Form T.R. 25 /G.A.R. 14-A (Sub-bill) Tour

Sub-Bill No.

CENTRAL

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 in by the government Servant)

1. Name	2. Designation	
3. Pay Rs.	4. Headquarters	

5. Details and Purpose of Journey(s) performed :-

C	eparture		Arrival			Mode of Distance Travel & Fare Paid in kms Duratic			Duration	Purpose n of
Date	Time	From	Date	Time	То	Class of ^{(I} accommo- dation	(Rs.)	for Road mileage	of halt	journey
										-
										-
										_
										_
										-
										-
										-
										-
										_
										-
										-

6. Mode of Jou	rney(s) :-						
(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 tickets available?.						
	(c) If available whether return tickets purchased ?.						
	If not ,state reasons						
(iii) ROAD	Mode of coveyance used ? (ie. by Government transport / by taking a Taxi / a single seat in a bus or other public conveyance , or by sharing with another Government servant in a car belong to him or to third person to be specified .)						

7. Dates of absence from place of halt on accout of :-

(a) Restricted Holidays and Casual Leave

(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 organisation financed by State funds :-

(a) Board Only

(b) Lodging only

(c) Boarding and Lodging

9. Particulars to be furnished along with hotel receipts, etc. in cases where higher rate of Daily Allowance is claimed for stay in hotel/ other establishments providing board and /or lodging at scheduled tariff :-

Period of Stay		Name of the Hotel	Daily rate of lodging charged	Total Amount paid	
From	То		chargea	-	

2

10. Particulars of journey(s) for which higher class of accomodation than the one to which the Government servant is entitled was used :-

Date	Name of t	he Places	Mode of conveyance	Class to which	Class by which	Fare of the entitled class (Rs.)	
	From	То	used	entitled	Travelled		

Note :- If the jouney(s) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.

11. Details of journey(s) performed by road between palces connected by rail :-

Date	Name(s) of	the Place(s)	Fare Paid	Remarks		
	From	То	(Rs.)			

12. Amount of Advance of Travelling Allowance, if any ,drawn :- Rs.

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

Date :

Signature of the Government Servant

PART - B

4

(To be filled in by the Bill Section $\)$

1. The net entitlement on account of Travelling Allowance works out to Rs.

Rup	ees							
as d	etailed below :						Rs.	Р
(a)	Railways/Air/Bus/Ste	eame	r fares					
(b)	Road mileage for			Paise / km.		kms		
@ (c)	Daily Allowance :							
(i)	d	ays	@ Rs		per day Rs.			
(ii)	da	ays	@Rs		per day Rs.			
(iii)	d	ays	@Rs		per day Rs.			
(iv)	d	ays	@ Rs		_ per day Rs.			
					Total Rs.			
(d)	Actual expenses							
						Gross Amount		
(e)	Less amount of adva Date	ance	of T.A.	, if any , drawn - v	ide Voucher No	0		
						Net Amount		
2.	The expenditure is de	bitab	ole to					

Bill Clerk (initial) Signature of Drawing & Disbursing Officer

Countersigned.