

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/17
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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G.A.R.14-B

Sub-Bill No. _____

TRAVELLING ALLOWANCE BILL FOR TRANSFER

Note: This bill should be submitted in duplicate – one for payment and the other as office copy

PART-A

(To be filled in by the Government Servant)

1. **Name** :
2. **Designation** :
3. **Basic Pay at the time of transfer** :
4. **Pay Level/ Grade Pay at the time of transfer** :
5. **Division / Section/ Unit** :
6. **Transfer Order details** : F. No...../...../20..... Dated...../...../20.....
7. **Headquarters (Old)** :
8. **Headquarters (New)** :
9. **Residential Address (Old)** :
10. **Residential Address (New)** :
11. **Particulars of the member of the family as on the date of transfer [vide S.R. 2(8)]:**

Sl. No.	Name	Age	Relationship with the Govt. servant
1			
2			
3			
4			
5			
6			
7			

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11. Details of journey(s) performed by the Govt. Servant as well as members of his/ her family:

Departure		Arrival		Mode of travel and class of accommodation used	No. of fares	Fare paid (in Rs.)	Distance By road (in Kms.)
Date & Time	From	Date & Time	To				
1	2	3	4	5	6	7	8

12. Details of Transportation charges of personal effects (Bills & Money receipts to be attached):

Date	Mode	Station		Weight (in Kg)	Rate Rs.	Amount Rs.	Remarks
		From	To				

13. Details of Transportation charges of personal Conveyance (Bills & Money receipts to be attached):

(a) Mode of transport and station to which transported:

(b) Amount spent (in Rs.)

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14. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled was used:

Date	Name of the places		Mode of convenience used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				(in Rs.)

15. Details of journey(s) performed by road between places connected by rail:

Date	Names of the places		Fare of the entitled class	Remarks
	From	To	(in Rs.)	

16. Amount of Advance of Transfer Travelling Allowance, if any, drawn:

Certified that the information given as above is true and correct to the best of my knowledge and belief.

Place:

Dated:

Signature of the Government Servant

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PART-B
(To be filled in the bill section)

The net entitlement on account of Transfer Traveling Allowance works out to Rs. _____

(Rupees _____ only) as detailed below:

Sl. No.	Particulars	Amount (in Rs.)
a)	Air/ Train/ Bus/ Steamer Fare	
b)	Road mileage for _____ kms @ _____ / km	
c)	Composite Transfer Grant	
d)	Transportation of Personal Effects	
e)	Transportation of Personal Conveyance	
f)	Gross Amount	
g)	Less: Amount of T.T.A., if any, drawn vide Voucher No dated.....	
h)	Net amount payable	
i)	Extra amount refunded vide T.R. No..... dated.....	

The expenditure is debitable to the Head of Account: _____

(Dated initials of the Bill Clerk)

(Dated Signature of the D.D.O.)

Countersigned

(Dated Signature of the Controlling Officer)