

यात्री भत्ता देयक

Travelling Allowance Bill For Tour

टिप्पणी: यह देयक दो प्रतियों में प्रेष्य/एक अदायगी प्रति एवं अन्य कार्यालय प्रति के लिये

NOTE - This bill should be prepared in duplicate / one for payment and others as office copy

भाग - क शासकीय कार्मिक द्वारा भरा जाये

PART - A (To be filled up by the Government Servant)

1. नाम Name
2. पद Designation
3. वेतन Pay
4. मुख्यालय Headquarters
सम्पन्न यात्रा का विस्तृत विवरण
5. Details and purpose of Journey (A) performed,

जाना Departure		आना Arrival		वाहन का प्रकार एवं श्रेणी Mode travel & class of accomodation	मार्गिक भत्ता हेतु भाड़ा प्रदत्त Fair paid		दूरी माप कि. मी. में Distance in Kms. for road mileage	विश्राम अवधि Duration of rest		यात्रा का कारण Purpose of Journey	राशि Amount	
दिनांक तथा समय Date and time	स्थान From	दिनांक तथा समय Date and time	गंतव्य स्थान To		रु. Rs.	पै. P.		दिन Days	घण्टे Hrs		रु. Rs.	पै. P.
1	2	3	4	5	6	7	8	9	10			

यात्रा का प्रकार

6. Mode of journey :-

(1) हवाई / समुद्री Air

(a) कार्यालय से जारी अन्तरम प्रपत्र Exchange voucher arranged by office

(b) प्रपत्र जारी करने वाले Ticket / Exchange voucher arranged by

प्रावधानों से अधिक उच्च वर्ग में की गई यात्रा का विस्तृत विवरण Particulars of journey (s) for which higher class of accomodation than the one to which Government servant entitled was used.

दिनांक Date	स्थान का नाम Name of places		वाहन प्रकार उपयोगिता Mode of conveyance used	अनुमत्य वर्ग class to which entitled.	उपयोगिता वर्ग Class be- which travelled	भाडा अनुमत्यवर्ग Fare of the entitled class	
	प्रारम्भ From	अंत तक To				रु. Rs.	पे. P.
1	2	3	4	5	6	7	

यदि प्रावधानों से अधिक उच्चवर्ग के यात्रा की अनुमति / स्वीकृति सक्षम अधिकारी द्वारा पूर्व में ली गई हो तो स्वीकृति संख्या एवं दिनांक अवश्य भराजाय If the journey's by higher class accomodation has been performed with the approval of the competent authority, No. and date of the sanction may be quated.

11. रेल सुविधा होने पर भी सड़क यात्रा की गई का विवरण Details of journey (s) performed by road between places connected by rail.

दिनांक Date	स्थान विवरण Name of places		भाडा चरम Fair paid
	प्रारम्भ From	अंत तक To	
1	2	3	4

12. यदि यात्रा भत्ता अग्रिम प्राप्त किया है तो राशि रु.
Amount of t.a. advance If any drawn.

प्रमाणित किया जाता है कि उपरोक्त दी गयी सभी सूचनाएँ मेरी जानकारी के अनुसार पूर्ण सत्य है।
Certified that the information as given above, is true, the best of my knowledge and belief.

दिनांक
Date

शासकीय अधिकारी के हस्ताक्षर
Signature of the Govt. Servant

भाग-ख लेखा विभाग के उपयोग हेतु
PART-B (To be filled in the Bill Section)

अनाधिकृत यात्रा भत्ते राशि रुपये.....का विस्तृत विवरण

The not intitlement on account of travelling allowance works out to Rs.detailed below:-

[a] हवाई / रेल / बस / स्टीमर भाडा रु. Railway / air / bus / steamer fare Rs.

[b] किलोमीटर के लिये सड़क भत्ता दर रु.

Road mileage for.....Kms. @ Rs. P / Km.

[c] दैनिक भत्ता Daily allowance

[i]दिन Days @ दर Rs. प्रतिदिन per day.

[ii]दिन Days @ दर Rs. प्रतिदिन per day.

[iii]दिन Days @ दर Rs. प्रतिदिन per day.

[d] वास्तविक व्यय देय Actual expenses रु. Rs.

.....
.....
.....

कुल राशि

Gross amount

[e] देयका प्र.....दिनांक.....द्वारा प्रदत्त अग्रिम यात्रा भत्ता रु.....

Less amount of T.A.

advance If any, drawn vide Voucher No.Dated.....Rs.

शुद्ध देय राशि रु.

Net amount Rs.

व्यय खाता का नाम

The expenditure is debitable to

आहरण एवं संचितरण अधिकारी की स्वाक्षरी
Signature of Drawing and Disbursing Officer

विभागीय कार्मिक के संक्षिप्त हस्ताक्षर

Initial of bill clerk

प्रतिहस्ताक्षरित
Countersigned

नियंत्रक / हस्ताक्षर अधिकारी के
Signature of the Controlling Officer

RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY
KRISHI BHAWAN : NEW DELHI

T.A. CERTIFICATE

1. Road mileage as shown and claimed is correct to the best of my knowledge and belief and is from bus stop to bus stop by direct route.
2. A part of road journey for which mileage allowed has been claimed at the higher rates prescribed in S.R. 46 was also performed in my own car.
3. No one shared the expenditure on the road mileage for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46.
4. The road journeys were not performed in other vehicle without payment of its hire charges or incurring its running expenses.
5. I did not use Govt. or any other hired transport for this mileage.
6. I did not perform the road journey for which mileage allowance has been claimed at the higher rates prescribed in S.R. 46 by taking a single seat in any public conveyance (including Steamer/which/ which plies regularly between fixed points and charges fixed rate.
7. The stations between which road mileage allowance has been claimed are not connected by rail directly or indirectly.
8. I actually traveled in the Railway class of accommodations shown and claimed and paid Rs. _____ to the Railway authorities. I actually made the reservation.
9. The rail journeys were performed by the shortest possible route.
10. The rail mileage shown is correct to the best of my knowledge.
11. The 1st class Railway accommodation is available on the line for which 1st class fare has been claimed for the journeys performed by road in my own car.
12. Return tickets were not issued on the Railways lines on which journeys were performed by me.
13. I traveled by air and have actually paid Rs. _____ as fare.
14. I actually performed official duties at the station for which half daily allowance has been claimed.
15. I did not avail of free board and lodging at the expenses of state govt. or any organization financed from state funds during days for which daily allowances have been claimed.
16. I have been paid Rs. _____ as T.A. advance for the journeys as shown in the T.A. bill and the amount is adjusted.
17. I have not been paid any T.A. advance for the journeys as shown in T.A. bill.
18. No mileage has been claimed in petty contingencies.
19. During the period of halt/halts I was actually and not merely constructively in camp.

Signature _____
Designation _____
Dated _____

IMPORTANT

Please score off the paragraph which did not apply.
The person who signs the certificate is responsible
for any alteration or addition etc.