

TO BE FILLED IN DUPLICATE

TRAVELLING ALLOWANCE BILL

Name & Designation:

Pay (Basic)

Sanction No. & Date..

Whether expenditure debitable to outside party.

Amount of Advance drawn.....Rs

Purpose of Journey

To be completed by Bill Section

Admissibility

indicate the class of accommodation & name of the train also

For the purpose of the tour, the amount of Rs.

Dated

Passed for Rs. (Rupees)

Certified that the journey was performed by Rail/Bus/Air in a class of accommodation to which Officer was entitled and that the fare included in the bill is not in excess of the amount actually spent by him.

Controlling Officer (D.S.B. M.D.C.)

Admn. Officer (D. D. O.)

For Use by Audit

Encl. No. TERN/MSR

Dated

Pay Rs. (Rupees)

O.B. Item No. of removed in full.

Dealing Asstt. S. O. (F&A) F & A.O. (Audit)

Vr. No. Dated

Paid vide cheque No. dated

F & A.O.

Particulars to be furnished by Touring Officer

Questions

Answers

1. Whether you were on Casual Leave during the period of halt? If so, please give details.
2. Whether you were provided with free Lodging and/or Boarding? If so, please give details.
3. Whether return (concessional) tickets were available and purchased? If not, please give reasons.
4. Whether you were actually and (not merely constructively) in Camp on non-working days also?
5. Details of Council transport/other conveyance utilized free of charge.
6. Source to which TA/DA is debitable (P-3 TA/Sponsored Project)
7. Whether the sponsor is Central/State/Private Party. (Please give full address)

Certified that I travelled in a class of accommodations as shown in the claim and that the fare claimed is the actual amount spent by me.

Head of DN/Section/Project Leader

Signature of the claimant with date
Name

Designation

Certified that I have satisfied myself about the genuineness of the claim and bonafide the journey have been performed.

Director/Admn. Officer
Signature of Controlling
Officer with date