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## 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	ıy)	New:
5. Residential address: OLD:-			
NEW:-		9	
6. Particulars of the member of the family	y as on the	date of transfer [v	ride S.R.2(8)]:

SI.No.	Name	Age	Relationship with Govt. servant
1	* m		
2			
3			
4			
5			

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

Depa	rture	Arrival		Mode of travel	No.of	Fare	Distance in
Date & Time	From	Date & Time	To	and class of accommodation used	fares		Kms. By road
11	2	3	4	5	6	7	8
					y		

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

Date Mode	Station		Weight	Rate	Amount		
	Mode	From	То	Weight in Kgs.	Rs.	Rs.	Remarks
	43			18,	•		

<ol> <li>transportation charges of personal co</li> <li>Mode of transport and station to v</li> <li>Amount</li> </ol>	onveyance(Money-receipts to be attached): which transported.
10. Amount of advance, if any, drawn	: Rs

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

Date	ate Name of places	Mode of	Class to	Class by	TE CI	
	From	То	conveyance Used	which entitled	which travelled	Fare of the entitled class
-						
If the in-	rnov by bish		1			

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.
			4

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

			_
-	-	-	
-	Θ	21	
		-1	

Name and Designation

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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 / stea	amer fare	Rs
(b) Road mileage for	Kms. @	Rs
(c) Transfer grant		Rs
(d) Transfer incidentals (DA	fordays @ Rs	_ Rs
(e) Transportation of person	nal effects	Rs
(f) Transportation of private	conveyance	Rs
(g) Less amount of advance vide voucher(s) No	e(s) if any, drawn	Rs
2. The expenditure is debital	ble to	
Initials of Bill Clerk	Signature of Drawing and Di	sbursing Officer

Countersigned

Signature of Controlling Officer