TA/DA BILL OF ESTABLISHMENT OF PUNJAB ENGINEERING COLLEGE, CHANDIGARH FOR THE MONTH OF _____

Name and Designation	Headquarter	Actual pay/pay at the time of transfer	Particulars of Journey* and Halts						Purpose of Journey	Kind of Journey i.e., by Road, Boat, Rail (Mal or Ordinary)	Mileage by Road or Rail or Boat actual expenses				Amount	Transportation charges of Details of				Railway/ Steamer/Air			Daily Allowance			Total of each line (Rs.)	Remarks
			Departure			Arrival					Means of Conveyance	Actual fare paid	No. of Kilometers	Date		Weight	Rate	Distance	Amount	actually Traveled	No. of Fares	Amount	No. of days	Rate	Amount		
			Station	Date	Hour	Station	Date	Hour																			
1	2	3	3	3	3	3	3	3	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28

Certified that I have actually performed the journey on the above mentioned modes of travel and dates.

Total Rs.	
Deduct: Undisbursed Travelling Allowance Refunded as detailed on the reverse	
Deduct: Advance of Travelling Allowance on Tour/Transfer adjusted as detailed on the Reverse	
Net Sum Required for Payment	

Certificate

Form T.R.25(Outer)
Central

1. Certified that I have satisfied myself that the amounts included in this bills drawn 1 month/ 2 months*/ 3 months previous to this date with the exception of these detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Govt. servants therein named and their receipt taken in the office copy of the bill, or in a separate acquittance roll.

[(see Treasury Rules 277(i)]

2. Also that the journey for which mileage has been claimed under supplementary rules 77 for Non-gazetted ministerial or inferior Govt. servants were made by public or hired conveyance under my orders.

Travelling Allowance Bill (Non- Gazetted Establishment)
oucher No.   of

3. Also that it was necessary for the Govt. servants for whom halting allowance at the head-quarters is drawn to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance drawn (supplementary rules 91).

District   List of payments

Station _____

Date _____   Head of Office

Passed for Rs. _____ (Rupees_____only)

1. Journey of different kinds and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried

Controlling Officer,

Controlling Officer

2. Permanent Travelling Conveyance and Horse allowance should be drawn alongwith the pay of the govt. servants and not in the Travelling allowance bills.

3. Fractions of kilometers in the total of a bill for any one journey for each person should not be

Received contents

4. When the first item of Travelling Allowance Bill is a halt, the date of commencement of that halt should be stated in the remarks column.

Head of Office

5. If daily allowance is claimed in respect of road journey, the number of kilometers in railed should be entered in column 14 and the daily allowance in columns 24 to 26.

Pay Rs. _____ (Rupees

_____only)

6. Journey performed beyond Indian Territory should be indicated separately and the distance traveled should be stated in each case.

7. When Travelling allowance is claimed in respect of a journey to or from a Hill Station, it should be mentioned in the "Remarks" column whether or not the halt has exceeded 10 days.

Examined and Entered

(Space for pre audit enfacements in respect of Bills submitted for pre-audit)

Accountant
Officer
Date _____

Treasury

Date _____

Details of Undisbursed Travelling Allowance Refunded					Details of advance of Travelling Allowance of tour/transfer adjusted				
Section of Establishment	Name	Period	Section of Treasury and date of drawal	Amount	Section of Establishment	Name	Period	Name of Treasury and date of original drawal;	Amount	Adjusted
									On Tour	On Transfer
			Rs. P.						**Rs. P.**	**Rs. P.**

For use in Accountant General's Office

Head of Accounts*

Admitted for Rs.

* One line to be used and the other sorted out.

! Clause 2 should be scored out when no mileage is claimed under supplementary rules 77 and clause 3 when there is no claim under supplementary rules 91

!! The net amount of the claim in words and figures as will be passed by the controlling officer should be shown here.

*To be entered by Drawing Officer and checked in Accountant-General Office.