

6. Mode of journey:

- (i) Air : (a) Exchange voucher arranged by office Yes/ No
 (b) Ticket/Exchange voucher arranged by _____
- (ii) Rail : (a) Whether travelled by Mail/Express/Ordinary Train? Yes/ No
 (b) Whether return tickets available?
 (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, States or any organization financed by State funds:

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

9. Particulars to be furnished alongwith hotel receipts etc. in case 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 the hotel	Daily rate of lodging charged		Total amount paid	
From	To		4		5	
1	2	3	Rs.	P.	Rs.	P.

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

Date	Names of places		Mode of conveyance used	Class to which entitled	Class by which travelled		Fare of the entitled class	
	From	To					Rs.	P.

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	
1	2	3	4
			Rs. P.

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.

(_____)
Signature of the Government Servant
Date _____

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:

	Rs.	P.
a. Railway/ Air/ Bus / Steamer fare		
b. Road Mileage for _____ Kms. @ _____ per km.		
c. Transfer grant		
d. Transfer incidentals (DA for _____ days)		
e. Transportation of personal effects		_____
f. Transportation of private conveyance		_____
	Gross Amount	_____
g. Less amount of advance(s) if any, drawn vide voucher(s) No. _____ date _____		_____
	Net Amount	_____

2. The expenditure is debitable to

Initials of
Bill Clerk

Accountant

Signature of drawing and
disbursing officer

Countersigned

Signature of Controlling Officer

न्यू मेहरौली रोड, नई दिल्ली
New Mehrauli Road, New Delhi-110067

प्रमाणित किया जाता है कि CERTIFY THAT

1. यात्रा मेल/ एक्सप्रेस ट्रेनगाड़ी की उती श्रेणी में की गई जिसका उल्लेख मेरे यात्रा भत्ते संबंधी प्रस्तुत बिल में किया गया है।
The journey was performed by mail/express train in the class not lower than that for which the claim has been preferred in my TA bill.
2. जिस अवधि के लिए दैनिक भत्ते संबंधी दावा प्रस्तुत किया गया है उस दौरान मैं रविवार/छुट्टियों के अवसर पर मैं वास्तविक रूप से (न कि कृतीकात्मक रूप से) शिविर में उपस्थित था।
I was actually and not merely constructively in camp on Sunday/holidays during the period for which daily allowance has been claimed.
3. जिस अवधि के लिए दैनिक भत्ते संबंधी दावा प्रस्तुत किया गया है उस दौरान मैंने कोई आकस्मिक अवकाश नहीं लिया था।
I was not on a casual leave on any day for which daily allowance has been claimed.
4. जिन अवस्थानों (हाल्टस) के बारे में दैनिक भत्ते/अर्ध-दैनिक-भत्ते संबंधी दावा प्रस्तुत किया गया है, वहां सरकारी कार्य को पूरा करने के लिए इन अवस्थानों पर रुकना आवश्यक था।
The halts for which daily/half daily allowance has been claimed were necessitated by the performance of duty at the place of halt.
5. मैंने जिस अवधि के लिए पूरे दरों के हिसाब से दैनिक-भत्ते संबंधी दावा प्रस्तुत किया है उस अवधि में मैंने राज्य के खर्चे पर अथवा राज्य/केन्द्र सरकार से सहायता प्राप्त किसी अन्य संस्थान के खर्चे पर आवासीय तथा/अथवा खान-पान संबंधी सुविधाओं का उपयोग नहीं किया।
I did not avail of board and/or lodging at the expenses of State or any other organisation which is financed from State/Central Government funds for the days for which daily allowance at full rate has been claimed.
6. सड़क द्वारा की गई यात्रा के बारे में प्रस्तुत सड़क-यात्रा-भत्ते संबंधी दावे में सड़क-दूरी का जो उल्लेख किया गया है वह मेरे ज्ञान तथा विश्वास के आधार पर सही है।
The distance by road for which road mileage allowance has been claimed are correct to the best of my knowledge and belief.

The journeys were performed in public conveyance and Government transport was utilised for the said journey. No mileage has been claimed.

8. मैंने किसी सरकारी कर्मचारी की अपनी कार/वाहन में उसके साथ सड़क-यात्रा नहीं की।
I did not perform road journey alongwith any other/Government servant in a car/conveyance belonging to him.
9. मैंने प्रक नियम ४५ में निर्धारित बड़ी हुई दरों के हिसाब से जिस सड़क-यात्रा-दूरी भत्ते संबंधी दावा प्रस्तुत किया है वह यात्रा मैंने निश्चित स्थानों के बीच भाड़े की निर्धारित दरों पर नियमित रूप से चलने वाले किसी भी सार्वजनिक वाहन (स्टीमर को छोड़कर) में सिंगल सीट लेकर नहीं की।
I did not perform road journeys for which mileage allowance has been claimed at the higher rates prescribed in the Rule 45 of the Supplementary Rules by taking a single seat in any public conveyance (excluding a steamer) which plied regularly for hire between fixed points and charges fixed rates.
10. मैंने किसी भी अन्य वाहन से बिना भाड़ा चुकाये अथवा बिना पूरा किराया दिये कोई भी सड़क-यात्रा नहीं की है।
I did not perform road journey in any other vehicle without payment of its hire charges or incurring its running expenses.
11. इस रेल/हवाई यात्रा के लिए वापसी टिकट उपलब्ध नहीं था।
No return ticket were available for the rail/air (journey).
12. (हाल्टस) के संबंध में मैंने किसी अन्य स्रोत से यात्रा-भत्ता/दैनिक-भत्ता नहीं लिया है।
I have not drawn my TA/DA from any other source in connection with the journeys and halts during the period from _____ to _____
13. मैं किसी राज्य सरकार केन्द्र सरकार अथवा अन्य किसी ऐसे संस्थान में नौकरी नहीं करता हूँ जिसे राज्य अथवा केन्द्र सरकार द्वारा आर्थिक अनुदान दिया जाता है।
I am not employed under the State/Central Government or in any other organisation which is financed from the State or Central Government funds.

हस्ताक्षर Signature:

पद Designation: