

[See Rule 66(1) & 90(1)(i) of Receipts and Payments Rules]

Sub-Bill No. ....

## Travelling Allowance Bill for Transfer

(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 and Office .....
- 3. Pay at the time of transfer Rs. ....
- 4. Headquarters : (a) Old ..... (b) New .....
- 5. Residential Address :  
(a) At Old Headquarters .....
- .....
- .....
- (b) At New Headquarters .....
- .....
- .....
- 6. Particulars of the family as on the date of transfer [vide S.R. 2(8)]

Sl. No.	Name	Age	Relationship with the Government Servant

7. Details of Journey(s) performed by the Government servant as well as the members of his/her family ;

Departure			Arrival			Mode of Travel and Class of Accommodation used	No. of Fares	Fare Paid	Distance in km. by Road
Date	Time	From	Date	Time	To			Rs.	

8. Transportation charges for personal effects. (Money Receipts to be attached)

Date	Mode of Transport	Station		Weight in (Kgs.)	Rate Rs.	Amount Rs.	Remarks
		From	To				

9. Transportation charges for personal conveyance. (Money receipt to be attached).

(a) Mode of transport and station to which transported.

(b) Amount

Rs. ....

10. Amount of Advance if any, drawn..... Rs. ....

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

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

Note: If the journey by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

12. Details of Journey(s) performed by road between places connected by rail.

Date	Name of places		Fare paid Rs.	Remarks
	From	To		

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date .....

Place .....

Name & Signature of the Government servant

**PART - B**  
(To be filled in by the Bill Section)

Rs.	P.

1. The net entitlement on account of Travelling Allowance work out to Rs. ....  
(Rupees .....)  
.....) as detailed below :
- (a) Reailway/Air/Bus/Steamer Fare .....
  - (b) Road mileage for ..... km.  
@ Rs. .... per/km.
  - (c) Composite Transfer grant .....
  - (d) Transportation of personal effects .....
  - (e) Transportation of private conveyance .....
  - (f) Gross amount [a+b+c+d+e]
  - (g) Less amount of advance(s) of Travelling Allowance, if any, drawn vide  
Voucher(s) No. .... dated .....
  - (h) Net Amount [f - g]

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

Bill clerk  
(initials)

Drawing and Disbursing Officer  
(Signature)

Countersigned

Controlling Officer  
(Signature)