****

izi= lañ&4

**;k=k HkRrk foi= ¼fcy½**

**Travelling Allowance Bill**

 deZpkjh la[;k@Emp. No …………………………………………………… **dk;kZy; iz;ksx gsrq@ For office use only**

uke@ Name ---------------------------------------------------------------------------------------------------------------- *eq[; ctV “kh’kZ@ Major Budget Head…………..*

inuke@ Designation ----------------------------------------------------------------------------------------------- *y?kq cTkV “kh’kZ@ Minor Budget Head……………*

foHkkx@Ldwy@vuqHkkx@ Department/School/Unit ----------------------------------------- *ctV dh /kujkf'k@ Budgeted Amount……………….*

osrueku@is- cSaM esa osru],thih@thih--------------------------------------------------------------- *[kpZ /kujkf”k-@ Amount Spent -------------------------------*

 Pay Band, Pay in Pay Band, AGP/GP

;k=k dk mn~ns”;

Purpose of Journey ………………………………………………. *fcy lfgr “ks’k miyC/k /kujkf'k*

*Balance available including the bill ………………..*

**;k=k vkSj iM+ko ¼gkYV½ dk fooj.k@ Particulars of journeys and halts**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **izLFkku@ Departure** | **vkxeu@ Arrival** | ;k=k dk izdkj¼jsy@ ok;q @lM+d½Mode of Journey (Rail/Air/Road) | Js.khClass | nwjh fdñehñ esaDistance(in KM) | HkkM+k : esaFare(In Rs.) | mM+ku vkSj jsy dk fooj.kDetails of Flight/Train | fVIi.khRemarks |
| LVs”kuStation | fnukadDate | le;Hour | LVs”kuStation | fnukadDate | le;Hour |
|  |  |  |  |  |  |  |  |  |  |  |  |
| lqfo/kk % izkIr fd;k@Hospitality: Availed on ----------------------------fnu@ vizkIr@ days/Not Availed ------------------------fnu@ days | ;ksxTotal |  |  |

**1.** dqy fdjk;k@ Total Fare **------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------**

**2.** nSfud HkRrk@gksVy izHkkj¼O;;½ % fnu dh la[;k/ Daily Allowance/Hotel Charges: **No. of days** -------------------------------nj@ :0/ **Rate@ Rs** -----------dqy jkf”k/ **Total Amount** --------------------------------------------------------------------------------------

**3**. vU; fd, x, okLrfod O;;/ Other actual expenses incurred -----------------------------------------------------------------------------:0 es/ **Rs.**-----------------------------------------------------------

*¼Øe la0 3 ds fy, nwljh rjQ fooj.k Hkjsa vkSj mi;qZDr 1] 2 ,oa 3 gsrq ewy nLrkost layXu djsa½*

 *(Furnish details for 3 on the reverse Side and attach original documents for 1, 2 & 3 above)*

**dqy nkok (1+2+3)= :ñ esa@ Total Claim (1+2+3)= Rs --------------------------------yh x;h vfxze /kujkf”k :0 esa@Advance Drawn Rs --------------------------“kq) nkok :0 esa@ Net Claim Rs ----------------**

**………………………………………………………………………………………………………………………….….**

**”kq) nkok “kCnksa es@ Net Claim in words ----------------------------------------------------------------------------------------------------------------------------------------------**

**¼**प्रमाणित किया जाता है कि यात्रा के सभी भाग पीछे की ओर(रिवर्स साइड पर) प्रमाण पत्र के अनुसार पूरा किया गया है**½**

*(Certified that all parts of the journey have been performed in accordance to the CERTIFICATE (S) on the reverse Side).*

 Hkqxrku izkIr fd;k

 RECEIVED PAYMENT

1 :0 ewY; dk jktLo LVkEi fpidk,sa vxj /kujkf”k 5000 ls vf/kd gks@1 **Rs**. Stamp to be affixed here if the amount exceed **Rs.** 5000/-

layXudks dh la[;k/ No. of Enclosures ……………………………………………..

**vU; okLrfod [kpkksaZ dk fooj.k@ Details of Other Actual Expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ø. Lak****S.No** | **fooj.k****Particulars** | **nj****Rate** | **/kujkf”k****Amount** | **layXu nLrkost****Documents Attached** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  | **;ksx****Total** |  |  |

**;k=k HkÙkk foi=ksa ¼fcyksa½ dks rS;kj djus ds fy, vuqns”k**

 **Instructions for preparing travelling allowance bills**

1- fofHkUu izdkj dh ;k=k vkSj iM+ko ¼gkYV½ ,d gh ifDr esa ntZ ugha fd;k tkuk pkfg,/ Journeys of different kinds and halts should not be entered on the same line.

