

GAR-14.B

Sub bill No

TRAVELLING ALLOWANCE BILL FOR TRANSFER

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

PART A – (To be filled by the Government servant)

Name Designation

Audit No. Pay at the time of transfer Rs.

Head-quarters.

(a) Old

(b) New

Residential Address/

(a) Old

(b) New

Particulars of the members of the family as on the date of transfer [vide S.R. 2(8)]

Sl. No.	Name	Age	Relationship with Government servant

Details of journey (s) performed by the Government servant as well as members of his/her family.

DEPARTURE			ARRIVAL			Mode of Travel and class of accommodation used	No. of fares	Fare paid Rs.	Distance in km by Road
Date	Time	From	Date	Time	To				
1	2	3	4	5	6	7	8	9	10

Transportation charges of personal effects. (*Money receipts to be attached*)

Date	Mode of Transport	Station		Weight in kgs	Rate Rs.	Amount Rs.	Remarks
1	2	3	4	5	6	7	8
TOTAL							

Transportation charges of personal conveyance: (*Money receipt to be attached*)

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

(b) Amount: Rs.

10. Amount of advance, if any draw. Rs.

Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

Date	Name of Place		Mode of conveyance	Class by which entitled	Class by which travelled	Fare of the entitled class Rs.
	From	To				
1	2	3	4	5	6	7

If the journey by higher class of accommodation has been performed with the approval of the competent authority. No. and date of the sanction may be quoted.

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

Date	Name of Places		Fare Paid
	From	To	
1	2	3	4

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

Date:

Signature of the Government servant

Place:

Name _____

PART-B
(To be filled in the Bill Section)

The net entitlement on account of travelling allowance works out to Rs.
(Rupees) as detailed below:

	Rs.
(a) Railway/Air/Bus/Steamer fare	
(b) Road mileage for Kms @p Km.	
(c) Composite Transfer Grant	
(d) Transportation of personal effects	
(e) Transportation of private conveyance	
(f) Less amount of advance(s) if any, draw vide voucher(s) No date	
Net amount	

2. The expenditure is debitable to

Category	Head of Accounts	Amount Rs.

Initials of bill clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer