

(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. Date of absence from place of halt on account of :-

(a) R.H. and C.L. :-

(b) Not being actually in camp on Sunday and holiday.

8. Dates on Which free board and/or lodging provided by the state or any organization financed by State funds :-

(a) Board only

(b) Lodging only

(c) Board and lodging

9. Particulars to be furnished alongwith hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board/or lodging at scheduled tariffs :-

Period of Stay		Name of the Hotel	Daily rate of Lodging charged	Total Amount paid
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 of 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 1	Name of Places		Fair Paid	
	Form 2	To 3	Rs. 4	P.

12. Amount of T.A. advance. If any drawn.

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

Date

Signature of the Govt. Servant

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

1. The net entitlement on a account of travelling allowance works out to Rs..... as detailed below :-

(a) Railway/airbus/steamer fare Rs.....

(b) Road mileage forKms. @ Rs..... P/Km.

(c) Daily allowance

(i) Days @ Rs. Per day

(ii) Days @ Rs. Per day

(iii) Days @ Rs. Per day

Rs.....

(d) Actual expenses Rs.

Gross Amount Rs.....

(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

CERTIFIED FOR TOUR T.A. BILLS

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state local round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
4. Certifies that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at from to While on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometer allowance has been claimed at the higher rated prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry playing for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum. Claimed in the bill.
14. Certified that I have transported Kg. gms. of. Luggage on my transfer from to

Counter signed

Signature of the claimant

(Signature & designation of the controlling officer)