2- foi= ¼fcy½ Bhd ls rS;kj fd;k x;k gks vkSj ;k=k iw.kZ gksus ds 30 fnu ds Hkhrj izLrqr fd;k tkuk pkfg, ,slk djus esa

foQy gksus dh fLFkfr esa] vfxze vkgfjr /kujkf”k ,d gh fdLr esa okil yh tk,xh/ Bill must be properly prepared and submitted within 30 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.

3- /ku izkfIr vkSj fVdV la[;k ;k=k HkRrk fcy ds lkFk izLrqr fd;k tkuk pkfg,/ Money Receipts/Ticket numbers should be furnished along with the T.A. Bill

4- tc ;k=k HkRrk fcy dk izFke en iM+ko ¼gkYV½ gksa rks iM+ko ds izkjEHk gksus dh frfFk vfrae LrEHk esa of.kZr fd;k tk;/ When the first item of a travelling allowance bill is a halt, the date of commencement of halt should be stated in the last column.

5- gksVy fcy vko”;d :i ls layXu fd;k tkuk pkfg, tc eagxkbZ HkRrk dk nkok gksVy nj ij fd;k x;k gks/ Hotel bills should invariably be enclosed when D.A. is claimed at Hotel rates.

6- U;k;ky; ;k izkf/kdj.k }kjk fn;k x;k mifLFkfr izek.k&i= fcy ds lkFk layXu fd;k tkuk pkfg,] vxj

;k=k HkRrk U;k;ky; ds v/khu tkjh leu vkfn esa mifLFkr gksus ds fy, vkgfjr fd;k x;k gks/ A certificate of attendance given by the court or authority should be attached to the bill, if travelling allowance is drawn for attending a Court under Summons or otherwise.

**izek.k i=**

**Certificate**

1. izekf.kr fd;k tkrk gS fd eSaus okLro esa mlh Js.kh esa ;k=k fd;k gS ftlesa eSa gdnkj gw¡/ Certified that I actually travelled in the class to which I am entitled.
2. ;g izekf.kr fd;k tkrk gS fd eSusa lM+d ;k=k ugha dh ftlds fy, fuR; LVhej dks NksM+dj ¿¼,l-vkj- 46 esa of.kZr ¼okfjl ds fy,½ r; nks fcUnqvksa ij r; nj ls pyrh gS ÀA fdlh lkoZtfud lk/ku esa ,dy LFkku ysdj mPp njksa ij ehyokj HkRrk dk nkok fd;k x;k gSA

It is certified that I did not perform the road journeys for which the mileages have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in (SR.46) between two fixed points as the fixed rates.

1. ;g izekf.kr fd;k tkrk gS fd eSusa fu%”kqYd ;k fcuk Hkqxrku ds ;k=k ;k fcuk ;k=k O;; ;k=k ugha dh gSA

It is certified that I did not perform the journey free of charges or without payment or incurring in running expenses.

1. fdjk;s ij VSDlh ysus ds ekeys esa] ;g Hkh izekf.kr fd;k tkrk gS fd fdjk;s ij yh xbZ VSDlh vko”;d gS vkSj lM+d nwjh fdlh vU; Jksrksa ls nkok ugha dh x;h gSA

In case of hiring taxi, it is also certified the hiring of taxi was essential and road mileage is not claimed from any other source.

1. ;g izekf.kr fd;k tkrk gS fd dksbZ ljdkjh okgu O;fDrxr rkSj ij vkSj <qykbZ ds fy, ugha iznku fd;k x;k vkSj nkos dh /kujkf”k okLrfod rkSj ij esjsa }kjk Hkqxrku fd;k x;k gSA

It is certified that no Govt transport was provided for carriage of personal effects and transportation of own conveyance and the amount claimed has been actually paid by me.

(tks ykxw u gks mls dkV nsa)/ (score out which is not applicable)

fnukad/ Date: ------------------------------------------- gLRkk{kj/ Signature %-----------------

foHkkx ds izeq[k@Ldwy ds leUo;d@bdkbZ izHkkjh½ }kjk vxzlkfjrA

**Forwarded by (HoD/CoS/Incharge of unit)**

**Hkqxrku gsrq ikfjr :i;s/ Passed for Rs ---------------------------------------------------------------------------------------------------------------------------------------------**

**¼“kCnksa esa :i;s½/**(In words Rs) **--------------------------------------------------------------------------------------------------------------------------------------------------------------------**

 dk;Z lgk;d vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

 Dealing Assistant SO AR DR Registrar

**Ukdn Hkqxrku/psd la0/ Paid in Cash/Cheque No -----------------------------fnukad/ Dated --------------------------------:i;s/ Rs ---------------------------**

 Lkgk;d@[ktkaph vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

Asst/Cashier SO AR DR Registrar