



**122. TA Bill**

1		4	Designation
2	Name	5	Headquarter

3	Basic Pay
---	-----------

Departure Station	Date & Time	Arrival Station	Date & Time (Back)	Purpose of Journey	Mode & Class of Travel	Adult Fare Paid/ No. of Fares	Local Travel			Transportation/ Hotel Charges	Daily Allowance			Total of line 7+10 +11+14	Remarks
							Km	Rate	Amount		No. of Days	Rate	Amount		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Amount in words .....  
 .....

**Certified that**

- 1 This TA Bill is being presented for the first time.
- 2 The above said claim is correct to the best of my knowledge and belief

**Sign & Stamp**

**Sign & Stamp**

Submitted to SDO AH &D ..... for n/a & information please.

Despatch No	Dated	Personal effects	Rs.....
		Personal effects	Rs.....
<b>Rs. (</b>	<b>)</b>	Personal effects	Rs.....

**(Signature of Claimant)**

**Passed for**

Less T.A./T.T.A. Adv. Drawn vide .....	Rs	
Treasury Voucher No.....	Rs	
Dated.....	Rs	

<b>Net Amount payable</b>	Rs.....	Rs	(In words)	..... <b>(Signature of D.D.O.)</b>
---------------------------	---------	----	------------	------------------------------------

- |                     |   |  |
|---------------------|---|--|
| <b>Instructions</b> | 1 | Tour Diary should invariably be attached with the claim.   |
|                     | 2 | In case of Transfer Claim the details of the members of the family with age along with details of the personal effects be given. |
|                     | 3 | The Receipts Nos. the Hotel and Carriage charges bills be quoted against the relevant column.                                    |
|                     | 4 | The ticket Nos. should be quoted when journey are performed in a class other than the ordinary class.                            |



## 122. TA Bill

- 1 Certified that I was not provided with the means of locomotive at the expenses of Govt, local fund on account of wards estate for journey by road (Rule 2.700 (i) Allowed free transit by railway under a free pass or other wise (Rule 2.295 to 296) for any journey for which T A has been claimed.
- 2 Certified that I travelled rail/steamer on all days in the class of accommodation to which I am entitled except on.....when I travelled by.....class.
- 3 Certified that between the stations connected by rail, viz.....to.....to.....I performed the journey by road transport viz. motor or minis bus etc. and incurred a sum of Rs.....as road fare which is supported by the enclosed actual bus/rail ticket.
- 4 Certified that the journey by road was performed by motor car/motor cycle (i) which was hired one and all the accommodation of which was reserved by me (ii) which was private, details of which are given below (iii) Being my own property. Being a Government vehicle No.
- 5 Certified that I did not perform the road journey by which mileage allowance has been claimed at the higher rates prescribed in rule 224 (D) of the T.A. rules by taking a single seat in any public conveyance excluding a steamer which piles regularly for hire between fixed points and charged, fixed rates. I also certify that the journey was not performed in any other vehicle with payment of it hire charges or incurring its running expenses.
- 6 Certified that the journey by road was performed by taking single seat in taxi motor, Omini bus or lorry.
- 7 Certified that the journey beyond the jurisdictions was performed under proper authority.
- 8 Certified that the number K.M. shown in the bill are correct and are as per status.
- 9 Certified that journey on.....was performed by mail/express train in the interest of public service.
- 10 Certified that I was actually and not merely constructively in camp on Sunday and Holiday for which daily allowance has been claimed.
- 11 Certified that I was not absent on casual leave during this period of which daily allowed has been claimed.
- 12 Certified that during halt at.....from.....to.....while on inspection duty continued for incure extra expenditure after the first 10 days.
- 13 Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on my transfer.
- 14 Certified that the actual expenses incurred as cost of transportation of personal effects was not less than the sum claim in this bill.
- (a) Certified that I have used my own Motor Cycle/Scooter No.....
- 15 (b) Certified that I have used Motor Cycle/Scooter No.....which belongs to my friend Relative Sh.....who is not a Govt. Servant and all the propulsion charges have been borne by me.
- 16 Certified that I have actually travelled by my motorcycle/scooter/Car between the station connected by rail but claimed as per admissible under the rule

Signature of Claimant

Form S.T.R. 2.7.					
(See Rule S.T.R.4.38)					
TRAVELLING EXPENSES CLAIM FORM					
A&T No. 303					
Bill No. & Date				Voucher No.	
Establishment of				Voucher Date:	
1	Treasury Code	1	8	Voted/Charged (V/C)	8
2	D.D.O. Code	2	9	Demand Number	9
3	Major Code	3	10	Object Code:	10
4	Sub Major Head	4			
5	Minor Head	5			
6	Sub Head/Scheme	6			
7	Plan/Non Plan (P/N)	7		(Space for A/C's stamp)	
CERTIFICATES					
1	Received the contents of this bill.				
2	Certified that the amount being drawn in this bill is in accordance with rules as amended from time to time.				
3	Certified that no amounts drawn previously more than 3 months old is lying undischarged and the amounts drawn 1/2/3 months to this date are being refunded as per details given below.				
	Name	Period	Amount	Drawn vide Vr. No. & Date	
APPROPRIATION					
Appropriation for the year			to	Rs	
Deduct Expenditure (including this bill)				Rs	
Balance available				Rs	
Passed for Rs.	(in words)				
(Signature of Controlling Officer)			(Signature of DDO)		
Pay Rs	(in words)				
(Treasury Clerk)		(Ast)		(Treasury Officer)	
(For use in A.G. Office)					
Admitted for Rs.					
Objected for Rs.					
Reasons for Objections				(Accounts officer)	