

PART – A (To be filled up by the Government Servant)

Designation : _____

Pay : _____

Headquarters : NCHMCT A-34, SECTOR 62, NOIDA _____

Details and purpose of journey (A) performed.

[illegible]

i)	Air	
	a)	Exchange voucher arranged by office
	b)	Ticket / Exchange Voucher arranged by
ii)	Rail	
	i)	Whether traveled by mail/ Express/ Ordinary train ?
	ii)	Whether return ticket available?
	iii)	If available, whether return ticket purchased ? If not state reasons.
(iii)	Road	
		Mode of conveyance used i.e. by Govt. transport/ by taking a taxi, Single seat in a bus or other public conveyance/ by sharing with another Govt. Servant in car belonging to him or to a third person to be.

Account Details:

7. Date of absence from place of halt on account of :-
a) R.H. and C.L.
b) Not being actually in camp on Sunday and holidays
8. Dates on which free board and / or lodging provided by the 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 receipt 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:

[illegible]

10. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. 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				
1	2	3	4	5	6	7

If the journey(s) by higher class 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 the places		Fare paid Rs.
	From	To	

12. Amount of T.A. advance. If any drawn.

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

Signature of the Govt. Servant

PART – B (To be filled in the Bill Section)

1. The not entitlement on account of traveling allowance works out to Rs. _____ as detailed below:-

- a) Railway / air/ bus/ steamer fare Rs. _____
- b) Road mileage for _____ kms @ Rs. _____ p. km.
- c) Daily allowance
 - (i) _____ Days @ Rs. _____ per day
 - (ii) _____ Days @ Rs. _____ per day
 - (iii) _____ Rs. _____ per day

d) Actual expenses Rs. _____
Rs. _____
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 _____

Initials of bill clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of the Controlling Officer