

Below Rs..... (Rupees.....only)

TR 47  
See Rule 164(c)

ADVANCE / FINAL BILL

TRAVELLING ALLOWANCE BILL OF GAZATTED OFFICERS

Name of Treasury.....

Computer Sequence No:\Token No: [ ]

Date: [ ] / [ ] / [ ]

Scroll No:..... Voucher No.....of I / II LOP

SDO Code: [ ]

Name :.....

Designation :.....

Name of Office :.....

Head of Account: [ ] [ ] [ ] [ ] [ ] [ ] Plan(P)/Non Plan(N) [ ] Voted(V) / Charged (C) [ ]

Period of Claim: (From): ...../...../..... (To): ...../...../.....

A.Rail/Air/Other..... Rs .....  
Fare(col No.3a)..... Rs .....  
Incidental expenses (Col No.3b)..... Rs .....  
Mileage Allowance (Col No.3c)..... Rs .....  
Daily Allowance (Col No.4)..... Rs .....  
Actual expense (Col No.5)..... Rs .....  
A. Total (Col No.6)..... Rs .....

Allotment for..... Rs .....  
Expenditure excluding this bill Rs .....  
Expenditure including this bill Rs .....  
Balance Rs .....  
Passed for Rs..... (Rupees..... only)

B Deduct:

1) Proportionate PTA for.....days Rs .....  
2) Advance tour TA drawn in bill for Rs .....  
On.....at.....  
Treasury and debited to.....  
3) Refund in cash - details ..... Rs.....  
Chalan no:.....Date...../...../.....  
B. Total ..... Rs.....

District Officer  
Countersigned for Rs.....(Rupees..... only)

Place:  
Date: Signature of the Controlling Officer

C. Net claim = (A - B) Rs.....  
(Rupees..... only )

Received Rs .....(Rupees..... only)  
in CASH / TC to TSB:.....

Signature of the Officer who travelled

Place:  
Date: Signature,Name&Designation of the Officer who travelled

For the use of AG's Office

Details of Objection

Total amount of the bill .....  
Admitted.....  
Disallowed.....  
Objected to.....

G.A.D.

Retrenchment Slip No.....Dated.....

SPACE FOR ENDORSEMENT

Please pay the amount to Sri/Smt .....  
.....whose signature is  
Attested below

Signature of messenger

Contents Received

Signature of the officer issuing the bill

Signature of messenger

FOR TREASURY USE ONLY

Pay Rs..... (Rupees ..... only) in cash, Rs.....(Rupees..... only) by RBR and Rs.....(Rupees..... only) by TC.

POC NO: ..... Date: ...../...../.....

Accountant

Treasury Officer

Received Pay Order Cheque

Pay Order Cheque Issued By

Signature of Recipient

Accountant





**TR 47**

**INSTRUCTIONS FOR PREPARING TA BILLS**

1. Govt. accept no responsibility for any fraud or misappropriation in respect of money or draft made over to messenger.
2. When the first item in a bill relates to a halt, the date of commencement of that halt should be stated in the remark column.
3. Specific authority for special rates if any should be noted in the remark column.
4. The date and hour of arrival and departure from each place of visit should be clearly noted in the bill.
5. A travelling allowance bill may, if desired, be encashed for payment to a banker, agent or messenger and presented for collection through such banker or agent or to TSB.
6. Penal interest for the TA advance should be remitted if the claim is not preferred within **three months** as laid down in GO(P) 509/92/Fin dated 25.8.92.
7. The TA claim should be preferred within a period of **two years** from which the claim fell due for payment.
8. The number of kilometers travelled by each mode of conveyance should be entered in respect of each journey.
9. Permanent travelling/conveyance allowances should be drawn along with the pay of the officer and not on travelling allowance bill.

**CERTIFICATE**

1. I certify that, for the railway/steamer journeys included in this bill, I have travelled by the .....class ordinary/express for which allowance is claimed.
2. I certify that concession rates were not obtainable for any of the journeys covered in this bill.
3. I certify that no travelling allowance has been claimed for the days of casual leave or for Sundays or other authorised holiday, not actually spent in camp (vide notes 1 & 2 under rule 58 Pat 11 KSR)
4. I certify that the claim in respect of the members of my family is in respect of those who are actually residing with me and wholly dependent on me (vide rule 67(f) pat 11 of KSR).
5. I certify that for the railway journeys included in the bill the members of my family travelled by the class for which TA is claimed and that the claim represents the actual payment made for purchase of tickets (vide Rule 67(a) i and ii of Pat 11 of KSR).
6. I certify that the amount claimed in this bill has not been drawn previously.
7. I certify that no advance TA is pending to be adjusted.
8. I certify that the limit of TA prescribed in my case is Rs. .... per quarter and that the total of TA (including daily allowance) for tours within my jurisdiction for the quarter ending ..... has not been exceeded.
9. I certify that the bill is prepared in conformity with relevant rules.
- 10.
- 11.

Place:

Date:

Signature, Name and designation

**Note :** Delete or add certificates if any unrequired or required as the case may be.

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