

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 by the Govt. Servant)

1. Name
2. Designation
3. Pay at the time of transfer
4. Head-quarter
 - (a) Old
 - (b) New
5. Residential Address
 - (a) Old
 - (b) New
6. Particulars of the members of the family as on the date of transfer (vide S.R. 2(8))

S. No.	Name	Age	Relationship with the Government Servant
1.			
2.			
3.			
4.			
5.			
6.			

7. Details of journey(s) performed by Government servant as well as members of his/her family

Departure		Arrival		Mode of travel and Class of accommodation used	No. of Fare	Fare Paid	Distance in KM by Road
Date and Time	From	Date and Time	To				
1	2	3	4	5	6	7	8

8. Transportation charges of personal effects (Money receipt to be attached)

Date	Mode	Station		Weight in Kgs	Rate	Amount	Remarks
		From	To				

Total _____

9. Transportation charges of personal conveyance: (Money receipt to be attached):

(a) Mode of transportation and Station to which transported

(b) Amount:

10. Amount of Advance if any, drawn.

11. 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 to which entitled	Class to which traveled	Fare entitled Rs. P
	From	To				

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

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

Date	Name of Places		Fare Paid Rupees	Paise
	From	To		

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

Date

Signature of the Government servant

PART B (To be filled in the Bill Section)

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

- (i) Railways/air/bus/steamer fare Rs _____ P.
- (ii) Road mileage for Kms _____ @ RS _____ P.K.m.
- (iii) Transfer Grants _____
- (iv) Transfer indicentials (DA for _____ day @ Rs _____ per day)
- (v) Transportation of personal effects _____
- (vi) Transportation of private conveyance

Gross amount _____

(vii) Less amount of advance(s) if any, drawn vide

Voucher(s) No: _____

Date _____

NET AMOUNT

2. The Expenditure is debit able to

Signature of Drawing and disbursing Officer

Initials of Bill Clerk

**Countersigned
Signature of Controlling Officer**