## Ilid sonawolla gnillovant Travelling Allowance Bill (COUNCIL OFFICERS)

(Officers)

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Head of Account

Allowance & Honorarium

Allowance & Honorarium

Voucher No.

PARTICULARS OF JOURNEYS AND HALTS  Departure Arrival						ii Nessin du emij	in the "Remarks" or	AY ER	Fare		NCE TRA		No. of days for	ACTUAL EXPENSES	5		LA. Adres			
	nd subsputtori ent Serviust's	SECOLA TO BE		and other factors	d for Phyment she tac tac see to do not be to		Hour	Kind of Journey i.e. by rail (mail or passenger), steamer air road*	AIR JOU		Amount	For wh	For which milage is admissible All At ordinary other		which daily allow- ance	Particulars	Amount	Purpose of journey or halt	Date of last visit	Remarks
	Itid off at ba		3 ad correy	eates  4 olic selling allo		6	or trolley	8	9	10	rates	7	is admissible 13	is claimed 14	15	16	17	18	9 .89 19	
	,	fiedtal sbas	s avod e	d in the bill. Which claim b	as claims sumay fo	oss train for the j	aveiled by Maji/Eng ickess were available Illy and morely cons	a 10150 <b>5</b>		Rs.	P.			8.3		Rs. P.		2		
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		in any Public	ines of	nia e goislet yd	ary Rule		reform the road joint in Rule 46 of the fit larly piles for hise b	osen bil	Ŋ.									*		
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Railway, ae	roplane or steamer fare		Contents received		100	0 60	+15W		TRAVELLING ALLOWANCE BILL (COUNCIL OFFICERS) INSTRUCTIONS FROM PREPARING TRAVELLING ALLOWANCE BILLS
(col. 10) Ro Kilometers			Please pay to					1.	Journey of different kinds and journeys and halts should not be entered on the same line.
Kilometers									Fractions of a kilometer in the total of a bill for any one journey should not be claimed.
allowance is	ys fir which daily s claimed (col. 10) enses (col. 16)		20 P.	7				3.	When the first item of travelling allowance bill is a halt, the date of commencement of halt should be stated in the "Remarks" column.
Actual expe	alises (col. 10)		Stamp					4.	Against each entry in column 13 there should be a corresponding entry in column 14.
D. J. d.	Total	2000	ACTUAL EXPL	S W				5.	When travelling allowance is claimed in respect of a journey to and from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.
Deductions	T.A. Advance							6.	A travelling allowance bill may, if desired, be enfaced for Payment to a Banker or Agent and submitted
	Net claim	Amount,	Signature of the officer who	travelled	1 3030 m		saka 1676 was ak	0.	for collection through such Banker or Agent, this will obviate the necessity of the Government Servant's Attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.
Rupees Rs. P.									at 82510 Phone to rectificates
		97	31					1.	I travelled by the class of accommodation for which travelling allowance has been claimed in the bill.
									I actually travelled by Mail/Express train as claimed in the bill.
g.								3.	No return tickets were available for the journey for which claim has been made in the bill.
								4.	I was actually and merely constructively present in the Camp for the days for which daily allowance has been claimed.
								5.	I was not on casual leave on the days for which daily allowance has been claimed in the bill.
Passed for Rupees								6.	
								7.	I did not perform the road journey for which milage allowance has been claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule, by taking a single seat in any Public Conveyance which regularly plies for hire between fixed points and charges fixed rates.
Date Pay Rupees		Accountant		Controllin	g Officer	_			I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
						•		8.	I did not perform road journey along with any other Government servant' in a car belonging to him.
								9.	The distance by road for which claim has been preferred is correct to the best of my knowledge and belief.
Date	Accountant		CAO		Secretary	_		10	O. I was not provided with free board and ladging at the expense of the Central/State Government/ Council or local body or authority.
								11	. I have not received T.A. Advance for the journey for which claim is preferred.
								12	2. The return air fare amounting to Rs
									Which claim under S.R. 48-C has been preferred in the bill.
								13	3. I attach the Counterfoils of the Air tickets.
									Signature of the Officer who travelled
								Approximation of the second	N.E Please strike out the portions not applicable

