

उप-बिल सं.....
Sub-bill No.

जी० ए० आर० - क/ख० नि०-ए
G.A.R. - 14-A/T.R - 25A

दौरे के लिए यात्रा भत्ता बिल

TRAVELLING ALLOWANCE BILL FOR TOUR

टिप्पण - इस बिल को दो प्रतियों तैयार करें. एक संदाय के लिए और दूसरा कार्यालय प्रति के रूप में तैयार किया जाना चाहिए।

Note : This bill should be prepared in duplicate, one for payment and the other as office copy.

भाग - क (सरकारी सेवक द्वारा भरा जाना चाहिए)

PART-A (To be filled up by Government servant)

1 नाम 2 पदनाम
Name..... Designation.....
वेतन 4 मुख्यालय
Pay..... Headquarters.....

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 accomodation	संदत्त यात्री भाड़ा Fare Paid		सड़कमील भत्ता के लिए दूरी की० मी० में 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.	प० P.		दिन Days	घंटे Hours	
1	2	3	4	5	6		7			

6. यात्रा की रीति :-

Mode of Journey :

- (i) वायुयान/Air हां/नही
- (क) कार्यालय द्वारा व्यवस्थाकृत विनिमय वाउचर
(a) Exchange voucher arranged by office
- (ख)द्वारा व्यवस्थाकृत
टिकट/विनिमय वाउचर.....
- (b) Ticket/Exchange voucher arranged by.....
- (ii) रेल/Rail
- (क) क्या यात्रा मेल/एक्सप्रदेस/सामान्य गाडी से की गई ?
- (a) Whether travelled by mail/express/ordinary train?
- (ख) क्या वापसी टिकट उपलब्ध था ? हां/नही
- (b) Whether return tickets avilable ? Yes/No.
- (ग) यदि उपलब्ध था तो क्या वापसी टिकट खरीदा गया ?
- यदि नहीं तो कारण बताए ।
- (c) If available, whether return tickets purchased ?

- (iii) उन यात्रा/यात्राओं का विवरण, जिनके लिए सरकारी कर्मचारी 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 Govt. servant is entitled was used.

तारीख Date	स्थानों का नाम Names of places		बाहन 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 भाड़ा जिसका हकदार है Fare of the entitled class	
	से From	तक To				रु० Rs.	पै० P.
1	2	3	4	5	6	7	

यदि उच्चतर वर्ग की स्थान सुविधा में की गई यात्रा/यात्राएं सक्षम प्राधिकारी के अनुमोदन से की गई हैं मंजूरी संख्या और तारीख उद्धृत करें।

If the journey(s) by higher of accommodation has been performed with the approval of the competent authority. No. and date of the sanction may be quoted.

- (iii) 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 Names of places		संदत्त भाड़ा Fare paid
	से From	तक To	
1	2	3	4
			रु०/Rs.

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

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

- (iii) प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरी सर्वोत्तम ज्ञान और विश्वास के अनुसार है।

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

सरकारी सेवक का हस्ताक्षर
Signature of the Govt. servant

तारीख

Date.....

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

- (1) यात्रा भत्ते मद शुद्ध हकदारी.....रु० बनती है जिसके व्यौरे 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)कि० मी० के लिए
सड़क मील भत्ता.....पै प्रति की० मी० की दर से रु०
- (b) Road mileage forKms.
@ Rs.P/Km. Rs.
- (ग) दैनिक भत्ता
(C) Daily allowance
- (i)दिन /days @ Rs.रु० प्रति दिन की दर है per day.रु०/Rs.
(ii)दिन /days @ Rs.रु० प्रति दिन की दर है per day.रु०/Rs.
(iii)दिन /days @ Rs.रु० प्रति दिन की दर है per day.रु०/Rs.
- (घ) वास्तविक व्यय कुल राशिरु०/Rs.
(d) Actual expenses Gross amountरु०/Rs.
- (ड) वाउचर सं.....तारीख.....के अनुसार लिए गए यात्रा भत्ता,
अग्रिम की रकम, यदि कोई हो, घटा दें।
- (e) Less amount of T. A. advance, if any, drawn vide Voucher No.date.....Rs.
- 2 व्यय.....में विकलनीय है। शुद्ध रकम रु०
The expenditure is debitable to..... Net amount Rs.

बिल लिपिक के आदयाक्षर
Initials of bill clerk

आहरण एवं संवितरण अधिकारी के हस्ताक्षर
Signature of D. D. O.

प्रतिहस्ताक्षरित
Countersigned

नियंत्रक अधिकारी के हस्ताक्षर
Signature of Controlling Officer

Certified that :-

1. I actually travelled by Mail / Express train by the class of accommodation as claimed in this T.A. Bill.
The ticket. No. (s) is / areDate.....
(In the case of I or II class travel.)
2. I was actually and not merely constructively in camp on Sunday (s) and other Holiday (s) during the period for / which allowance has been claimed.
3. It was not on casual leave on any for / which daily allowance has been charged in the bill.
4. The distance by the road for which road mileage allowance has been charge is correct to the best of my knowledge and belief.
5. The halts for which full and half daily allowance have been claimed were associated by the performance of duty at the places of halts.
6. The Journeys were performed in the interest of public service and no Council / State Govt. or any other organisation mileage has been claimed.
7. The stations between which road mileage allowance has been claimed are not connected by road directly or indirectly.
8. The Journeys were performed by the shortest possible route and the rail mileage shown is correct.
9. I travelled by air and have actually paid Rs.....as fare.
10. I was not treated as State Guest during my halt at and was / were not provided with board fooding / lodging only at State expenses / at the expense of the Council / Govt. of India or any other organisation.
11. No return ticket (s) (Rail) were available for this journey.

Cont.....2

12. Return Tickets (Rail) were available but were not purchased because the return journey was not expected to be performed within the period for which such tickets were available.
13. I did not perform road journeys for which mileage allowance has been claimed at the higher rates perscribed in Rule 16 of the S.R. By taking single seat in any public conveyence (excluding a steamer) which runs regularly for hire between fixed points and charge fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire / charges for incurring its running expenses.
14. It avail myself of / did not avail myself of credit facilities for booking my Air passage with the Indian Airlines Corporation, Air India International by requisition through an Exchange order.
15. I travelled by reserved accomodation by rail requisition (H. O. R.) for me and no non – entitled persons travelled with me in the requisitioned accommodation and the following persons travelled with me in the requisitioned accommodation by purchasing the necessary tickets.
16. I have been paid / not paid T.A. Advance of Rs.
(Rupees.....Only.)
for the journeys shown in the T.A. Bill and the amount is adjusted in this bill.
17. No mileage has been claimed in petty contingencies.
18. I am in respect of fixed T.A. @ Rs.....P.M. and corresponding Amount thereof has been deducted in this bill for days which tour / transfer T.A. has been claimed.
19. In respect of local journeys within Municipal limits it is certified that total distance travelled to reach the temporary duty point mines the distance.

Signature of the Govt. Servant.