|  |  |
| --- | --- |
| Sub-bill (Tour) / No. | G.A.R.-14-A / T.R.-25(A) |

Travelling Allowance Bill for Tour

Note: - This should be prepared in duplicate – One for payment and other as office copy

**PART-A** (To be filled up by the Government Servant)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name | | | | | | | | | | | | : |  | | | | | | | | | | | |
| 2 | Designation | | | | | | | | | | | | : |  | | | | | | | | | | | |
| 3 | Pay | | | | | | | | | | | | : |  | | | | | | | | | | | |
| 4 | Headquarters | | | | | | | | | | | | : |  | | | | | | | | | | | |
| 5 | Details and purpose of journey(s) performed: | | | | | | | | | | | | | | | | | | | | | | | | |
| DEPARTURE | | | | | | ARRIVAL | | | | Mode of travel and class of accommo-dation | | | | Fare paid  (Rs) | | | Distance in Kms. for road Mileage | | Duration of Halt | | | | | Purpose of journey |
| Date and time | | From | | | | Date and time | | To | | Days | | | Hrs. | |
| (1) | | (2) | | | | (3) | | (4) | | (5) | | | | (6) | | | (7) | | (8) | | | | | (9) |
|  | |  | | | |  | |  | |  | | | |  | | |  | |  | | |  | |  |
|  | |  | | | |  | |  | |  | | | |  | | |  | |  | | |  | |  |
|  | |  | | | |  | |  | |  | | | |  | | |  | |  | | |  | |  |
|  | |  | | | |  | |  | |  | | | |  | | |  | |  | | |  | |  |
|  | |  | | | |  | |  | |  | | | |  | | |  | |  | | |  | |  |
| 6 | Mode of journey:- | | | | | | | | | | | | | | | | | | | | | | | | |
| (i) | Air:- | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | Exchange voucher arranged by office | | | | | | | | | | | : | Yes / No | | | | | | | | | | | |
| (b) | Ticket / Exchange voucher arranged by | | | | | | | | | | | : |  | | | | | | | | | | | |
| (ii) | Rail:- | | | | | | | | | | | | | | | | | | | | | | | | |
| (a) | Whether travelled by Mail/Express/Ordinary train? | | | | | | | | | | | : |  | | | | | | | | | | | |
| (b) | Whether return ticket was available? | | | | | | | | | | |  | Yes / No | | | | | | | | | | | |
| (c) | If available, whether return ticket purchased? If not, state reasons | | | | | | | | | | | : |  | | | | | | | | | | | |
| (iii) | 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. | | | | | | | | | | | : |  | | | | | | | | | | | |
| 8 | Dates on which free board and/or lodging provided by the State or any organisation financed by State funds: | | | | | | | | | | | | : |  | | | | | | | | | | | |
| (a) | Board only | | | | | | | | | | | : |  | | | | | | | | | | | |
| (b) | Lodging only | | | | | | | | | | | : |  | | | | | | | | | | | |
| (c) | Board and lodging | | | | | | | | | | | : |  | | | | | | | | | | | |
| : 2 : | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | 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 lodging at scheduled tariffs: | | | | | | | | | | | | | | | | | | | | | | | | |
| Period of Stay | | | | | | | | | Name of the Hotel | | | | | | | Daily rate of Lodging charged | | | | | | Total Amount paid  (Rs) | | |
| From | | | | | To | | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | |  | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | |  | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | |  | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | |  | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | |  | | |
|  | | | | |  | | | |  | | | | | | |  | | | | | |  | | |
| 10 | Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used:- | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | Period of Stay & Places | | | | | | | | Mode of conveyance used | | | | Class to which entitled | | | | | Class in which travelled | | | Fare of the entitled class (Rs) | |
| From | | | | To | | | |
| (1) | | | (2) | | | | (3) | | | | (4) | | | | (5) | | | | | (6) | | | (7) | |
|  | | |  | | | |  | | | |  | | | |  | | | | |  | | |  | |
|  | | |  | | | |  | | | |  | | | |  | | | | |  | | |  | |
|  | | |  | | | |  | | | |  | | | |  | | | | |  | | |  | |
|  | | |  | | | |  | | | |  | | | |  | | | | |  | | |  | |
|  | | |  | | | |  | | | |  | | | |  | | | | |  | | |  | |
| If the journey(s) by higher class accommodation has been performed with the approval of the competent authority. No. and date of sanction may be quoted. | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | Details of Journey (s) performed by road between places connected by Rail:- | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | | | | Name of place(s) | | | | | | | | | | | | | | Fare Paid (Rs) | | | Remarks | | | |
| From | | | | | | To | | | | | | | |
| (1) | | | | (2) | | | | | | (3) | | | | | | | | (4) | | |  | | | |
|  | | | |  | | | | | |  | | | | | | | |  | | |  | | | |
|  | | | |  | | | | | |  | | | | | | | |  | | |  | | | |
|  | | | |  | | | | | |  | | | | | | | |  | | |  | | | |
|  | | | |  | | | | | |  | | | | | | | |  | | |  | | | |
|  | | | |  | | | | | |  | | | | | | | |  | | |  | | | |
| 12 | Amount of T.A. advance, if any, drawn | | | | | | | | | | | | : | Rs. | | | | | | | | | | | |

