	Sı	ub	Bill	No.								
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T.R.25B (GAR-14B)

TRAVELLING ALLOWANCE BILL FOR TRANSFER

<u>NOTE</u>:- 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:			
tame of Govt. Servant.		Designation:	
3. Pay at the time of transfer:	(Basic)	4. Headquarter:	Old:
	(Grade pa	ay)	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			Scrvant
2			
3			
4			
5			

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

							,-
	arture	Arri	val	Mode of travel	No.of		10:
Date & Time	From	Date & Time	То	and class of accommodation used	fares	Fare paid	Distance in Kms. By road
1	2	3	4	5	6	7	8
						-	0

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

Date	Mode	Station		Weight	Rate	Amount	Remarks
Date	Wode	From	То	in Kgs.	Rs.	Rs.	Remarks

9. transportation charges of personal conveyance(Money-receipts to be attached):(a) Mode of transport and station to which transported.(b) Amount
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	Name of p	aces	Mode of	Class to	Class by	Fare of the
	From	То	conveyar Used		which travelled	entitled 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 o	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 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	for days @ Rs	_Rs
(e) Transportation of persor	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 debita	ble to	
Initials of Bill Clerk	Signature of Drawing and Dis	sbursing Officer

Countersigned

Signature of Controlling Officer