



NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

TRAVELLING ALLOWANCE BILL FOR TOUR

Bill No:

Date:

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

1. Name

2. Designation

3. Pay/Level(Rs.)

4. Headquarters

5. Details and Purpose of Journey(s) performed vide Office Order No and Date:

Departure			Arrival			Mode of Travel and Class of Accommodation	Fare Paid (Rs.)	Distance in kms for Road mileage	Duration of halt	Purpose of journey
Date	Time	From	Date	Time	To					
1	2	3	4	5	6	7	8	9	10	11

Note: Office order number and date is mandatory against SL No 5.

6. Mode of journey:-

(i) Air	(a) Exchange voucher arranged by office	Yes/No
	(b) Ticket/Exchange voucher arranged by _____	
(ii) Rail	(a) Whether travelled by Mail/Express/Ordinary train?	Yes/No
	(b) Whether return ticket was available?	Yes/No.
	(c) If available, whether return ticket purchased? If not, state reasons _____	
(iii) Road	Mode of conveyance used i.e. by Govt. transport/by taking a taxi, single seat in a bus or other public conveyance/by sharing with another Govt. servant in car belonging to him or to a third person, to be mentioned.	

7. Dates of absent from place of halt on account of:-

- (i) Restricted Holidays and Casual Leave:
- (ii) Not being actually in camp on Sunday 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 alongwith hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board and/or lodging at scheduled tariffs

Period of Stay		Name of the Hotel & Address	Daily rate of Lodging charged	Total Amount paid
From	To			

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

Date	Period of Stay & Places		Mode of conveyance used	Class to which entitled	Class to which travelled	Fare of the entitled class/Rs
	From	To				
1	2	3	4	5	6	7

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

11. Details of Journey (s) performed by road between places connected by rail:-

Date	Name of places		Fare paid (Rs.)	Remarks
	From	To		
1	2	3	4	5

12. Amount of T.A. advance. If any, drawn: Rs. _____ dated _____

Certified that the information as given above is true to the best of my knowledge and belief and the amount claimed in this bill has not been drawn from any other sources.

Date:

Signature of the Govt. Servant

CERTIFICATE FOR TOUR T.A. BILLS

1. Certified that submitted claim is in order and genuine against the performed journey by the undersigned as per office order and submitted all the required informations herewith for its settlement to the office. No such claim has been drawn in partial / full from any other sources.
2. Certified that I/my family was neither allowed free transit by Rail under free pass nor otherwise provided with means of communication at expense of the state or local round journey for which T.A. has been claimed in the bill.
3. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
4. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
5. Certified that journey on _____ was performed by Mail/Express train in the interest of public service.
6. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.
7. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
8. Certified that during my halt at _____ from _____ to _____ while on inspection duty continue to be in our expenditure after the first 10 days.
9. Certified that I did not perform the road journey for which the kilometer allowance 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.
10. Certified that I incurred running expenses on a car in this journey.
11. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
12. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being.
13. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
14. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.
15. Certified that I have transported _____ Kg _____ gms of luggage on my transfer from _____ to _____.

Signature of the Claimant

PART - B

(To be Filled in by the Account Section)

Settlement cum Reimbursement of TA bill as per admissibility wrt

1. The net entitlement on account of Travelling Allowance works out to Rs. _____

(Rupees _____ only)
as detailed below:

(a) Railways/Air/Bus/Stream fares (Rs.)

Rs.

(b) Road mileage for _____ kms @ _____ per/km

© Daily Allowance (Lodging and Fooding Charges):

(i) _____ days @ Rs. _____ per day

(ii) _____ days @ Rs. _____ per day

(iii) _____ days @ Rs. _____ per day

(iv) _____ days @ Rs. _____ per day

Total (Rs.)

(d) Actual expenses(Rs.) _____

Gross Amount (Rs.)

(e) Less amount of T.A. advance, if any, drawn vide Ref./ Vr No. _____ dated _____

Net Amount (Rs.)

2. The expenditure is debitable to (PLAN _Recurring) / Other Sources under Head of _____

Bill Passed by AR (Accounts) Dy. Registrar (A/CS) IAO Registrar

Director
NIT Silchar