G.A.R. 14-A CENTRAL

Sub-bill (Tour) Sub-bill No…………..

**TRAVELLING ALLOWANCE BILL FOR TOUR**

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

**PART - A**

(To be filled in by the Government Servant)

1. Name: ……………………………………... 2. Designation: ………………………….

2. Pay Rs …………..………...………………. 4. Headquarters: …………………………

5. Detailed and purpose of journey (s) performed:-

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  Departure |   Arrival | Mode of travelAnd class of accommodation | Fare paidRs. P. | Distance In Kms. ForRoad mileage | Durationof halt |  |
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**2**

6. Mode of journey(s):

i) Air: - a) Exchange voucher arranged by office……………No…………………………Yes/No

 b) Ticket/ exchange voucher arranged by…………………………………………………..

 ...…………………………………………………………………………………………

ii) Rail:- a) whether traveled by mail / express/ordinary train ? . ............No..................... Yes/ No

 b) Whether return tickets available? ....................................................................

 c) If available, whether return tickets purchased? If not, state reasons..........................

 .....................................................................................................................................

iii) Road Mode of conveyance used by Govt. transport by taking a taxi, a single seat in a bys of other public conveyance by sharing with another Govt. servant in a car belonging to him or to a third person to be specified.

7. Dates of absence from place of half on account of: - NA

 a) Restricted Holidays and Casual Leave........................................................................................................

 b) Not being actually in camp on Sundays and Holidays................................................................................

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

 a) Board only..................................................................................................................................................

 b) Lodging only c) Board and Lodging...................................................................................................

9. Particulars to be furnished along with hotel receipts etc. in cases where higher rate of Daily Allowance

 claimed for stay in hotel/other establishments providing board and or lodging at schedule tariffs:-

|  |  |  |  |
| --- | --- | --- | --- |
| Period of Stay | Name of the Hotel |  Daily rate Lodging charge |  TotalAmount paid |
|  From |  To |  |  Rs. | P. |  Rs. | p. |
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|  |  | **Total**  |  |  | 3400 |  |

**3**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Date  | Name of place |  Mode ofConveyance used |  Class to which entitled |  Class by which traveled |  Fare of the entitled class |
|  |  From |  To |  |  |  |  |  |
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***Note:*** If the journey is) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

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

|  |  |  |  |
| --- | --- | --- | --- |
|  Date  |  Name of place | Fare paid |  Remarks  |
|  |  From |  To | Rs. | p. |  |
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1. Amount of advance of Traveling Allowance, if any, drawn..... Rs. ....................certified

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

Signature of the Government Servant

Date............................

4

**PART – B**

(To be filled in by the Bill Section)

|  |  |
| --- | --- |
|  Rs. | p. |
|  |  |
|  |  |

The net entitlement on account of Traveling allowance works out to Rs............................

(Rupees...................................................................................................) as detailed below:

1. Railways/ Air/ Bus Steamer fare:
2. Road mileage for................................................ Kms.
3. Daily Allowance:
	1. ...............................days @ Rs.........................per day Rs........................
	2. ...............................days @ Rs.........................per day Rs........................
	3. ...............................days @ Rs.........................per day Rs........................
	4. ...............................days @ Rs.........................per day Rs........................

d) Actual expenses....................................................................................................

Gross Amount

1. Less Amount of advance of T.A. if any, drawn vide Voucher No............................

Date......................

 Net Amount-

 Rounded of-

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

Bill Clerk Countersigned Signature of Drawing

 & Disbursing Officer