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 pa	y)	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)]:

SI.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:

Depa	arture	Arr	ival	Mode of travel	No.of	Fare	Distance in
Date & Time	From	Date & Time	То	and class of accommodation used	fares	paid	Kms. By road
1	2	3	4	5	6	7	8

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

Date Mode		Stat	ion	Weight	Rate	Amount	Remarks
		From	То	in Kgs.	Rs.	Rs.	Remarks

(a) Mode	9. transportation charges of personal conveyance(Money-receipts to be attached):(a) Mode of transport and station to which transported.(b) Amount							
10. Amoui	nt of advan	ce, if any, d	rawn :	Rs				
		ney(s) for wentitled was		er clas of acc	commodatio	n that the	one to which	the
Date	Name of	places		Mode of	Class to	Class by	Fare of t	he
	From	То		conveyance Used	which entitled	which travelled	entitled o	class
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.								
12Details of journey(s) performed by road between places connected by rail:								
Date	Name of places Fare paid							
	From			То			Rs.	
Certified that the information as given above, is true to the best of my knowledge and belief.								
Date:								
					Name	and Desig	gnation	

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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, drawnvide voucher(s) No	Rs
2. The expenditure is debitable to	
Initials of Bill Clerk Signature of Drawing and D	isbursing Officer
	Countersigned

Signature of Controlling Officer