

Sub Bill No.
[(See Rule 66(1)&90(1) (i)]

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 BY THE GOVERNMENT SERVANT)

1. Name :
2. Designation :
3. Pay :
4. Headquarters :
5. Detail and purpose of journey (A) performed

Departure		Arrival		Mode of travel and class of accommodation	Fare paid		Distance in Kms. for road mileage	Duration of half		Purpose of journey
Date and Time	Form	Date and Time	To		Rs.	P.		Days	Hrs.	

6. Mode of journey: -
(i) Air

- (a) Exchange voucher arranged by office
- (b) Ticket/Exchange voucher arranged by

Yes/No

(ii) Rail

- (A) Whether traveled by Mail/Express/Ordinary train? **Yes/No**
(B) Whether return ticket available?
(C) 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.

7. Date of absence from place of halt on account of: -
(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. Particular to be furnished alongwith hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishment providing board and /or lodging at scheduled tarrifs -

Period of stay		Name of the hotel	Daily rate of lodging charged	Total amount paid
From	To			

10. 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 Place		Mode of conveyance used	Class to which entitled	Class to which traveled	Fare of the entitled class Rs P
	From	To				

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 Place		Fare paid Rs
	From	To	

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

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

Date

Signature of the Govt. Servant

PART B (TO BE FILLED IN THE BILL SECTION)

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

a) Railway/air/bus/steamer fare Rs.-----Rs.

b) Road mileage for _____ Kms. @ Rs. _____ P/Km.

(c) Daily allowance

(i) _____ Days Rs. _____ Per day

(ii) _____ Days Rs. _____ Per day

(iii) _____ Days Rs. _____ Per day

(d) Actual expenses Rs. _____

Gross amount

(c) Less amount of advances if any, drawn vide voucher No. __ dated _____ Rs. _____

Net amount Rs. _____

2. The expenditure is debit able to _____

Initials of bill clerk

Signature of Drawing & disbursing officer

Countersign

Officer

Signature of Controlling

Passed For Rs. _____

Pay For Rs. _____

HALT & JOURNEY VERIFIED

Government of India
Ministry of Communications & IT
Department of Telecommunication
Telecom Engineering Centre
K L Bhawan, Janpath, New Delhi – 110 001

No. TBFA/113-SS/2003-TEC

Dated: 30-11-2012

Sub: Specimen signature of the officers authorized to sign payment authorities in respect of the officers under accounting jurisdiction of the Sr.DDG, Telecom Engineering Centre.

The specimen signature of Shri Kashi Prasad, A.O (Works) was circulated vide this office letter No. TBFA/113-SS/2003-TEC dated 27-12-2011 to sign authorities pertaining to PPO's, DCRGs', commutation authorities and GPF Final payment.

With effect from 30-11-2012, Shri Partap Singh, ADG (F&A) is authorized to sign the authorities as mentioned above. The specimen signature of Shri Partap Singh is furnished below:

Specimen signature of Shri Partap Singh.

1. _____

2. _____

3. _____

Specimen signature attested.

(Rajiv Kandpal)
Director (Finance)

Copy to:

1. All Sr.CCAs / CCAs.
2. All Directors / Deputy Directors of Accounts of Postal Accounts.
3. Accounts Officer (Cash), TEC, New Delhi.
4. Office copy.

Rs.1416/-

Rs.1416/-

(Rs. One thousand _____* _____
* _____
