

उप-बिल सं०.....

Sub-Bill No.

ख० नि०-25 ए/T.R.-25A

जी० ए० आर० 14क/G.A.R.14A

दौरे के लिए यात्रा भत्ता बिल

TRAVELLING ALLOWANCE BILL FOR TOUR

टिप्पण-इस बिल को दो प्रतियों में, एक संदाय के लिए और दूसरी कार्यालय प्रति के रूप में, तैयार किया जाना चाहिए।

Note - This bill should be prepared in duplicate, one for payment and the other as office copy.

भाग - क (सरकारी सेवक द्वारा भरा जाना चाहिए)

PART-A (To be filled up by Government Servant)

- नाम
Name
- पदनाम
Designation.....
- वेतन
Pay.....
- मुख्यालय
Headquarters.....
- की गई यात्रा/यात्राओं के ब्यौरे और प्रयोजन:-
Details and purpose of journey(s) performed:-

प्रस्थान/ Departure		आगमन/Arrival		यात्रा की रीति और स्थान सुविधा का वर्ग Mode of travel and class of accommodation	संदत्त यात्री भाड़ा Fare Paid		सड़क मील भत्ता के लिए दूरी कि०मी० में Distance in Kms. for road mileage	विश्राम की अवधि Duration of halt		यात्रा का प्रयोजन Purpose of Journey
तारीख और समय Date and Time	से From	तारीख और समय Date and Time	तक To		रु० Rs.	पै० P.		दिन Days	घंटे Hours	
1	2	3	4	5	6	7	8	9		

6. यात्रा की रीति:-

Mode of Journey :-

(i) वायुयान/Air

(क) कार्यालय द्वारा व्यवस्थाकृत विनिमय वाउचर

हां/नहीं

(a) Exchange voucher arranged by officer

Yes/No

(ख)द्वारा व्यवस्थाकृत टिकट / विनिमय वाउचर

(b) Ticket/Exchange voucher arranged by

(ii) रेल/Rail

(क) क्या यात्रा मेल/एक्सप्रेस/सामान्य गाड़ी से की गई?

(a) Whether travelled by mail/express/ordinary train?

(ख) क्या वापसी टिकट उपलब्ध था?

हां/नहीं

(b) Whether return tickets available?

Yes/No

(ग) यदि उपलब्ध था तो क्या वापसी टिकट खरीदा गया? यदि नहीं तो कारण बताएं।

(c) Is available, whether return tickets purchased?

If not, state reasons.

10. उन यात्रा/यात्राओं की विशिष्टियां, जिनके लिए सरकारी सेवक ने उस वर्ग से जिसका वह हकदार है, उच्चतर वर्ग 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 Name of places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of conveyance used	वह वर्ग जिसका हकदार है Class to which entitled	वह वर्ग जिसमें यात्रा की है Class by which travelled	उस वर्ग का यात्री भाड़ा जिसका हकदार है Fare of the entitled class
	से From	तक To				
1	2	3	4	5	6	7
						रु० Rs.

यदि उच्चतर वर्ग की स्थान सुविधा में की गई है यात्रा/यात्राएं सक्षम प्राधिकारी के अनुमोदन से की गई है तो मेजूरी की सं० और तारीख उद्धृत करें।

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

11. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा/यात्राओं के ब्यौरे:-

Details of journey(s) performed by road between places connected by rail :-

तारीख Date	स्थानों का नाम Name of places		संदत भाड़ा Fair paid
	से From	तक To	
1	2	3	4
			रु० / Rs.

12. लिए गए यात्रा अग्रिम की रकम, यदि कोई हो।
Amount of T.A. advance, if any, drawn.

प्रमाणित किया जाता है कि उपरोक्त जानकारी में ने सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है।
Certified that the information as given above is true to the best of my knowledge and belief.

सरकारी सेवक के हस्ताक्षर
Signature of the Govt. Servant
तारीख / Date.....

भाग-ख (बिल अनुभाग में भरा जाना है)

PART-B (To be filled in the Bill Section)

1. यात्रा भत्ते मद्दे शुद्ध हकदारी.....रु० बनी है जिसके ब्यौरे नीचे दिए गए हैं:-
The net entitlement of account of travelling allowance works out to Rs. as detailed below:-
- (क) रेल/वायुयान/बस/स्टीमर यात्री भाड़ा रु०.....
(a) Railways/Air/Bus/Steamer fare Rs.
- (ख) कि०मी० के लिए सड़क मील भत्ता पैसे प्रति कि०मी० की दर से
.....रु०
(b) Road mileage forKms@ Rs.P./Km.
- (ग) दैनिक भत्ता
(c) Daily allowance
(i)दिन/day @ Rs.रु० प्रति दिन की दर से/Per day
(ii)दिन/day @ Rs.रु० प्रति दिन की दर से/Per day
(iii)दिन/day @ Rs.रु० प्रति दिन की दर से/Per day
- (घ) वास्तविक व्यय रु०/Rs.
(d) Actual expenses रु०/Rs.
रु०/Rs.
रु०/Rs.

कुल राशि

Gross amount

- (ङ) वाउचर सं०..... तारीख..... के अनुसार लिए गए यात्रा भत्ता अग्रिम की रकम को यदि कोई हो, घटा दें।
(e) Less amount of T.A. advance, if any, drawn vide Voucher No.date..... रु०/ Rs.....

शुद्ध रकम रु०
Net amount Rs.

2. व्यय..... में विकलनीय है।
The Expenditure's debitable to.....

बिल लिपिक के आद्यक्षर

Initials of Bill Clerk

.....
आदान और संवितरक अधिकारी के हस्ताक्षर
Signature of D. D. O.

प्रति हस्ताक्षरित
Countersigned

.....
नियंत्रक अधिकारी के हस्ताक्षर
Signature of Controlling Officer

CERTIFICATE

1. Certified that I actually travelled by the class of accommodation for which T.A. is claimed.
2. Certified that I was actually and not merely constructively in the camp during the period for which Daily allowance has been claimed.
3. Certified that the actual expenditure incurred was not less than what has been claimed in this bill.
4. Certified that the prolonged halts for which Daily Allowance has been claimed at full rate in the bill were necessary in the Public Service and such halts necessitated maintenance of establishment and incurring of extra expenditure.
5. Certified that the distances by road as shown in the bills are correct to the best of my knowledge and belief.
6. Certified that I was not on Casual Leave during the tour.
7. Certified that I travelled by Mail / Express trains in the interest of Public Service.
8. Certified that I was not provided with the means of locomotion at the expense of State Local Fund or given free lift for the Journey for which T.A. is claimed in this bill.
9. Certified that I did not perform the journey for which mileage allowance has been claimed at the higher rates prescribed in Rule 46, of the Supplementary Rules by taking a single seat in the public conveyance (excluding a steamer) which plies regularly for hire between fixed points and charge fixed rates. I also certify that the journey was not performed in any other vehicle without its hire charges or incurring running expenses.
10. Certified that I did not avail of free board at the expenses of the Central Government or Autonomous Industrial or Commercial Undertaking or Corporation or a Statutory Body or Local Authority in which Government Funds have been involved or in which Government have any other interest during the days for which Daily Allowances at full rates has been claimed.
11. Certified that the mileage allowance by road claimed in this bill for journey between _____ and _____ which are connected by Rail is less than the Rail mileage admissible to me by class of accommodation to which I am entitled as worked out below.
12. Certified that I stayed from

(Name of the Hotel) which provides Boarding / Lodging at Schedule Tariffs (please note the arrival and departure in the Hotel)

Signature of Govt. Servant _____

Date:

Designation.