

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 others as office copy**भाग-क (सरकारी सेवक द्वारा भरा जाना चाहिए)****PART-A (To be filled up by Government servant)**

1. नाम
Name
2. पदनाम
Designation
3. वेतन
Pay
4. मुख्यालय
Headquarters कलकत्ता
5. 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 भाडा FarePaid		सड़क मील भत्ता के कि०मी० में लिए दूरी 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 Hrs.	
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) कार्यालय 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 ticket was available ?

Yes/No.

(ग) यदि उपलब्ध था तो क्या वापसी टिकट खरीदा गया ?

यदि नहीं तो कारण बताए

(c) If available, whether return ticket 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 Government 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 भडा 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 / यात्राओं सक्षम प्राधिकारी के अनुमोदन से की गई है तो मंजूरी की सं० और तारीख उद्धृत करें।

If the journey(s) by higher class accommodation has been performed with the approval of the competent authority, No. and date of 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		संदत्त भाडा Fair paid
	से From	से From	
1	2	3	4 रु०/Rs.

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

Amount of T.A. advance. If any, drawn.

प्रमाणित किया जाता है कि उपरोक्त जानकारी मैंने 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

4.

भाग ख (बिल अनुभाग में भरा जाना है)
PART-B (To be filled in the Bill Section)

1. यात्रा भत्ते में शुद्ध हकदारी रु० बनी है जिसके ब्यौरे नीचे दिए गए हैं :-

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

- (क) रेल/वायुयान /बस /स्टीमर यात्री भाड़ा रु०
- (a) Railway/ air/ bus /steamer fare Rs. _____
- (ख) कि०मी० के लिए सड़क मील भत्ता पैसे प्रति कि०मी० की दर से
.....रु०
- (b) Road mileage for Kms @ Rs.Per/Km.
- (ग) दैनिक भत्ता
- (c) Daily allowance
- (i) दिन /Days @ Rs.रु० प्रति दिन की दर से /Per Days
- (ii) दिन /Days @ Rs.रु० प्रति दिन की दर से /Per Days
- (iii) दिन /Days @ Rs.रु० प्रति दिन की दर से /Per Days
- (घ) वास्तविक व्यय
- d) Actual expenses रु०/Rs.
- रु०/Rs.
- रु०/Rs.
- रु०/Rs.

कुल राशि
Gross Amount

- (ड) 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.Dated Rs.....

शुद्ध रकम रु०
Net amount Rs.

2. व्यय में विकलनीय हैं |
The expenditure is 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 FOR TOUR T.A. BILLS

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with. means of communication at expense of the state or local round journey for the which T.A. has been claimed in the bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
4. Certified that journey on _____ was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at _____ from _____ to _____ while on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I. did not perform. the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being.
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.
14. Certified that I have transported _____ Kg _____ gms of luggage on my transfer from _____ to _____

Signature of the claimant

Countersigned

(Signature & Designation of the controlling officer)