

[See sub-rule (2) of T.R. 4.104]

### **Travelling Allowance Bill For Transfer/Leave Travel Concession/Tour**

Name of the Office \_\_\_\_\_ Bill No. \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_  
D.D.O. Code \_\_\_\_\_ T.V. No. \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_  
Token No. \_\_\_\_\_ Date \_\_/\_\_/\_\_\_\_  
Head of Account Code \_\_\_\_\_

1. Employee Identification Number:

2. Name:

3.Designation:

4. Basic Pay on the date of Travel:

5. Purpose: *(Strike out whichever is not applicable)*

A) For Transfer	B) For LTC	For Tour
Headquarters (a)Old:  (b)New:	Headquarter:	Headquarter:
Residential address (a)Old:  (b)New:	a)Nature and period of leave sanctioned:  b)For the Year/Block of Year (Applicable to Central Govt. employees on deputation and/or All India Service Officers):	Residential Address:  Details and purpose of journey(s) performed:

6.Amount of advance, if any, drawn: Rs. \_\_\_\_\_(T.V. No. \_\_\_\_\_ Date \_\_/\_\_/\_\_)

7. Details of journey(s) performed by the Govt employee as well as members of his/herfamily (Sanction No. and date to be given in Col-6 in case journey(s) has been performed in higher class of accommodation than the one to which the Govt. Employee is entitled and approved by competent Authority.)

[illegible]

8. Particulars of journey(s) performed by road between places connected by rail:

Date		Name of the Place		Class to which entitled	Mode of Conveyance used	Rail Fare (Rs.)
From	To	From	To			
1	2	3	4	5	6	7

9. Particulars of the members of the family as on the date of travel [vide T.R. \_\_\_\_]

(For Transfer and LTC only)

Sl No.	Name	Age	Relationship with the Government employee
1.			
2.			
3.			
4.			

10. For Transfer only

a) Transportation charges of personal effects (Money receipts to be attached):

Date	Mode	Station From To	Weight in Kgs.	Rate	Amount	Remarks

b) Transportation charges of personal conveyance:

(Money receipts to be attached)

(i) Mode of transport and station to which transported:

(ii) Amount: Rs. \_\_\_\_\_

11. For Tour only

A. Mode of Journey:

(i) Air

(a) Exchange voucher arranged by office

Yes/No

(b) Ticket/Exchange voucher arranged by

Yes/No

(ii) Rail

Whether travelled by mail/express/ordinary train

(iii) Road

Mode of conveyance used. i.e., by Government transport/by taking a taxi, a single seat in a bus or other public conveyance/by sharing with another Government employee in a car belonging to him or to a third person to be specified,

B. Dates of absence from place of halt on account of -



**ART B (To be filled in the Bill Section)****(Strike out whichever is not applicable)**

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

<b>A.</b>	Railway /air/ bus/steamer fare	Rs.
<b>B.</b>	Other Particulars ( <i>for Transfer only</i> )	
	(i) Road mileage for _____ kms @ _____ per km	Rs.
	(ii) Transfer grant& Packing Allowance	Rs.
	(iii) Transfer incidentals (DA for _____ days @ Rs. _____ Per day	Rs.
	(iv) Transportation of personal effects	Rs.
	(v)Transportation of private conveyance	Rs.
<b>C.</b>	Daily Allowance ( <i>for Tour only</i> )	
	(i) _____ days @ Rs. _____ per day	Rs.
	(ii) _____ days @ Rs. _____ per day	Rs.
	(iii) _____ days @ Rs. _____ per day	Rs.
<b>D.</b>	Actual Expenses, if any ( <i>for Tour only</i> )	Rs.
	Gross Amount	Rs.
<b>E.</b>	Amount of advance(s) if any, drawn <i>vide</i> voucher(s) No. _____ date _____	Rs.
<b>F.</b>	Net Amount	Rs.
Net Amount (in words) Rupees _____ only		
	Allotment received	Rs.
	Progressive Expenditure (including this bill)	Rs.
	Balance available	Rs.

Please pay Rs. \_\_\_\_\_ Rupees (in words) \_\_\_\_\_ only as per beneficiary list enclosed.

Bill clerk

Accountant

Signature of Drawing &amp; Disbursing Officer

Countersigned by

Signature of Controlling Officer

Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss \_\_\_\_\_ (for LTC only)

Signature of the Drawing &amp; Disbursing Officer

**For use at the Treasury**

Examined and entered.

Please pay Rupees (in words) \_\_\_\_\_ only as per beneficiary list enclosed.

Accountant/J.A.O.  
Dated \_\_\_\_\_ 20\_\_

T.O./A.T.O./P.A.O./A.P.A.O.

**For use at the Office of the Accountant General (Audit), West Bengal**Admitted Rs. \_\_\_\_\_  
Objected Rs. \_\_\_\_\_ for reasons stated below.

Dated \_\_\_\_\_ 20\_\_

Auditor S.O./A.A.O./ Audit Officer

(a) R.H. and C.L.,

(b) not being actually in camp on Sundays and holidays.

C. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:-

a. Board only.

b. Lodging only.

c. Boarding and lodging. (both)

D. Particulars to be furnished alongwith hotel receipts, etc., in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs.

Period of stay		Name of the hotel*	Daily rate of lodging charged	Total amount paid
From	To			
1	2	3	4	5

Certified that-

- (i) Information, as given above, is true to the best of my knowledge and belief.
- (ii) That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/ herself or for any of the family members for the concerned block of \_\_\_\_\_ years (for LTC only).

Date \_\_\_\_\_

Signature of the Government employee