Sub	Bill	No.				

## 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 Government servant)

1.Name of Govt. Servant:		2. Designation:	
3. Pay at the time of transfer:	(Basic)	4. Headquarter:	Old:
	(Grade pa	ay)	New:
5. Residential address: OLD:-			
NEW:-			
6 Particulars of the member of the fam	nily as on the	date of transfer [v	vide S.R.2(8)]:

SI.No.	Name	Age	Relationship with Govt. servant
1			
2	P		
3	р		×
4			45
5	5		

7. Details of journey(s) performed by the Govt.servant as well as members of his family:

Depa	Departure Arrival Mode of travel		Departure Arr			No.of	Fare	Distance in
Date & Time	From	Date & Time	То	and class of accommodation used	fares	paid	Kms. By road	
1	2	3	4	5	6	7	8	
			14					

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8.	Transportation	charges of	personal	effects	(Money	receipts	to be	attached	):
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Date	Mode	Station		Weight	Rate	Amount	
- 0.0	Wiede	From	То	in Kgs.	Rs.	Rs.	Remarks
			3				
4/44							

9. transpo (a) Moo (b) Amo	ortation charges de of transport a punt	of persona and station t	con to wh	veyance(Mone	ey-receipts	to be attache	ed):
11. Partici	unt of advance, ulars of journey ervant is entitl	s) for which	n hiah		ommodatio	on that the or	ne to which the
Date	Name of plac From	es To	Ŋ	Mode of conveyance Used	Class to which entitled	Class by which travelled	Fare of the entitled class
	1		28				

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

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

Date		Name of places			
	From	То	Fare paid Rs.		
	,				

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

Date:

Name and Designation

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# PART B (To be filled in the Bills Section)

The entitlement on accoun	nt of TA works out to Rs	as detailed below:-
(a) Railways / air / bus / st	eamer fare	Rs
(b) Road mileage for	Kms. @	Rs
(c) Transfer grant		Rs.
(d) Transfer incidentals (D	A for days @ Rs	Rs.
(e) Transportation of person	onal effects	Rs.
(f) Transportation of privat	e conveyance	Rs.
(g) Less amount of advance vide voucher(s) No	e(s) if any draws	Rs
2. The expenditure is debita	able to	
	Pl	
nitials of Bill Clerk	Signature of Drawing and Dis	bursing Officer

Countersigned

Signature of Controlling Officer