दौरे के लिए यात्रा भत्ता बिल

Travelling Allowance Bill For Tour

टिप्पणी—इस बिल की दो प्रतियों में, एक सचिव के लिए दूसरी कार्यालय प्रति 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
5. की गई यात्रा/यात्राओं के दौरे और प्रयोजन/Details and purpose of journey (A) performed.

<table>
<thead>
<tr>
<th>प्रदूषक/Departure</th>
<th>आवागमन/Arrival</th>
<th>यात्रा की रीति और स्थान सविधा का वर्ण</th>
<th>यात्रा का मुख्य भाग</th>
<th>माहू मान भत्ता के लिए क्या किया गया</th>
<th>विश्वास की अवधि</th>
<th>यात्रा का योगदान</th>
</tr>
</thead>
<tbody>
<tr>
<td>तारीख और समय</td>
<td>से Form</td>
<td>तारीख और समय</td>
<td>तक</td>
<td>Mode of travel and class of accommodation</td>
<td>Days</td>
<td>Purpose of journey</td>
</tr>
<tr>
<td>Date and Time</td>
<td>1</td>
<td>Date and Time</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>समय</td>
<td>2</td>
<td>समय</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>मेट्रो/Rs. P.</td>
<td>5</td>
<td>मेट्रो/Kms. for road mileage</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

6. यात्रा की रीति/Mode of journey—

(1) वायुयात्रा/Air

(क) कार्यालय द्वारा व्यवसायिक बिनमित्य बाउचर
(a) Exchange voucher arranged by office
(b) Ticket/Exchange voucher arranged by

(ख) द्वारा व्यवसायिक/टिकेट/बिनमित्य बाउचर

On/Off

Yes/No
(ii) **Rail**

- (a) Whether travelled by Mail/Express/Ordinary train?
- (b) Whether return ticket available?
- (c) Whether return ticket purchased? If not state reasons.

(iii) **Road**

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

- 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.

- Date of absence from place of halt on account of:
  - (a) [Place/Reason]
  - (b) Not being actually in camp on Sunday and holidays.

- Dates on which free board and/or lodging provided by the state or any organisation financed by State funds:
  - (a) Only Board
  - (b) Only Lodging
  - (c) Board and lodging

- Particulars to be furnished along with hotel receipt 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:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Name of the Hotel</th>
<th>Daily Rate of Lodging Charged</th>
<th>Total Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
10. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

<table>
<thead>
<tr>
<th>तारीख/Date</th>
<th>स्थानों का नाम/Name of places.</th>
<th>वाहन का प्रकार</th>
<th>वह वर्ग जिसमें यात्रा की है</th>
<th>वह वर्ग जिसमें यात्रा की है</th>
<th>इस वर्ग की यात्रा भाड़ा जिसका हकदार है</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>से/From</td>
<td>तक/To</td>
<td>विद्यमान का उपयोग किया गया है</td>
<td>वर्ग प्रति यात्रा की है</td>
<td>वर्ग प्रति यात्रा की है</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>Mode of conveyance used</td>
<td>Class to which entitled</td>
<td>Class to which entitled</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>तारीख/Date</th>
<th>स्थानों का नाम/Name of the places</th>
<th>संदर्भ भाड़ा/Fare paid Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If any drawn, the amount of T.A. advance. If any drawn.


13. मैं यात्रा भाड़ा ले रहा हूँ/नहीं ले रहा हूँ @ रूपये ............................ ग्राहक माह
   I am drawing/not drawing transportation allowances @ Rs. ........................ per month
   प्रमाणित किया जाता है कि उपग्रहक जानकारी मेरे सबूत राशि और विश्वास के अनुसार सही है।
   Certified that the information as given above, is true, the best of my knowledge and belief.

<table>
<thead>
<tr>
<th>तारीख/Date</th>
<th>संरक्षक सेवक के हस्ताक्षर/Signature of the Govt. Servant</th>
</tr>
</thead>
</table>
PART-B (To be filled in the Bill Section)

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) Actual expenses ______/Rs. ______

2. The expenditure is debitable to

Bill No.______

Intials of bill clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of the Controlling Officer