



दौरे के लिए यात्रा भत्ता बिल

Travelling Allowance Bill For Tour

टिप्पणी—इस बिल को दो प्रतियों में एक संदाय के लिए दूसरी कार्यालय के पति के रूप में, तैयार किया जाना चाहिए।

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. वेतन/Pay
4. मुख्यालय/Headquarters

बैंक व शाखा का नाम

Name of BANK & Branch :

IFSC Code of BANK

Account No.

5. कोई गई यात्रा/ यात्राओं के ब्यौरे और प्रयोजन/Details and purpose of journey(s) performed

6. यात्रा की रीति/Mode of journey:-

(i) वायुयान/Air

(क) कार्यालय द्वारा व्यवस्थाकृत विनियम वाउचर हॉ / नहीं
Yes/No

(a) Exchange voucher arranged by office

(ख) द्वारा व्यवस्थाकृत/टिकट/विनियम वाउचर

(a) Ticket/Exchange voucher arranged by

(ii) रेल/Rail

(क) क्या यात्रा मेल/एक्सप्रेस/सामान्य गाड़ी से की गई ? हॉ / नहीं
Yes/No

Whether travelled by Mail/Express/Ordinary train?

(ख) क्या वापसी टिकट उपलब्ध था ?

Whether return ticket available ?

(ग) यदि उपलब्ध था तो क्या वापसी टिकट खरीदा गया ? यदि नहीं तो कारण बताएं।

If available, whether return ticket purchased? If not, state reasons.

(iii) सड़क/Road

उपर्योग में लाए गए वाहन का प्रकार अर्थात् सारकारी परिवहन द्वारा/टैक्सी द्वारा, किसी बस या अन्य लोक वाहन में एक साथ लेकर/किसी अन्य सारकारी सेवक के साथ मिलकर गाड़ी में उसी की या किसी व्यक्ति की, वह विर्भिदिष्ट किया जाए।
Mode of conveyance used i.e. by Govt. transport/ taxi etc.

विभिन्न साधनों से यात्रा करना या अन्य साथी सेवक के साथ शेयर करना या गाड़ी में असी की या किरणी व्यक्ति की, वह विभिन्निक्त किया जाए।
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 mentioned.

7. विराम स्थल से निम्नलिखित कारण से अनुपस्थित रहने की तारीख Date of absence from place of halt on account of :—
 (क) आर.एच. व शी.एल. / R.H. and C.L.;
 (ख) गति / Speed.

(क) आर.एच. व शी.एल. /B.H. and C.L. अनुपासना करने से अनुपासना रहने की तारीख Date of absence from place of halt on account of -

(ख) रविवार और अवकाश दिनों को प्रस्तुत शिक्षिये ।

8. (b) Not being actually in camp on Sunday and holidays
यह तारीखें जिनको साप्ताह में शामिल होते हैं।

Dates on which free board and/or lodgings are available on Mondays.

(क) केवल भोजन/Board only

(ख) केवल आवास/Lodging only

(ग) भोजन और आवास/Board and Lodging only

(४) बोर्ड आर जावास/Board and logging
मामलों में जिनमें होते हैं।

उच्चतर दर पर दैनिक भत्ता का दायरा चिह्न — १००० रुपये

Particulars to be furnished alongwith hotel receipt etc. in cases where higher rate of P.A. is to be paid for stay in hotel other than the one mentioned in the letter.

for stay in hotel other establishments providing board and/or lodging at scheduled tariffs-
ठहरने की अवधि/Period of Stay

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

यदि उच्चतर वर्ग की स्थान सुविधा की गई यात्रा/यात्राये समय प्राधिकारी के अनुमोदन से की गई है जो मंजूरी की संतुष्टि उद्देश करें।
If the journey (s) by higher class accommodation has been preformed with the approval of the competent authority, then the stamp of satisfaction of the concerned authority will be given.

CERTIFICATE FOR TOUR T.A.. BILLS

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 claimant

(Signature & designation of the controlling officer)

Annexure-1

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 19024/03/2021-E.IV dated 16.06.2022)

1. I (Name of the employee.....) hereby declare and certify that :
2. I have actually performed the onward journey from..... to.....on.....(date) and return journey from.....to.....on.....for the purpose of Tour/Training.

OR

3. I/We have actually performed the onward journey from..... to.....on.....(date) and return journey from.....to.....on.....for the purpose of Transfer/LTC/Retirement. The particulars of the self and family members who have performed journey either with the Government servant or separately are as under :-

S.No.	Name	Age	Relationship with Govt. servant

4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (Classification, Control and Appeal) Rules, 1965, as amended from time to time.

(Signature)

Name of the Government servant.....

Designation.....

Name of the Ministry/Department.....

To

Admin/Establishment Section

Ministry/Department.....