|  |  |
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| **G.A.R. 14 – A** [See Rules 66(1) & 90(1)(i)] | Sub Bill No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Mob:** |

**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 up by Government Servant)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | Name | | | | |  | | | | | | | | | | | | | | | | |
| **2.** | Designation | | | | |  | | | | | | | | | | | | | | | | |
| **3.** | Pay | | | | |  | | | | | | | | | | | | | | | | |
| **4.** | Headquarters | | | | | **NTIPRIT, ALTTC Campus, Ghaziabad**  **[Res: ] [Mob:]** | | | | | | | | | | | | | | | | |
| **5.** | Details and purpose of journey (s) performed: | | | | | | | | | | | | | | | | | | | | | |
| Departure | | | | | | | | | Arrival | | | | | Mode of Travel & class of accommodation used | | | Fare Paid (Rs.) | Distance in kms. for road mileage | | | Duration of Halt | Purpose of Journey |
| Date & Time | | From | | | | | | | Date & Time | | | To | |
| **1** | | **2** | | | | | | | **3** | | | **4** | | **5** | | | **6** | **7** | | | **8** | **9** |
|  | |  | | | | | | |  | | |  | |  | | |  |  | | |  |  |
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|  | | | | | | | | | | | | | | | | | | | | | | |
| **Total DA (Food) = …. (No. of days)\*…… (applicable DA per day) = Rs. ………….** | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **6.** | Mode of journey: | | | | | | | | | | | | | | | | | | | | | |
|  | (i) | | | **Air**  (a) Exchange voucher arranged by office  (b) Ticket/ Exchange voucher arranged by | | | | | | | | | | | | | | | | |  | |
|  | (ii) | | | **Rail**  (a) Whether travelled by mail/express/ordinary train?  (b) Whether return ticket available?  (c) If available, whether return tickets purchased? If not, state reason. | | | | | | | | | | | | | | | | |  | |
|  | (iii) | | | **Road**  Mode of conveyance used, i.e. by Government transport/ by taking a taxi, single seat in a bus or other public conveyance/ by sharing with another Government servant in a car belonging to him or to a third person to be mentioned. | | | | | | | | | | | | | | | | |  | |
| **7.** | Date of absence from place of halt on account of  (a) R.H. and C.L.  (b) Not being actually in camp on Sundays 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 receipts, 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: | | | | | | | | | | | | | | | | | | | | | |
| S. No. | Period of Stay | | | | | | | | | Name of the hotel | | | | | | | Daily rate of lodging charged (Rs.) | | | | Total amount Paid (Rs.) | |
| From | | | | To | | | | |
| 1. |  | | | |  | | | | |  | | | | | | |  | | | |  | |
| 2. |  | | | |  | | | | |  | | | | | | |  | | | |  | |
| **10.** | Particulars of journey(s) for which higher class of accommodation than the one to which the Government servant is entitled was used: | | | | | | | | | | | | | | | | | | | | | |
| S. No. | Date | | Period of Stay & Places | | | | | | | | Mode of conveyance used | | Class to which entitled | | | Class by which travelled | | | | Fare of the entitled class (Rs.) | | |
| Form | | | | | To | | |  | |  | | |  | | | |  | | |
| 1. | **-----------------------------------Nil-----------------------------------** | | | | | | | | | | | | | | | | | | | | | |
| 2. |
| 3. |
| 4. |
| 5. |
| If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, No and date of the sanction may be quoted: | | | | | | | | | | | | | | | | | | | | | **NA** | |
| **11.** | Details of journey(s) performed by road between places connected by rail: **NA** | | | | | | | | | | | | | | | | | | | | | |
| S. No. | Date | | | | | | Name of Places | | | | | | | | | | | | Fare paid | | | |
| From | | | | | | | | To | | | | Rs. P. | | | |
| 1. | **-----------------------------------NA-----------------------------------** | | | | | | | | | | | | | | | | | | | | | |
| 2. |
| 3. |
| 4. |
| **12.** | Amount of T.A. advance, if any, drawn | | | | | | | | | | | | | |  | | | | | | | |

**Item-wise Claims\*:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Item** | **Particulars** | **Amount Claimed (Rs.)** |
|  | Transportation [By Road] | For travelling to/ from Delhi Airport |  |
|  | Transportation [By Road] | For travelling from/ to …….. (in visited station) Airport |  |
|  | Transportation [By Air] | For travelling from/ to Delhi to/ from Pune |  |
|  | Local Journeys | [In the visited station (for Official purposes)] |  |
|  | DA [Food] | For …….. days [@ Rs. ……. per day] |  |
|  | DA [Hotel] | For …….. days |  |
| **Grand Total** | | | **1,73,116** |

**\*More rows may be added as per requirement**

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

**Signature of the Government Servant**

**(Name of the Government Servant)**

**Date:**

**Part – B (to be filled in the Bill Section)**

1. The net entitlement on account of Travelling Allowance work out to Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

as detailed below:

1. Railway/Air/Bus/Steamer fare = Rs. ………………….
2. Road Mileage for …………. Kms. @ Rs. …………. Per Km. = Rs. ………………….

Food bills = Rs. ………………….

Accommodation charges **=** Rs. ………………….

1. Daily allowance
2. ……….. days @ Rs. …………… per day = Rs. ………………….
3. ……….. days @ Rs. …………… per day = Rs. ………………….
4. ……….. days @ Rs. …………… per day = Rs. ………………….
5. Actual expenses = Rs. ………………….

Gross amount = Rs. ………………….

1. Less amount of T.A. advance, if any, drawn

vide Voucher No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_ = Rs. ………………….

**Net Amount = Rs. ………………….**

1. The expenditure is debitable to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Initial of Bill Clerk** | **Signature of Drawing & Disbursing Officer** |

|  |  |
| --- | --- |
|  | **Countersigned** |
|  | **Signature of Controlling Officer** |
| **Passed for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Pay for Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |