TRAVELLING ALLOWANCE BILL OF GAZETTED OFFICERS

Name of Treasury

FOR TREASURY USE

Scroll No.

SDO Code:  

Name:  

Designation:  

Name of Officer:  

Head of Account:  

Plan (P)/Non-Plan (N)  

Voted (V)/Charged (C)  

CPS/CSS  

Ratio  

Received for the Period: (From)  

(To)  

<table>
<thead>
<tr>
<th>A. Rail/Air/Other</th>
<th>Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fare (Col. No. 3a)</td>
<td>Rs.</td>
</tr>
<tr>
<td>Incidental expenses (Col. No. 3b)</td>
<td>Rs.</td>
</tr>
<tr>
<td>Mileage Allowance (Col. No. 3c)</td>
<td>Rs.</td>
</tr>
<tr>
<td>Daily Allowance (Col. No. 4)</td>
<td>Rs.</td>
</tr>
<tr>
<td>Actual expense (Col. No. 5)</td>
<td>Rs.</td>
</tr>
<tr>
<td>A. Total (Col. No. 6)</td>
<td>Rs.</td>
</tr>
</tbody>
</table>

B. Deduct

(1) Proportionate PTA for _______ day Rs.  

(2) Advance Tour TA drawn bill for Rs.  

On _______ at Treasury and debited to  

(3) Refund in cash/details, Rs.  

Chalan No. _______ Date _______  

B. Total _______ Rs.  

C. Net Claim = (A - B) Rs.  

(Rupees only)  

Allegation for Rs.  

Expenditure excluding this bill Rs.  

Expenditure including this bill Rs.  

Balance Rs.  

Passed for Rs. (Rupees only)  

District Officer  

Countersigned for Rs. (Rupees only)  

Place:  

Date:  

Signed of Controlling Officer  

Received Rs. (Rupees only) in cash/TC to T/SB  

Place:  

Date:  

Name & Designation of the Officer who travelled  

Signature of Officer who travelled  

For Use of AG's Office  

Details of Objection  

Total amount of the bill  

Admitted  

Disallowed  

Objected to  

G.A.D.  

Retrenchment Slip No. _______ Dated _______  

SPACE FOR ENDORSEMENT  

Please pay the amount to Srl/Smt _______ whose signature is Attested below.  

Contents Received  

Signature of messenger  

Signature of the officer issuing the bill  

Signature of messenger  

FOR TREASURY USE ONLY  

Pay Rs. (Rupees only) in Cash/Cheque, Rs. (Rupees only) by RBR and Rs. (Rupees only) by TC.  

POC No. _______ Date _______  

Accountant  

Received Pay Order Cheque  

Pay Order Cheque issued by  

Signature of Recipient  

Accountant  

GGPT: 26/4916/2007/1,00,000/DTP
<table>
<thead>
<tr>
<th>Description of journey</th>
<th>Distance and mode of conveyance used</th>
<th>Mileage Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Hour</td>
<td>Place</td>
<td>Air/Rail at</td>
</tr>
<tr>
<td>Departure</td>
<td>Arrival</td>
<td>From</td>
</tr>
</tbody>
</table>

1. Description of journey
2. Distance and mode of conveyance used
3. Mileage Allowance

[Table with columns for Date and Hour, Place, Air/Rail at, Incidental expenses, For Road journeys, and Place for Departure, Arrival, From, To, and class]
INSTRUCTIONS FOR PREPARING TA BILLS

1. Government accept no responsibility for any fraud or misappropriation in respect of money or draft made over to messenger.
2. When the first item in a bill relates to a halt, the date of commencement of that halt should be stated in the remark column.
3. Specific authority for special rates if any should be noted in the remark column.
4. The date and hour of arrival and departure from each place of visit should be clearly noted in the bill.
5. A travelling allowance bill may, if desired, be endorsed for payment to banker, agent or messenger and presented for collection through such banker or agent or to TSB.
6. Penal interest for the TA advance should be remitted if the claim is not preferred within three months as laid down in G. O. (P) 509/92/Fin. dated 25-8-1992.
7. The TA claim should be preferred within a period of two years from which the claim fell due for payment.
8. The number of kilometers travelled by each mode of conveyance should be entered in respect of each journey.
9. Permanent travelling/conveyance allowances should be drawn with the pay of the officer and not on travelling allowance bill.

CERTIFICATE

1. I certify that for the railway/steamer journey included in this bill, I have travelled by the........................class ordinary/express for which allowance is claimed.
2. I certify that concession rates were not obtainable for any of the journeys covered in this bill.
3. I certify that no travelling allowance has been claimed for the days of casual leave or Sundays or other authorised holidays, not actually spent in camp [vide notes 1 & 2 under Rule 58 Part II KSR].
4. I certify that for the railway journeys included in the bill the members of my family travelled by the class for which TA is claimed and that claim represents the actual payment made for purchase of tickets [vide Rule 67 (a) i and ii of Part II of KSR].
5. I certify that the amount claimed in this bill has not been drawn previously.
6. I certify that no advance TA is pending to be adjusted.
7. I certify that the limit of TA prescribed in my case is Rs......................per quarter and that the total of TA (including daily allowance) for tours within my jurisdiction for the quarter ending......................has not been exceeded.
8. I certify that the bill is prepared in conformity with relevant rules.

Place:
Date:

Signature, Name and Designation

Note:—Delete or add certificates if any unrequired or required as the case may be.