**G.A.R. 14-B**

[See Rule 66 (1) & 90 (1), ( i) ]

Sub Bill No…………………

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 in by the Government servant)

1. Name …………………………………………………………………………………..
2. Designation and Office ……………………………………………………………………..
3. Pay at the time of transfer Rs…………………………
4. Headquarters: (a) Old…………………………. (b) New………………………...
5. Residential address :
6. Old ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………
7. New ………………………………………………………………………………………… ………………………………………………………………………………………………………………………………………………………………………………………………
8. Particulars of the members of the family as on the date of transfer [vide S.R. 2(8)]:

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No. | Name | Age | Relationship with the Government servant |
| 1 | 2 | 3 | 4 |
|  |  |  |  |

1. Details of journey9s) performed by the Government servant as well as members of his/her family:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DEPARTURE | ARRIVAL  | Mode of travel and class of accommodation used | No. of fares | Fare paid Rs. | Distance in Km. by Road |
| Date | Time | From | Date | Time | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |  |  |

1. Transportation charges for personal effects. (Money receipts to be attached)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Mode of transport | Station | Weight in Kgs. | Rate Rs. | Amount Rs. | Remarks |
| From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  | Total |  |  |  |
|  |  |

1. Transportation charges fro personal conveyance (money Receipt to be attached):
2. Mode of transport and station to which transported :
3. Amount Rs……………………….
4. Amount of advance if any, drawn …………………… Rs……………………….
5. Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Name of places | Mode of conveyance used | Class by which entitled | Class by which travelled | Fare of the entitled Class Rs. |
| From  | To  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |

Note :- If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, the number and date of sanction may be quoted.

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

|  |  |  |
| --- | --- | --- |
| Date | Name of places | Fare paid |
| From | To |
| 1 | 2 | 3 | 4 |
|  |  |  |  |

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

Date ……………………. Signature of the Government servant

Place …………………… Name …………………

Part B

(To be filled in bill section)

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

|  |  |
| --- | --- |
| Rs. | P. |
|  |  |
|  |  |
|  |  |

(a) Railway/Air/Bus/Steamer fare.

(b) Road mileage for ……….Kms @ ……………P. Km.

(c) Transfer Grant

(d) Transfer incidentals

 D.A. for …………………..days @ Rs……………per day.

(e) Transportation of personal effects

(f) Transportation of private conveyance

 Amount

(g) Less amount of advance(s), if any

 Drawn vide Voucher(s) No…………….

 Date………………………………

Amount

(g) Less amount of advance(s), if any

 Drawn vide Voucher(s) No…………….

 Date………………………………

2. The Expenditure is debitable to

Initials of Bill Clerk

Signature of the Drawing and Disbursing Officer

 Countersigned

 Signature of Controlling Officer