





10. उन यात्रा/यात्राओं की विवरितियाँ जिनके लिए सरकार के सेवक ने उच्च श्रेणी में निम्नका वर हकदार है उच्चतर श्रेणी की स्थान सुविधा का उपयोग किया है।

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

तारीख Date	स्थानों का नाम / Names of Places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of conveyance used	उच्च श्रेणी जिसका हकदार है Class to which entitled	उच्च श्रेणी जिसमें यात्रा की है Class by which travelled	उच्च श्रेणी का यात्रा भाड़ा जिसका हकदार है Fare of the entitled Class	
	से / From	तक / To					
1	2	3	4	5	6	7	

यदि उच्चतर वर्ग की स्थान सुविधा में की गई यात्रा/यात्राएं सक्षम प्राधिकारी के अनुमोदन से की गई है तो मंजूरी की संख्या और तारीख लिखें।

NOTE :- If the Journey(s) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of the sanction may be quoted.

11. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा/यात्राओं के ब्योरे।

Details of journey(s) performed by road between places connected by Rail.

तारीख Date	स्थानों का नाम / Names of Places		संदत भाड़ा Fare Paid	अभ्यक्तियाँ Remarks
	से / From	तक / To		
1	2	3	4	5

12. लिए गए यात्रा भत्ता अग्रिम की रकम, यदि कोई हो

Amount of T. A. advance if any, drawn ..... Rs. .... रु.

प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है।

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

तारीख / Date : \_\_\_\_\_

सरकारी सेवक के हस्ताक्षर  
Signature of the Govt. Servant

भाग - B ( बिल अनुभाग द्वारा भरा जाएगा )  
PART - B ( To be filled in the Bill Section )

यात्रा भत्ता मध्ये शुद्ध रकमदारो ..... रु. बनने हे जिसके द्वारा नीचे दिए गए हे ।  
The net entitlement on account of travelling allowance works out to Rs. .... as detailed below

रेल / वायुयान / बस / स्टीमर यात्री भाड़ा  
Railways / Air / Bus / Steamer fare.

..... कि. मी. @ के लिए सड़क मील भत्ता रु. (प्रति) कि. मी. .... की दर से  
Road mileage for ..... kms. @ ..... P. Km.

दैनिक भत्ता / Daily Allowance प्रति दिन की दर / per day

..... दिन / days @ Rs. .... रु. " "  
..... " @ Rs. .... रु. " "  
..... " @ Rs. .... रु. " "  
..... " @ Rs. .... रु. " "

वास्तविक व्यय / Actual Expenses

.....  
.....  
.....

कुल राशि  
Gross Amount

वाउचर सं. .... तारीख ..... के अनुसार लिए गए यात्रा भत्ता अग्रिम की रकम  
अग्रिम की रकम यदि कोई हो, घटा दें Less amount of T.A., advance, if any, drawn-vid Voucher  
No. .... Dated .....

शुद्ध रकम  
Net Amount

व्यय ..... में विकलनीय है ।

The Expenditure is debitable to .....

लेपिक के आद्यक्षर  
ils of Bill Clerk

आहरण और संवितरक अधिकारी के हस्ताक्षर  
Signature of the Drawing and Disbursing Officer

प्रतिहस्ताक्षरित  
Countersigned

नियंत्रक अधिकारी के हस्ताक्षर  
Signature of Controlling Officer

Director General of Audit (Shipping), Mumbai

Mumbai - 400051

CERTIFICATE

1. Certified that Sundays and Holidays were actually and not merely constructively spent in camp.
2. Certified that I travelled in class of accommodation not lower than for which fares have been claimed in this bill.
3. Certified that the journeys were performed by the shortest and cheapest route.
4. Certified that the distances for road and steamer journeys shown in the bill are correct to the best of my knowledge and belief.
5. Certified that I did not perform road journeys for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46 by taking a single seat in any public conveyance (including steamer that plies regularly for hire between fixed points and charges fixed rates). I also certify that I did not perform the road journey in any other vehicles without payment of its hire charges or incurring its running expenses.
6. Certified that I was not provided with accommodation in Circuit House, Inspection Bungalow, Rest House, Hostel, Boarding House etc. without being charged for rent or higher charges for the accommodation itself and did not avail of free board at the expense of Central / State government or any autonomous industrial or commercial undertaking or corporation or a statutory body or local authority in which government funds have been invested or in which DA have been claimed at full rates in the bill.

OR

Certified that I was provided with accommodation in Circuit House / Rest House / Inspection Bungalow / Dak Bungalow / Hostel / Office Building / Boarding house etc and was not charged for rent or hire charges for the accommodation itself. I did not avail of free board at the expense of Central / State government or any autonomous industrial or commercial undertaking or corporation or a statutory body or local authority in which government funds have been invested or in which DA have been claimed at  $\frac{1}{2}$  the rate of admissible to me under S.R. 51.

7. Certified that I continued to incur extra expenditure during my halt at \_\_\_\_\_ in excess of 30 days. Statement of extra expenditure incurred is attached.
8. Certified that the distance travelled from residence to duty points for which daily allowance is claimed for local journey exceeds by 8 Kms the distance for residence to HQs office on each day.
9. Certified that I was paid an advance of Rs \_\_\_\_\_ which is adjusted in this bill.

OR

I have not received any advance for this tour.

10. Certified that the claim has not been preferred previously.
11. Certified that I stayed from \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ at \_\_\_\_\_ which provides boarding / lodging at scheduled tariff.
12. Certified that due to non-availability of proper accommodation at \_\_\_\_\_ I had returned to residence on \_\_\_\_\_ for which I have claimed full DA.
13. Cash memo attached.

Signature

Designation

Party No.

## Self-declaration Certificate for Completion of Journey

(Annexure to Circular No. 10 (issued vide letter no. 72-स्टाफ हकदारी(नियम)/ए.आर/01-2022  
दिनांक:-17.03.2023))

1. I (Name of the employee.....) hereby declare and certify that:
2. I have actually performed the onward journey from.....to  
.....(date) and return journey  
from.....to.....on  
.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey  
from.....to.....on .....(date) and return  
journey from.....to.....on .....for  
the purpose of Transfer/LTC/Retirement. The particulars of the self and family members  
who have performed journey either with the Government servant *or* separately are as  
under:-

S. No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Servies (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government Servant.....

Designation.....

Name of the Office.....

To

Admn./Establishment Section