dates of absent from place of halt on account of:-  (i) R H .and C.L.  (ii) Not being actually in camp on Sunday and holidays. |   |                            |  |  |  |  |  |

- Dates on which free board and/or lodging provided by the State or any 8. organisation financed by State funds:-
  - Board only (a)
  - Lodging only (b)
  - Board and lodging (c)
- Particulars to be furnished along with hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board and/or 9. lodging at scheduled tariffs-

| Period o | of Stay | Name of the Hotel | Daily rate of   | Total Amount |  |
|----------|---------|-------------------|-----------------|--------------|--|
| From     | То      |                   | Lodging charged | paid         |  |
|          |         |                   |                 |              |  |
|          |         |                   |                 |              |  |
|          |         |                   |                 |              |  |
|          |         |                   |                 |              |  |

1.

| ub-bill No. |  |
|-------------|--|

## TRAVELLING ALLOWANCE BILL FOR TOUR

NOTE:- This bill should be prepared in duplicate-one for payment and the others as office copy

PART-A (To be filled up by Government servant)

Name \_\_\_\_

| 2.   | Designation3. Pay |                     |    |                                      |   |  |   |                          |    |
|--|-------------------|---------------------|----|--------------------------------------|---|--|---|--------------------------|----|
| 4.   | Headquarters      |                     |    |                                      |   |  |   |                          |    |
| 5. Details and purpose of journey (s) performed. |                   |                     |    |                                      |   |  |   |                          |    |
| D  | eparture          | Arrival             |    | Mode<br>of<br>travel<br>and<br>class | Fare Dista Duration of Paid nce Halt in Kms. for road |  | on of   | Purpose<br>of<br>Journey |    |
| Date<br>and<br>Time                              | From              | Date<br>and<br>Time | То | of<br>accom<br>modati<br>on          |   | Milea<br>ge  | Days  | Hrs.                     |    |
| 1.   | 2.                | 3.                  | 4. | 5.                                   | 6.  | 7.   | 8.  |                          | 9. |
| ***************************************          |                   |                     |    |                                      |   |  |   |                          |    |
|  |                   |                     |    |                                      |   |  |   |                          |    |
|  |                   |                     |    |                                      |   | and the state of t | RELIAMANCE CONTRACTOR |                          |    |
|  |                   |                     |    |                                      |   |  |   |                          |    |
|  |                   |                     |    |                                      |   |  | ***************************************   |                          |    |

## भाग - ख बिल अनुभाग द्धारा जाएगा Part - B ( to be filled in the Bill section)

| (-)          |   | ₹/Rs | पै/P. |  |
|--------------|---|------|-------|--|
| (n)          | रेल वायुयान बस स्टीमर यात्रा भाडा                                   |      |       |  |
| (a)          | Railways/Air/Bus/Steamer fare                                       |      |       |  |
| (ল)          | कि.मी.@ के लिए सडक मील भारता रू प्रति कि.मि की दर से                |      |       |  |
| (a)          | Road mileage forkms @p. km  |      |       |  |
| ( <b>ग</b> ) | दैनिक भत्ता   |      |       |  |
| (i)          | दिन/ day @ Rs " "   |      |       |  |
| (ii)         | दिन/ day @ Rs " "   |      |       |  |
| (iii)        | दिन/ day @ Rs " "   |      |       |  |
| (iv)         | दिन/ day @ Rs " "   |      |       |  |
| (ঘ)          | वास्मकवे व्यय / Actual expenses                                     |      |       |  |
| (i)          | ,   |      |       |  |
| (ii)         |   |      |       |  |
| (iii)        |   |      |       |  |
| (iv)         |   | *    |       |  |
|              | कुल राशि  |      |       |  |
|              | Gross Amount  | -    |       |  |
| (₹)          | वउचर संतारीखके अनुसार लिए गए यात्रा भत्ता अग्रिम की रकम             |      | -     |  |
|              | अग्रिम की रकम यदि कोई हो, घटा दें Less amount of TA advance, if any |      |       |  |
|              | drawn-vide voucher Nodated  |      |       |  |
|              |   |      |       |  |
|              | घुध्द रकम   |      |       |  |
|              | Net amount  |      |       |  |
| 2.           | व्यय  |      |       |  |
| ۷٠           | The expenditure is debitable to                                     |      |       |  |
|              |   | Tal. |       |  |

बिल लिपिक के आपक्षर initials of bill clerk आहरण और संवितरक अधिकारी के हस्ताक्षर Signature of the Drawing and Disbursing Officer

