Sub Bill No.	No. 03
Siin Bill No	NO 113
DUD DIII INO.	110. 0.2

# 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]

			Į T C	, 00 1	inica by the v	30 vermilent k	oci vantij		
1.	1. Name of Officer / Official								
2.	Design	ation							
3.	. Pay at the time of transfer		Rs.						
4.	4. Head Quarter Old								
			New						
5.	Reside	ntial Addre	ess						
		Old Addr	ess						
		New Addi	ress						
	T .								
6.						he date of trai			
Sr	. No.	Nam	e of the fami	ly me	ember	Age	Kelationsi	nip with the Go	ovt. Servant
7.	Details	of Journey	y(s) perform	ed by	Governmen	t servant as w	ell as membe	rs of his/her fa	mily:
	Depa	ırture		Arri	ival	Mode of	No. of	Fare Paid	Distance
D	ate &	From	Date of	&	To	travel &	fares		in Kms
]	Гіте		Time	.		Class			by Road

Da	ate	Mode	STA	TION	Weight in	Rate	Amount	Ren	narks
			From	To	Kgs.				
		•	•			•		*	
).				nal conveyance		pt to be atta	ched):		
a.	Mode	of Transport	and Station t	o which transpo	orted				
1.	A	4							
b.	Amou	ınt							
10.	Amou	unt of advance	e if any drawi	1					
			-						
	D 4:	1 6.	() 6 1.		6		4 19	1 /1	
11.		culars of journ cnment servar		ch higher class o	of accommoda	tion than the	e one to whi	ch the	
Da		illitetit sei vai	Name of Plac		Mode of	Class to	Class by	Fare	of the
		From		To	Conveyance	1	which	v	
					used	entitled	travelled	7	7
1		2		3	4	5	6	Rs.	Ps.
									+
If the	journ	ey by higher	class of accor	mmodation has			Total		
oeen	perfor	med with the	approval of	the Competent				<u> </u>	-
Autho	ority, N	o. and date of	the sanction m	ay be quoted.					
12.	Datail	s of journay(s	) parformed b	y Road betwee	n nlacas canna	cted by Rei	l •		
	Detail Date		) periorinea i	Name of		Cieu by Kan		Fare	Paid
	race		From	Name or	laces	To		raic	i aiu
									+
Certi	ified tl	hat the infor	mation, as gi	ven above, is t	rue to the bes	st of my kn	owledge an	d belief	f.
<b></b>						<i>j</i>			-
					]				
<b>Date</b>	:				Sig	nature of t	he Governi	ment Se	rvai

### PART – B

[ To be filled in the Bill Section ]

The ne	t entitlement on accou	nt of Travelling A	llowance works out to Rs.	as
	d below:	C	_	(Amount in Rs.)
(a)	Railway / Air / Bus / S	teamer Fare		
(b)	Road mileage for	kms (a	per km.	
(c)	Transfer Grant			
(d)	Transfer Incidentals			
	(D.A. for	_day(s) @ Rs	per day)	
(e)	Transportation of pers	onal effects		
	Calculation:			
(f)	Transportation of priva	ate conveyance		
	Calculation:			
			Gross Amount	t
(g)		ce, if any drawn vid	e Voucher No.	
	Dated			
			Net Amount	
The Ew	nanditura is dahitahla ta	T A Assount		
THE EX	penditure is debitable to	1. A. Account.		
Remar	ks:			
			Signature of Drawin	g & Disbursing Officer
			<u>Signiture of Bruwin</u>	g et Disbursing Officer
Passed	for Payment of Rs.	only.		
1 45504		omy.		

## Form for giving intimation or seeking previous sanction under Rule 18(3) of the CCS (Conduct) Rules, 1964 for transaction in respect of moveable property.

