TRAVELLING ALLOWANCE BILL

Name__________________________________________ Purpose of Journey________________________________________

Designation______________________________

Basic Pay/Declared Income for Non-Employees for TA Purposes________________________

Date of Meeting/Inspection/Exams. etc. if any________________________

Bill Register Page__________ Voucher No.________

<table>
<thead>
<tr>
<th>Departure</th>
<th>Arrival</th>
<th>Mode of Journey</th>
<th>Distance For Road Mileage</th>
<th>Amount</th>
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<tr>
<td>Station</td>
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1. Mode of Journey
   a) By Rail : Class ...................... Ticket No. ............
   b) By Bus : (Ord./Deluxe/A.C.) ......................
   c) Own Car No./Staff Car No./Taxi No. ......................
   d) By Air : Ticket No. ..................................

(Air Ticket Attached)

2. Journey /Halting Days...........@........................................

3. Local Conveyance, if any (Details on Separate Sheet)

Total

Declaration : Certified that –

i) Particulars provided herewith are correct & that I have not claimed T.A./D.A. etc. for this Journey from any other public source.

ii) I have used full Taxi for the Journey paid full propulsion charges for the car which is a private property.

iii) I was not provided free lodging and/or Boarding at the cost of Govt/University or any autonomous body.

Signature*........................................
Address........................................

Countersigned........................................

Controlling Officer........................................

Received Payment

Affix Revenue Stamp if amount exceed Rs. 5000/-

For Use in Accounts Branch

Head of Account ........................................
Pay Rs. (in figures)...............................(in words)...........................

Clerk Dy. Supdt. FO
Cheque No. ........................................
Date ........................................ FO/AO

For Audit use

PAY ORDER

AUDIT DEPARTMENT
Pre-audited & Passed for Rs. ........................................
Rupees ........................................

Auditor RSA D.D (Audit)
Declaration by the Govt. employee: - The Government employee while submitting his travelling allowance, claim admissible under these shall make a declaration in his own hand on the travelling allowance bill as under:

1. Certified that the journey beyond jurisdiction was performed by me after the approval of competent authority.

2. Certified that the journeys as claimed in the TA bill were actually performed by the mode of transport as per my entitlement as shown in my approved tour programme.

3. Certified that I was actually and not merely constructively on duty on Sundays and Holidays, for which daily allowance has been claimed.

4. Certified that I was not absent or on causal leave during the period for which daily allowance has been claimed.

5. Certified that I was not treated as State Guest during the period for halt and provided with free lodging and boarding.

6. Certified that return ticket was purchased for journeys where such tickets were available.

7. I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules or relevant rules applicable to me.

Date: ____________

(Signature of the Claimant)

Details for the payment to Outside subject Experts/Members of the Committee for payment of TA/DA

NAME OF BENEFICIARY:

ACCOUNT NO.:

NAME OF BANK

BANK BRANCH:

IFSC CODE:

(Signature of the Claimant)