> प्रतिहस्ताक्षारित Countersigned

नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. serval is entitled was used:-

| तरीक<br>/date         | /Nar        | का नाम<br>nes of<br>aces | वाहन का प्रकार<br>जिसका उपयोग<br>किया गया है | वह श्रेणी<br>जिसका हाकदार<br>है | वह श्रेणी<br>जिसमें यात्रा<br>की है | उस श्रेणी क<br>यात्रा भाडा<br>जिसका    |
|-----------------------|-------------|--------------------------|--|---------------------------------|-------------------------------------|--|
| /date                 | /from /     | तक<br>/to                | Mode of conveyance used                      | Class to<br>which<br>entitled   | Class by<br>which<br>travelled      | अकदार है<br>Fare of<br>the<br>entitled |
| L .                   | 2           | 3                        | 5  | 6                               | 7                                   | class                                  |
|                       |             |                          |  |                                 |                                     |  |
|                       | -           |                          |  |                                 |                                     |  |
|                       |             |                          |  |                                 |                                     |  |
|                       |             |                          |  |                                 |                                     |  |
| .= 1                  |             |                          |  |                                 |                                     |  |
| वतर वर्ग की स्थान में | की गर्न गान | C                        |  |                                 |                                     |  |

यादि उच्चतर वर्ग की स्थान में की गई यात्रा यात्राएं प्रधिकारी के अनुमोदन से की गई है तो मुजूरी की संख्या और तारीख लिखें Note: If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of the sanction may be quoted.

11. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा यात्राओं के व्योरे Details of journey(s) performed by road between places connected by Rail

| तारीक<br>/date | स्थानों का नाम<br>/Names of<br>Places<br>से तक<br>/from /to |   | स्ंदत भाडा<br>/fare paid | उभ्युनियां/<br>Remarks | वह श्रेणी<br>जिसका हाकदार<br>है /<br>Class to<br>which<br>entitled |  |
|----------------|---|---|--------------------------|------------------------|--|--|
| 1              | -2  | 3 | 4                        | 5                      | 6  |  |
|                |   |   |                          |                        |  |  |
|                |   |   |                          |                        |  |  |
|                |   |   |                          |                        |  |  |
|                |   |   |                          |                        |  |  |

| 12. लिए गए यात्रा भात्ता अग्रिम की रकम, यदि कोई हो<br>Amount of T.A. Advance, if any, drawn<br>वि६वासा के अनुसीर सत्य है | प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और |
|--|--|
| Certified that the information, as shown above i   | is true to the best of my knowledge and belief.                  |
|  |  |
| तारीक / Date:  | सरकारी सेवक के हस्ताक्षर<br>Signature of the Govt. Servant       |
|  |  |

## OFFICE OF THE PRINCIPAL DIRECTOR OF COMMERCIAL AUDIT & ex-officio MEMBER AUDIT BOARD-II, MUMBAI, 8th FLOOR, C-25, AUDIT BHAVAN BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI 400 051.

## CERTIFICATE

- 1 Certified that Sunday and Holidays were actually and not merely constructively spent in camp.
- 2 Certified that I traveled in a Class of accommodation not lower than that for which fares have been claimed in his bill.
- 3 Certified that the journeys were performed by the shortest and cheapest route.
- 4 Certified that the distances for road and steamer journeys shown in the bill are correct to the best of my knowledge and belief.
- Certified that I did not perform the road journeys for which mileage allowance have been claimed on the higher rates prescribed in the S.R. 46 by taking a single seat in any public conveyance (excluding steamer) that piles regularly for hire between fixed points and charges fixed rates. I also certify that I did not perform the road journeys in any other vehicle without payment of its hire charges or incurring its running expenses.
- Certified that I was not provided with accommodation Circuit House, inspection Bungalow, Rest House, Hostel, Boarding House, etc. without being charged for Rent or hire charges for the accommodation itself and did not avail of free board at the expense of Central/State Government or any autonomous industrial or Commercial undertaking or Corporation or a statutory body or local authority in which Government funds have been invested or in which D.A. have been claimed at full rates in the bill.

OR

Certified that I was provided with accommodation in Circuit House/Rest House/Inspection/Bungalow/Dak Bungalow/Hotel/Hostel/Office building/Boarding houses etc; and was not charged for rent or hire charges for the accommodation itself. I did not avail of free board at the expenses of Central/State Government or autonomous industrial of Commercial undertaking or Corporation or statutory body or a local authority in which Govt. funds have been invested for which D.A have been claimed @ ½ the rate admissible to me under S.R. 51.

- 7 Certified that I continued to incur extra expenditure during my halt at ....in excess of 30 days. Statement of extra expenditure incurred is attached.
- <sup>8</sup> Certified that the distance traveled from residence to Duty points for which daily allowance is claimed for local journeys exceeds by 8 kms the distance from residence to HQrs office on each day.
- 9 Certified that I was paid an advance of Rs.. which is adjusted in this bill.

OR

I have not received any advance for this tour.

alimaer Bari

- 10 Certified that the claim has not been preferred previously
- 11 Certified that I stayed from to at (Name of Hotel /Establishment) (Name of Place), which provided board/lodging at scheduled tariff.
- Certified that due to non-availability of the proper accommodation at \_\_\_\_I had returned to residence on NA for which I have claimed full DA.

Signature