

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:
2. Designation:
3. Pay at the time of transfer:
4. Headquarters:  
(a) Old (b) New
5. Residential Address:  
(a) Old (b) New
6. Particulars of the members of the family as on the date of transfer [vide-S.R. 2(8)]:

Sl. No.	Name	Age	Relationship with Govt. Servant
1.			
2.			
3.			
4.			
5.			
6.			

7. Details of journey(s) performed by the Govt. 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 of Kms. by road
Date & Time	From	Date & Time	To				

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

Date	Mode	Station		Weight in Kgs.	Rate	Amount	Remarks
		From	To		₹ P.	₹ P.	
<b>Total</b>							

9. Transportation charges of personal conveyance (Money- Order receipts to be attached).

- (a) Mode of transport and station, which transported.
- (b) Amount.

10. Amount of advance, if any drawn.

11. Particulars of journey(s) for which higher class of accommodation than one to which the Govt. servant is entitle was used.

Date	Name of places		Mode of conveyance used	Class to which entitled	Class by which traveled	Fare of the entitled class	
	From	To				₹	P.

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	Name of the places	Fair paid

	From	To	Rs. P.

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

Signature of the Govt.

Servant

Date.....

**PART 5** (To filled in the Bill Section)

1. The net entitlement on account of traveling allowance works out to Rs..... as detailed below: -

(a) Railways/air/bus/steamer fare

Rs. ....P.....

(b) Road mileage for..... kms @`.....per km.

Rs. ....P.....

(c) Transfer grant

Rs. ....P.....

(d) Transfer incidentals (DA for.....days @`.....per day)

Rs. ....P.....

(e) Transportation of personal effects

Rs. ....P.....

(f) Transportation of private conveyance

Rs. ....P.....

Gross amount

Rs. ....P.....

(g) Less amount of advance(s) if any, drawn vide voucher(s)

No.....date.....

`.....P.....

Net amount

`.....P.....

2. The expenditure is debitable to.....

Initials of Bill Clerk  
Disbursing Officer

Signature of Drawing and

Countersigned.

Signature of the  
Controlling officer