

TRAVELLING ALLOWANCE BILL

[illegible]

CERTIFICATE

1. Certified that I have satisfied myself that the amounts included in bills drawn previous to this date with the exception of those detailed below (of which total amount has been refunded by deduction from this bill) have been disbursed to the officers therein named and their receipt taken in the Acquittance Roll or the office copies of the Travelling Allowance. Bills filled in my office and receipt stamps duly cancelled for every payment in excess of Rs. 20.
2. Certified that the journey beyond jurisdiction was performed under proper authority.
3. Certified that an entry of the journey for which Travelling Allowance has been claimed in this bill has made in proper Check Register prescribed in the rules.

Passed for Rs.
(Rupees.....) Only

Previous Expt.....
Date.....

D.D.O.

(Controlling officer)

Present Bill.....

Balance.....

Total Expendt.....

Budget Allotment

D.D.O.

(With office seal)

INSTRUCTIONS FOR PREPARING TRAVELING ALLOWANCE BILLS

1. Journey of different kinds and journeys and halts should be entered on the same line.
2. Number of miles traveled should be entered in column 7 in all cases of journeys by road or by boat. They may not be entered in case of journey by rail.
3. Permanent traveling conveyance and horse allowance should be drawn along with the pay of the Government servant and not traveling allowance bills.
4. Fractions of a mile in the total bill for any one journey should not be charged for.
5. When the first item of a traveling allowance bill is half, the date of commencement of this half should be stated in the "Remarks" column.
6. A suitable note should always be made in remarks column against the relevant entries of days for which allowance at enhanced rate (including hill track, ordinary or special) is claimed.
7. Hours of journey should be mentioned only:
 - a) When for an absence from headquarters of not more than two consecutive days daily allowance is claimed for two days.
 - b) When mileage or actual expenses in lieu thereof are claimed.
 - c) When both rail or steamer fare and daily allowance are claimed in respect of journey by Rail or Steamer immediately proceeded or followed by a journey by road or halt.
8. A certificate of attendance given by the court of authority should be attached to the bill if traveling allowance drawn under rule 2.136 of the Traveling Allowance Rules (Punjab Financial Hand Book No. 2, Volume III).

CERTIFICATE FOR JOURNEY ON TOUR

1. Certified that I was/was not (i) provided with means of location at the expense of Government local fund or a court of wards estate for the journey by road (Rule 2.100), (ii) allowed free transit by railway under a free pass, or otherwise (Rule 2.92 to 2.95) for all journey for which T.A. has been claimed.
2. Certified that I traveled by rail/steamer on all days in the class of accommodation in which I am entitled exception ----- when I traveled by ----- class -----.
3. Certified that between stations connected by rail viz. ----- to ----- I performed the journey by car and incurred a sum of Rs----- as road fare which is supported by actual car ticket.
4. Certified that between station connection by rail viz. ----- to ----- I performed the journey by getting a single seat and incurred a sum of Rs----- as road fare.
5. Certified that journey by road was performed by Motor car/Motor cycle:
 - i) Which was a hired one and all the accommodation of which was reserved by me.
 - ii) Which was a private property, details of which are given -----.
 - iii) Being my own property.
 - iv) Being a Government/University vehicle.
6. Certified that I did not perform the road journey for which mileage allowance has been claimed at the higher rates prescribed in Rule 2.24 (D) of the T.A. Rules by taking a single seat in any public conveyance (excluding a steamer) which plies regularly for higher between fixed points and charges fixed rates. I also certify that the journey was not performed in any other vehicle without payment of its hire charges of incurring its running expenses.
7. Certified that the journey by road was performed by taking a single seat in the taxi, Motor, Mini bus or Lorry.
8. Certified that the number of kilometers shown in the bill are correct.
9. Certified that the journey beyond jurisdiction was performed under proper authority.
10. Certified that the journey on ----- was performed by Mail/Express train the interest of public service.
11. Certified that I was actually and not merely constructively in camp on Sundays and Holidays, for which daily allowance has been claimed.
12. Certified that I was not absent/on casual leave during the period for which daily allowance has been claimed.
13. Certified that during my halt at ----- from ----- to ----- while on duty I continued to incur extra expenditure after the first 30 days.
14. Certified that the actual expenses incurred as cost or transporting personal effects was not less than the sum claimed in the bill.
15. Certified that I have transported ----- qtls. of luggage on my transfer.
16. Certified that the family members for whom T.A. has been claimed were actually residing with me at the time of transfer and are wholly dependent upon me.

Signature of claimant

Countersignature