

TRAVELLING ALLOOWANCE 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) News :
6. Particulars of the members of the family as on the date of transfer (vide S.R.2(6))

| Sl. 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 fares | 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 transport 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 | Names of Places | | Fare paid | |
|------|-----------------|----|-----------|-------|
| | From | To | Rupees | Paise |
| | | | | |

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)

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

- a) Railways/Air/steamer fare Rs _____p.
- b) Road mileage for _____kms@Rs _____p K.m
- c) Transfer Grants_____
- d) Transfer incidentals (DA for _____day@ Rs _____per day)
- e) Transportation of personal effects

Gross amount :

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

Voucher(s) No_____

Date_____

NET AMOUNT

- 2. The Expenditure is debatable to

Signature of Drawing and disbursing Officer

Countersigned
Signature of Controlling Officer

**MINISTRY OF EXTERNAL AFFAIRS
GOVERNMENT OF INDIA
TA CELL**

Certified that I

1. I and my family has been used accordance with the definition of family contained in para 4 under annexure XI of IFS (PLCA) Rules volume 1 actually traveled in the class of accommodation for which TA has been claimed in the bill.
2. No Official transport was provided to me by the Mission on my departure from the Mission on transfer.
3. Porterage, transportation charges and other incidental charges which have been claimed in TA claims were actually incurred by me and these were essential in view of the local conditions prevalent at the time of transfer of India.
4. Person effect, weighing _____ kgs. Were actually carried and the amount spent on their transportation by rail/steamer and lorry was not less than the sum claimed.
5. That the daily allowance has been claimed in the bill as per rates which have been prescribed by the Government of India for countries traveled.
6. The Enforced half certificate (s) in respect of my claim for daily allowance is /are attached with the claim, the enforced half(s) mentioned in the TA claim was/were necessary to catch the connecting flight/transport.
7. I have drawn the following TA advance from the Mission named _____
 - i)
 - ii)
 - iii)

Total Amount of TA advance drawn.

No other TA advance other then mentioned at Sr. No. 7 above was drawn by me for the journey(s) for which TA has been claimed in this bill.

:

Designation :

Certified I have scrutinized the details and satisfied myself the claim is reasonable.

SECTION OFFICER (CASH IV)
Ministry of External Affairs