



बदली के लिए यात्रा भत्ता बिल

Travelling Allowance Bill For Transfer

टिप्पणी-इस बिल को दो प्रतियों में तैयार किया जाना चाहिए, एक भुगतान के लिए दूसरी कार्यालय-प्रति के रूप में।

NOTE-This bill should be prepared in duplicate —One for payment and the others as Office-Copy
भाग क (सरकारी सेवक द्वारा भरा जाना है) PART-A (To be filled up by Government Servant)

1. नाम/Name 2. पदनाम/Designation
3. बदली के समय वेतन/Pay at the time of Transfer
4. (a) पुराना मुख्यालय/Old Headquarters
- (b) नया मुख्यालय/New Headquarters
5. (a) पुराने आवास का पता/Old Residential Address
- (b) नये आवास का पता/New Residential Address
6. बदली की तिथि को परिवार का विवरण (क्र.2(8)के अनुसार)/Particulars of Family as on date of Transfer [Vide S.R.2(8)]

क्रम संख्या Sl. No.	नाम Name	आयु Age	सरकारी कर्मचारी के साथ सम्बन्ध Relationship with Govt. Servant
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

7. सरकारी कर्मचारी व परिवार द्वारा की गई यात्रा/यात्राओं के विवरण/
Details of journey (s) performed by Govt Servant and his/her Family Members

प्रस्थान/Departure		आगमन/Arrival		यात्रा की रीति व सुविधा का वर्ग Mode of travel and class of accommodation used	भाड़ों की संख्या No. of Fares	संदात भाड़ा Fare Paid		संदात दूरी (कि.मी.में) Distance in Kms.By Road
तिथि और समय Date & Time	से From	तिथि और समय Date & Time	तक To			रु./Rs.	पै./P.	
1	2	3	4	5	7		8	

8. निजी सामान के वहन व्यय (मूल्य रसीद संलग्न करें) Transport Charges of Personal Effects (Money Receipt to be attached)

तिथि Date	वाहन Mode	स्थान का नाम Name of Place		भार (कि.ग्रा.में) Weight in Kgs.	दर Rate	रकम Amount	विवरण Remarks
		से From	तक To				

9. निजी वाहन के वहन व्यय (मूल्य रसीद संलग्न करें) Transport Charges of Personal Conveyance (Money Receipt to be attached)

(क) वाहन का नाम Mode of Transport

(ख) गंतव्य का नाम Station to which transported

(ग) रकम Amount

10. लिए गए यात्रा भत्ता अग्रिम की रकम यदि कोई हो Amount of T.A. advance. If any drawn

11. यात्रा(ओं) का विवरण जिसके लिए सरकारी सेवक ने उस वर्ग से जिनका वह हकदार है—से उच्चतर वर्ग की सुविधा का उपयोग किया है:-
Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

तिथि Date 1	उठने की अवधि व स्थान/ Period of Stay & Places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of Convey- ance used 4	वह वर्ग जिसका हकदार है Class to which entitled 5	वह वर्ग जिसमें यात्रा की है Class to which travelled 6	उस वर्ग का यात्रा भाड़ा जिसका हकदार है Fare of the en- titled class/Rs. 7
	से From 2	तक To 3				

यदि उच्चतर वर्ग की सुविधा द्वारा की गई यात्रा/यात्रायें सक्षम अधिकारी के अनुमोदन से की गई हैं जो मंजूरी की सं. और तारीख उद्धृत करें
If the journey (s) by higher class accommodation has been performed with the approval of the competent authority then—

Sanction No..... Date of sanction Other details (if any).....

12. रेल से जुड़े स्थानों के बीच सड़क से की गई यात्रा/यात्राओं के विवरण:-
Details of journey (s) performed by road between places connected by rail

तिथि Date	स्थानों के नाम /Name of Places		सदरिय भाड़ा/Fare Paid ₹/Rs.
	से From	तक To	

प्रमाणित किया जाता है कि उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान व विवरवास के अनुसार सही है।
Certified that the information as given above, is true, the best of my knowledge and belief.

तारीख/Date सरकारी सेवक के हस्ताक्षर/Signature of the Govt. Servant



भाग-ख (बिल अनुभाग में भरा जाना है।)
PART-B (To be filled in the Bill Section)

1. भत्ते मद्धे शुद्ध हकदारी The net entitelment on account of travelling allowance works out to Rs. रु. बनी जिसके ब्योरे नीचे दिए गए है as detailed below :-

(का)	रेल/वायुयान/बस/स्टीमर यात्री भाड़ा Railway/air/bus/steamer fare	Rs	रु०
(खb)	Road mileage forKms. कि.मी. के लिए सड़क मील भत्ता @ Rs.रु. प्रति कि. मी. की दर से P/Km.	Rs	रु०
(गc)	बदली अनुदान Transfer Grant	Rs	रु०
(घd)	बदली आकस्मिक-खर्चे Transfer Incidentals D.A fordays @ Rs. per day	Rs	रु०
(चe)	निजि वस्तुओं का परिवहन Transportation of Personal Effects	Rs	रु०
(छf)	निजि वाहन का परिवहन Transportation of Private Conveyance	Rs	रु०
	कुल रकम Gross Amount	Rs	रु०
(जe)	घटाएँ LESS:-- अग्रिम की रकम, अगर कोई है Amount of Advance (s), if any, निकासी वाउचर drawn vide voucher (s) : संख्या no..... तिथि date	Rs	रु०
	शुद्ध रकम Net Amount	Rs	रु०

2. व्यय The expenditure is debitable to..... में विकलनीय है।

बिल लिपिक के आद्याक्षर
Initials of Bill Clerk

आदान और संवितरण अधिकारी के हस्ताक्षर
Signature of Drawing & Disbursing Officer

प्रतिहस्ताक्षरित Countersigned

नियंत्रक अधिकारी के हस्ताक्षर Signature of Controlling Officer

L.T.C. CERTIFICATE

CERTIFICATE TO BE GIVEN BY THE CONTROLLING OFFICER

(i) Certified that Sh./Smt./Ms. (Name of the Govt. servant)

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

Signature & Designation of the Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state or local round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
4. Certified that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at from..... to while on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.
14. Certified that I have transported Kg.gms. of luggage on my transfer from to

Counter signed

Signature of the Govt. servant

(Signature & designation of the controlling officer)