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

|  |  |
| --- | --- |
| Date: | Signature of Government Servant |

: 3 :

PART-B (To be filled in the Bill Section)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. | The net entitlement on account of Travelling Allowance works out to Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as detailed below:- | | | | | | |
| (a) | Railway / Air / Bus / Steamer fare : Rs. | | | | | |
| (b) | Road mileage for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kms @. Rs. \_\_\_\_\_\_\_\_\_\_\_\_ per /Km | | | | | |
| (c) | Daily allowance | | | | | |
| (i) | \_\_\_\_\_\_\_\_ days | @ | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ | Per day | Rs. |
| (ii) | \_\_\_\_\_\_\_\_ days | @ | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ | Per day | Rs. |
| (iii) | \_\_\_\_\_\_\_\_ days | @ | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ | Per day | Rs. |
| (iv) | \_\_\_\_\_\_\_\_ days | @ | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ | Per day | Rs. |
|  | (v) | \_\_\_\_\_\_\_\_ days | @ | Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_ | Per day | Rs. |
| (d) | Actual expenses : | | | | | Rs. |
| Gross Amount : | | | | |  |
| (e) | Less: Amount of T.A. advance, if any, drawn vide voucher    No.\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ : | | | | | Rs. |
|  | Net Amount : | | | | | Rs. |
|  | | | | | |  |
| 2. | The expenditure is debitable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  |  | | | | | | |
|  |  | | | | | | |

|  |  |
| --- | --- |
| Initials of Bill Clerk | Signature of Drawing & Disbursing Officer |
|  |  |
|  |  |
|  |  |
|  |  |
| COUNTERSIGNED | |
|  |  |
|  |  |
|  |  |
|  |  |
| Signature of Controlling Officer | |

(P.T.O.)

CERTIFICATE (IN DUPLICATE)

(To be submitted by the Government Servant for Tour T.A. Bill)

Certified that:

1. I actually travelled by mail/express train by the class of account as claimed in the T.A. Bill.

2. I was actually and not merely constructively camp on Sundays and Holidays during the period for which daily allowance has been claimed.

3. I was not on casual leave on any day for which daily allowance has charged in the bill.

4. The distance by the road by which road mileage allowance has been claimed is correct to the best of knowledge and belief.

5. The halts for which full and half daily allowance have been claimed were necessitated by the performance of duty at the place of halt.

6. The journey were performed in the interests of public service and government transport was utilized journeys for which road mileage has been claimed.

7. I was treated/not treated as State Guest during my halt\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and was not provided with boarding and lodging/ lodging only at State expenses/at the expenses of Government of India or any organisations.

8. No return tickets (Rail) were available for this journey.

9. Return tickets (Rail) were available but were not purchased as the return journey was not expected to be performed within the time for which such tickets were available.

10. I did not perform road journeys for which mileage allowance has claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule by taking as single seat in any public conveyance (excluding steamer) which applies regularly on for hire between fixed point charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges incurring its running expenses.

11. I avail myself of/did not avail of credit facilities for booking by air passage with the Indian Airlines Corporation/Air India International by requisition through an exchange order.

12. I travelled by Reserved Accommodation by Rail Requisitioned Ticket for me and no non-entitled person travelled with me. In the Requisitioned Accommodation by purchasing the necessary tickets, I stayed from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(date) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Hotel) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the place) which provided boarding/lodging at scheduled tariffs.

N.B. Certificates which are inapplicable should be struck off.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_