

C.S.K. HIMACHAL PRADESH KRISHI VISHVAIDYALAYA
 (See Rule 6.22 Part-I of the Account Manual)
TRAVELLING ALLOWANCE BILL

DISTRICT _____ Month200
 HEADQUARTERS _____ NAME _____ Head of service chargeable _____
 DESIGNATION _____ Pay Rs. _____

Particulars of Journeys' and halts						Mode of conveyance	Actual Air, rail/bus fare			Distance Traveled by road or by other means				Total Amount		Purpose of journey or halts	Remarks	
Departure			Arrival				Class	No. of fares	Amount		For which mileage is admissible		Daily allowance claimed/No. of days		Rs.			P
Station	Date	Hour	Station	Date	Hour				Rs.	P	No. of Kms.	Rate	Amount					
													Rs.	P				

TRAVELLING by road Includes TRAVELLING by C R river in steam launch or any vessel other than a steamer and TRAVELLING by canal (the particular kind should be specified in the bills).
 In case when the Steamer Company has two rates of fare one inclusive and one exclusive of diet the word 'fare' should be hold to mean "fare exclusive of diet".

CERTIFICATE

1. Certified that I have satisfied myself that the amounts included in the bills drawn previous to this date with the exception of those detailed below (of which the total amount has been refunded by education from this bill), have been disbursed to the officers therein named and their receipts taken in the Acquaintance Roll or the office copies of the TRAVELLING Allowance.
 Bill filled in my office and receipt stamps duly cancelled for every payment excess of Rs. 20.
2. Certified that the journey beyond jurisdiction was performed under authority.
3. Certified that an entry of the journey for which TRAVELLING Allowance has been claimed in this bill has been made in proper Check Register prescribed in the rules.

Passed for Rs..... (Head of Office)
 Dated (Controlling Officer)

INSTRUCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS

1. Journeys of different kinds and journeys and halts should not be entered on the same line.
2. Number of miles travelled should be entered in column 7 in all cases of Journey by road or by Boat. They may not be entered in case of journey by rail.
3. Permanent travelling conveyance and horse allowance should be drawn along-with the pay of the Govt. servant and not travelling bills.
4. Fractions of a mile in the total of bill for any one journey should not be charged for.
5. When the first item of a travelling allowance bill is half, the date of commencement of this half should be stated in the "Remarks" column.
6. A suitable note should always be made in remarks column against the relevant entries of days for which daily allowance at enhanced rate (including hill track, ordinary or special) is claimed.
7. Hours of journey should be mentioned only: -
 - (a) When for an absence from headquarters of not more than two consecutive days daily allowance is claimed for two days.
 - (b) When mileage or actual expenses in lieu there of are claimed.
 - (c) When both Rail or Steamer fare and daily allowance are claimed in respect of journey by Rail or Steamer immediately proceeded or followed by road of halt.
8. A certificate of attendance given by the court of authority should be attached to the bill.

CERTIFICATE FOR JOURNEY ON TOUR

CERTIFIED THAT:-

1. The mileage and fares shown for and rail journey in the bill are correct to the best of my knowledge and belief.
2. The distances shown in the T. A. Bill are correct to the best of my knowledge and belief.
3. I did not perform the road journey for which mileage has been claimed at the higher rates prescribed in the S. R. 46 by taking a single seat in a taxi, motor, omnibus or motor lorry paying or hire.
4. No mileage is claimed for road journeys conducted in Government/University Vehicles.
5. No. T. A. advance taken by my in connection with the journeys for which claim is preferred in this bill.
6. The T. A. advance taken by me has been adjusted in this bill and claim preferred in this bill is for the balance amount only.
7. I was actually and not merely constructively in camp on Sundays and holidays for which D. A. is claimed in this bill.
8. The distances shown in the bill tally with the log book of the vehicle.
9. The halts shown in the bill were necessary in the public interest both as regards the place of halt and the duration of halt.
10. The journey beyond jurisdiction was performed under proper authority.
11. I was not absent on casual leave during the period for which daily allowance has been claimed.
12. I have travelled in public interest.
13. I was not treated as State Guest during the period of halt.
14. That have actually travelled in the class of accommodation in train as claimed in this T. A. bill and to which I am entitled.
15. The journey by rail or express train as shown in the bill were actually performed.
16. The journey was performed by the shortest and cheapest route.
17. Family member for whom T. A. is claimed are dependent upon me and were actually taken alongwith me on transfer.
18. This claim has not been preferred in any shape previously.
19. Certified that the actual expense incurred towards the cost of transportation of the personal effects was not less that the sum claimed.
20. I have transportedqtls. of luggage on my transfer.

COUNTER SIGNATURE

SIGNATURE OF CLAIMANT