

Part - B (to be filled in the Bill section)

1. यात्रा भत्ते मध्ये शुध्द हकदारी.....रु बनते है जिसके ब्योरे नीचे दिए गए है

The net entitlement on account of travelling allowance works out to Rs.....as detailed below:

- (क) रेल वायुयान बस स्टीमर यात्रा भाडा
(a) Railways/Air/Bus/Steamer fare
- (ख)कि.मी.@ के लिए सडक मील भात्ता रु प्रति कि.मि..... की दर से
(a) Road mileage forkms @.....p. km
- (ग) दैनिक भत्ताप्रति दिन की दर /per day
(i) दिन/ day @ Rs “ “
(ii) दिन/ day @ Rs “ “
(iii) दिन/ day @ Rs “ “
(iv) दिन/ day @ Rs “ “
- (घ) वास्मकवे व्यय / Actual expenses
(i)
(ii)
(iii)
(iv)

कुल राशि
Gross Amount

- (इ) वउचर संतारीख.....के अनुसार लिए गए यात्रा भत्ता अग्रिम की रकम
अग्रिम की रकम यदि कोई हो, घटा दें Less amount of TA advance, if any
drawn-vide voucher No.....dated.....

शुध्द रकम
Net amount

2. व्यय.....में विकलनीय है ।
The expenditure is debitable to

बिल लिपिक के आघक्षर
initials 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

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

तारीक /date	स्थानों का नाम /Names of Places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of conveyance used	वह श्रेणी जिसका हाकदार है Class to which entitled	वह श्रेणी जिसमें यात्रा की है Class by which travelled	उस श्रेणी का यात्रा भाडा जिसका अकदार है Fare of the entitled class
	से /from	तक /to				
1	2	3	5	6	7	5

यदि उच्चतर वर्ग की स्थान में की गई यात्रा यात्राएं प्रधिकारी के अनुमोदन से की गई है तो मुजूरी 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 व्योरे

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

तारीक /date	स्थानों का नाम /Names of Places		स्दत भाडा /fare paid	उभ्युक्तियां/ Remarks	वह श्रेणी जिसका हाकदार है / Class to which entitled
	से /from	तक /to			
1	2	3	4	5	6

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

Amount of T.A. Advance, if any, drawn प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विद्वत्ता के अनुसीर सत्य है

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

तारीक / Date:

.....
 सरकारी सेवक के हस्ताक्षर
 Signature of the Govt. Servant

CERTIFICATE

- 1 Certified that Sunday and Holidays were actually and not merely constructively spent in camp.
- 2 Certified that I traveled in a Class of accommodation not lower than that for which fares have been claimed in his 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 the road journeys for which mileage allowance have been claimed on the higher rates prescribed in the S.R. 46 by taking a single seat in any public conveyance (excluding steamer) that piles regularly for hire between fixed points and charges fixed rates. I also certify that I did not perform the road journeys in any other vehicle without payment of its hire charges or incurring its running expenses.
- 6 Certified that I was not provided with accommodation Circuit House, inspection Bungalow, Rest House, Hostel, Boarding House, etc. without being charged for Rent or hire 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 D.A. 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/Hotel/Hostel/Office building/Boarding houses etc; and was not charged for rent or hire charges for the accommodation itself. I did not avail of free board at the expenses of Central/State Government or autonomous industrial of Commercial undertaking or Corporation or statutory body or a local authority in which Govt. funds have been invested for which D.A have been claimed @ ½ the rate admissible to me under S.R. 51.

- 7 Certified that I continued to incur extra expenditure during my halt atin excess of 30 days. Statement of extra expenditure incurred is attached.
- 8 Certified that the distance traveled from residence to Duty points for which daily allowance is claimed for local journeys exceeds by 8 kms the distance from residence to HQrs 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 (Name of Hotel /Establishment) (Name of Place), which provided board/lodging at scheduled tariff.
- 12 Certified that due to non-availability of the proper accommodation at ____-____I had returned to residence on NA for which I have claimed full DA.

Signature