



राष्ट्रीय जन सहयोग एवं बाल विकास संस्थान

National Institute of public Cooperation and Child Development

Sub Bill No. _____

G.A.R. 14 -- A

TRAVELLING ALLOWANCE BILL FOR TOUR

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

PART - A (To be Filled up by Government Servant)

| | | | | | | | | |
|-------------|---|-------------|------|--|-----------|----------------------------------|------------------|--------------------|
| 1. | Name of the Government Servant | | | | | | | |
| 2. | Designation | | | | | | | |
| 3. | Basic Pay & Pay Level | | | | | | | |
| 4. | Headquarters | | | | | | | |
| 5. | Details and purpose of journey (s) performed. | | | | | | | |
| Departure | | Arrival | | Mode of Travel & class of accommodation used | Fare Paid | Distance in Kms for road Mileage | Duration of Halt | Purpose of Journey |
| Date & Time | From | Date & Time | From | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 6. | Mode of Journey : | | | | | | | |
| (i) | Air (a) Exchange voucher arranged by office (b) Ticket/Exchange voucher arranged by | | | | | | Yes/No | |
| (ii) | Rail (a) Whether raveled by mail/express/ordinary train? (b) Whether return tickets available? (c) If available, whether return tickets purchased? if not, state reasons | | | | | | Yes/No | |
| (iii) | Road mode of conveyance used, i.e by Government transport/by taking a taxi, a single seat in a bus or other public conveyance/by sharing with another Government servant in a car belonging to him or to a third per to be specified. | | | | | | | |
| 7. | Dates of absence from place of halt on account of (a) R.H. and C.L. (b) Not being actually in camp on sundays and holidays. | | | | | | | |

| | |
|-----------|--|
| 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 along with hotel receipts, etc., in cases where higher rate of D.D. is claimed for stay in hotel / other establishments providing board and / or lodging at scheduled tariffs. |
|-----------|--|

| S. No. | Period of Stay | | Name of the hotel | Daily rate of lodging charged in Rs. | Total Amount Paid Rs. |
|--------|----------------|----|-------------------|--------------------------------------|-----------------------|
| | From | To | | | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

| | |
|------------|---|
| 10. | Particulars of journey (s) for which higher class of accommodation than the one to which the government servant is entitled was used. |
|------------|---|

| S. No. | Date 2 | Name of the places | | Mode of conveyance used 5 | Class to which entitled 6 | Class to which travelled 7 | Fare of the entitled class Rs. p. 8 |
|--------|-----------|--------------------|---------|------------------------------|------------------------------|-------------------------------|--|
| | | From 3 | To 4 | | | | |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |

if the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted.

| | |
|------------|--|
| 11. | Details of journey (s) performed by road between places connected by rail. |
|------------|--|

| S. No. | Date | Nature of Place | | Rail fare | |
|--------|------|-----------------|----|-----------|----|
| | | From | To | Rs. | P. |
| 1 | 2 | 3 | 4 | 5 | |
| | | | | | |
| | | | | | |
| | | | | | |

| | | |
|------------|---------------------------------------|-----|
| 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.

Signature of the Government servant

Date.

Countersigned

Signature of the Controlling Officer

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. @.....P/Km Rs.....

(c) Daily allowance

(i)days @Rs.....per day.

(ii) days @Rs.....per day.

(iii) days @Rs.....per day.

Total of (c) Rs.....

(d) Lodging/Accommodation charge as entitled to the Government servant Rs.

Total (a+b+c+d) Rs.....

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.....

Dealing Assistant

Signature of Drawing and Disbursing Officer.

CERTIFICATE

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 TA claimed in this bill.
3. Certified that number of kilometers shown in this is in accordance with the poly material tables of the establishment.
4. Certified that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely constructively 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 kilometers allowances has been claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journey for which kilometers has been claimed at the higher prescribed in Supplementary Rule 46 performed in my own car.
11. Certified that the road journey for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually traveled by raod being.
12. Certified that the family members for whom TA has been claimed actually traveled 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 Kggms. of luggage on my transfer from to.

Singature of the Claimant

Countersigned

(Singature & Designation of the Controlling Officer)