Name of the Government Servant
scale of pay and present pay
Purpose of application/ sanction for transaction/ ntimation of transaction
Whether the property is being acquired or disposed off?
Probable date of acquisition or disposal of property.
If the property is already acquired/ disposed off, actual date of transaction.
Description of the property (e.g. Car/Scooter/ Motor Cycle/ Jewellery/ Loans etc.
Make, Model No. and also Registration No., in case of vehicles where necessary.
Mode of acquisition/disposal (Purchase/Sale, Bifts, mortgage lease or otherwise)
n case of acquisition, source or sources from which financed/ proposed to be financed:  a) Personal Savings  b) Other sources giving details
Sale/Purchase price of the property (Market ralue in the case of gifts)
n the case of disposal of property, was requisite anction/intimation obtained/given for its cquisition ? (A copy of the sanction/cknowledgement should be attached.)
Name and Address of the party, with whom transaction is proposed to be made/ has been made.
Is the party related to the applicant? If so, state the relationship.
Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealing with him in the near future?
Nature of official dealings with the party.  How was the transaction arranged ?
(Whether through any statutory body or a private agency/ through advertisements or through friends and relatives. Full
particulars to be given.)  n the case of acquisition by gifts, whether
anction is also required under Rule 13 of the CCS (Conduct) Rules, 1964?
Any other relevant fact which the applicant may like to mention.

### **DECLARATION**

I, hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party, whose name is mentioned in Item 11 above.				
	OR			
I, acquisition/ o are true.	hereby intimate the disposal of property by me, detailed above. I declare that the particulars given above			
Station :	Signature:			
Date:	Designation:			
Note: 1. 2.	In the above form, different portions may be used according to requirement.  Where prior sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.			

### ile 277(1)] [See Rules 66(1) & 90(1)(1)] Consolidated Travelling Allowance Bill of the Ministry/Department/ Office of the

_		for the month of,	
1.	Bill No. and date		
2.	Token No. and date		
3.	Voucher No. & date		
4.	Head of account		
	Major Head		
	Minor Head		
	<b>Detailed Head</b>		

5.	(A) Details	s of T. A. Claims :				
Sr. No.	Sub-Bill No.	Name & Designation of Govt. Servant	Gross Claim	Advance	Net Amount Payable	Remarks
1.	2.	3.	4.	5.	6.	7.
		Total				(A)
						(B)
refu	nded as per	ursed travelling allowance details below.				(A-B)
Net s	um required	for payment by -			-	
1.	Cheque for	rself			Rs.	
2. Cheque in favour of officers as indicated in Column No. 3						
3. Cheque/Bank Draft in favour of					Rs.	
Appropriation for the F. Y.				Rs.		
Expenditure including this bill				ll Rs.		
			Balance		Rs.	

Passed for payment of Rs.	/- (Rupees		· · · · · · · · · · · · · · · · · · ·
			only)
Certified that the claims incl	luded in the hill have t	not already been paid and of	only)
have been suitably cancelled to avoi		not an eady occir paid and or	nee copies of the sub-offis
nave been surmary currented to avor	a dodore payment.		
Received Contents			
Received Contents		Drawin	g and Disbursing Officer
		Diumi	g und Dissuising Officer
6. (B) Details of undisbursed T	. A. refunded		
Bill No./Sub-bill No. and date	Name and de	signation of Govt. Servant	Amount (Rs.)
		Total	
		Drawin	g and Disbursing Officer
	For use in Pay and		g = g =
	Pre-check en		
Pay Order			
Pay Rs/- (Rupees			
only) to	2 4! 11 ! D -	(D.D.O. by designation/vide de(for reasons to	etails given in the bill) by
date of cheque delivered	ter disallowing Rs.	(for reasons to	be communicated) No. and
dute of eneque derivered		·	
	J.A.O.		P.A.O.
Post-check of vouchers received from c		Post ch	eck of pre-checked vouchers
Admitted Rs.	·		
Objected Rs.	·		
(With brief reasons)			
J.A.O.	P.A.O.	J.A.O.	P.A.O.
Note:			
1. Claims for journeys on tour ar	nd transfer should be gro	ouped and shown separately in	the consolidated bill. L.T.C

- claims are to be drawn on separate bills, as these payments are chargeable to the head "Salaries".
- 2. Objections, if any, on individual claims be got settled by personal contact on phone or otherwise as far as possible. On cases where delay is anticipated, the affected claims may be ignored and the bills passed for payment in respect of other claims found in order.