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Name and		***		D	eparture	2	Arrival		journey by mail or r). Steamer.	Aeropi		Ture	71								Purpose Of	Total ed	ach Remo		
Designation	9	Head Quarters	Actual Pay	Station	Date	Hour	Station	Date	Hour	of nil nge	Class No. of Fares		Amount		No.of K.M.	Rate	Amount	No.0		Amount	Particulars	Amount	Journey	Line	проде
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Travelling by road includes travelling by sea or river in a steam launch or in any vessal other than a steamer and travelling by canal. (The particular kind should be specified)

In case where the steamer company has two rates; of fares, one inclusive and one exclusive of diet, the word "fare" should be held to mean "fare exclusive of diet".

a) If there is a combined appropriation for travelling allowance of Gazetted and Non-Gazetted Government servants the combined appropriation and expenditure should be shown in this column.

Drawing and Disbursing Officer.

## Certificates

1.	Certified that have satisfied myself that the	e amounts included in bills drawn.
1.	Month	
2.	Months* Previous to this date, with the ex	ception of those detailed below (of which the total
3.	months	
٥.	amount has been refunded by deduction f	rom this bill), have been disbursed to the Government servants
	therein named and their receipts taken in t	the office copy of the bill or in a separate acquittance roll.
2	Also that the inveners for which claim	has been preferred under Supplementary Rule 77 for officer's
2.	Also that the journeys for which claim?	or inferior Government servants were made by public or hired
		of interior Government servants were made by passes
	conveyance under my order.	6 1 1 line all and at the headquarters is drawn
3.	Also that it was necessary for the Council's	ervants for whom halting allowance at the headquarters is drawn
	to keep up the whole or part of their can	np equipage during such halt, and that expense incurred on this
	account was not less than the halting allow	vance drawn (Supplementary Rule 91)
		Drawing and Disbursing Officer
		Drawing and Disbuising Officer
D.,	ssed for Rs. Rup	nees
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Da	ite	
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		Rupees.
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S.A.S.Accountant

Accounts Officer

Travelling Allowance Bill (Council Establishment)

Instruction for preparing Travelling Allownce Bill

Voucher No.

Date

- Journeys of different kinds and journey and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into last money column.
- Fractions of a kilometer in the total of bill for any one journey for each person should not be claimed.
- When the first item of travelling allowance bill is a halt, the date of commencement of halt should be the "Remarks" column.
- If daily allowance is claimed in respect of a road journey, the number of kilometers travelled should be entered in column 14 and the daily allowance in column 17 to 19.
- Journey performed beyond Indian territory should be indicated separately and the distance travelled should be stated in each case.
- 6. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded ten days.

## Certified that

- 1. I travelled by the class of accommodation for which travelling allowance has been claimed in the bill.
- 2. I actually travelled by Mail/Express train as claimed in the bill.
- 3. No return tickets were available for the journey for which claim has been made in the bill.
- I was actually and merely constructively present in the Camp for the days for which daily allowance has been claimed.
- 5. I was not on casual leave on the days for which daily allowance has been claimed in the bill.
- The Departmental conveyance was not utilized for the journey for which road milage allowance has been claimed in the bill.
- 7. I did perform the road journey for which milage allowance has been claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule, by taking a single seat in any Public Conveyance which regularly plies for hire between fixed points and charges fixed rates.
  - I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
- 8. I did not perform road journey along with any other Government servant in a car belonging to him.
- The distance by road for which claim has been preferred is correct to the best of my knowledge and belief.
- 10. I was not provided with free board and lodging at the expense of the Central/State Government/ Council or local body or authority.
- 11. I have not received T.A. Advance for the journey for which claim is preferred.
- 13. I attach the Counterfoils of the Air tickets.

Signature	with	date
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