

6. Mode of Journey:

(i) Air

- (a) Exchange voucher arranged by office Yes/No
 (b) Ticket/Exchange voucher arranged by _____

(ii) Rail

- (a) Whether traveled by mail/express/ordinary train?
 (b) Whether return tickets available? Yes/No
 (c) If available, whether return tickets purchased? If not, state reasons.

(iii) Road

Mode of conveyance used i.e. by Government transport/ by taking a taxi, a single seat in a bus or other public conveyance/ by sharing with another Government servant in a car belonging to him or to a third person to be specified.

7. Dates of absence from place of halt on account of:—

- (a) R.H. and C.L.
 (b) not being actually in camp on Sundays and holidays.

8. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:-

- (a) Board only
 (b) Lodging only
 (c) Board and lodging

9. Particulars to be furnished alongwith hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs:

Period of Stay		Name of Hotel	Daily rate of Lodging charged	Total Amount paid
From	To			

10. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used:

Date	Period of Stay and Places		Mode conveyance used	Class to which entitled	Class to which travelled	Fare of the entitled class/Rs.
	From	To				
1	2	3	4	5	6	7

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

11. Details of journey (s) performed by road between places connected by rail.

Date	Name of Places		Fare Paid	
	From	To	Rs.	P.
1	2	3	4	

(Rupees _____) only

12. Amount of T.A. advance, if any, drawn _____
 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)

1. The net entitlement on account of travelling allowance works out to Rs. _____ as detailed below:—

(a) Railways/air/bus/steamer fare Rs. _____

(b) Road mileage for..... Kms. @.....P/Km Rs. _____

(c) Daily allowance

(i) days @Rs.....per day.

(ii) days @Rs.....per day.

(iii) days @Rs.....per day.

Total of (c) : Rs. _____

(d) Lodging/Accommodation charge as entitled to the Government servant Rs.

Total (a+b+c+d) Rs. _____

Actual expenses Rs. _____

Gross amount Rs. _____

(e) Less amount of T.A. advance, if any, drawn vide voucher No

Dated.....

Rs.....

Net amount Rs.....

2. The expenditure is debitable to

Signature of Drawing and Disbursing Officer.

Initials of bill clerk

Countersigned
 Signature of the Controller Officer

CERTIFICATE OF TOUR T.A. BILLS

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state local round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually traveled by the class for the TA claimed in this bill.
3. Certified that number of kilometers shown in this is in accordance with the poly material tables of the establishment.
4. Certified that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely constructively in camp on Sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at from to while on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometers allowances has been claimed at the higher rates prescribed in Rule 46 of the Supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journey for which kilometers has been claimed at the higher prescribed in Supplementary Rule 46 performed in my own car.
11. Certified that the road journey for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually traveled by raod being.
12. Certified that the family members for whom TA has been claimed actually traveled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.
14. Certified that I have transported Kggms. of luggage on my transfer from to.

Countersigned

Signature of the Claimant

Signature and designation of the controlling officer