

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 Govt. Servant:

2. Designation:

3. Pay at the time of transfer: _____(Basic)

4. Headquarter: **Old:** _____

_____ (Grade pay)

New: _____5. Residential address: **OLD:-****NEW:-**

6. Particulars of the member of the family as on the date of transfer [vide S.R.2(8)]:

Sl.No.	Name	Age	Relationship with Govt. servant
1			
2			
3			
4			
5			

7. Details of journey(s) performed by the Govt.servant as well as members of his family:

Departure		Arrival		Mode of travel and class of accommodation used	No.of fares	Fare paid	Distance in Kms. By road
Date & Time	From	Date & Time	To				
1	2	3	4	5	6	7	8

8. Transportation charges of personal effects (Money receipts to be attached):

Date	Mode	Station		Weight in Kgs.	Rate	Amount	Remarks
		From	To		Rs.	Rs.	

9. transportation charges of personal conveyance(Money-receipts to be attached):

(a) Mode of transport and station to which transported.

(b) Amount

10. Amount of advance, if any, drawn : **Rs.** _____

11. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. servant is entitled was used.

Date	Name of places		Mode of conveyance Used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				

If the journey by higher class of accommodation has been performed with the approval of the competent authority, No. & date of the sanction may be quoted.

12. Details of journey(s) performed by road between places connected by rail:

Date	Name of places		Fare paid
	From	To	Rs.

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

Date:

Name and Designation

PART B (To be filled in the Bills Section)

The entitlement on account of TA works out to Rs_____. as detailed below:-

- (a) Railways / air / bus / steamer fare Rs._____
- (b) Road mileage for _____ Kms. @ _____ Rs._____
- (c) Transfer grant Rs. _____
- (d) Transfer incidentals (DA for _____ days @ Rs._____ Rs._____
- (e) Transportation of personal effects.....Rs._____
- (f) Transportation of private conveyance.....Rs._____
- (g) Less amount of advance(s) if any, drawnRs._____
- vide voucher(s) No.....

2. The expenditure is debitable to

Initials of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer