CENTRAL

G. A. R. 14-B
Sub-bill (Tfr)
T. R. 25

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 in by the Government servant)

1. Name .....
2. Designation .....
3. Pay at the time of transfer Rs. .....
4. Headquarters: (a) Old ..... (b) New .....
5. Residential address:

   (a) At Old headquarters .....

   .....

   .....

   (b) At New headquarters .....

   .....

   .....

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

Sl.No.	Name	Age	Relationship with the Government servant

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

DEPARTURE			ARRIVAL			Mode of travel	Class of accommo-dation	No. of fares	Fare Paid		Distance in km. by Road
Date	Time	From	Date	Time	To				Rs.	P.	

8. Transportation charges for personal effects. *(Money Receipt to be attached)*

Date	Mode	STATION		Weight in kgs.	Rate		Amount		Remarks
		From	To		Rs.	P.	Rs.	P.	
				Total					

9. Transportation charges for personal conveyance. *(Money Receipt to be attached)*

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

(b) Amount ... ... Rs.....

10. Amount of Advance of Travelling Allowance, if any, drawn ..... Rs.....

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

Date	Names of places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled Class	
	From	To				Rs.	P.

NOTE:—*If the journey by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted.*

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

Date	Names of places		Fare paid		Remarks
	From	To	Rs.	P.	

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

Date.....

Signature of the Government servant

PART—B

(To be filled in by the Bill Section)

The net entitlement on account of Travelling Allowance works out to Rs .....

(Rupees .....)

as detailed below:

	Rs.	P.
(a) Railway/Air/Bus/Steamer fare		
(b) Road mileage for ..... km. @ ..... Paise/km. ...		
(c) (*i*) Transfer grant		
(*ii*) Packing Allowance ...		
(d) Transfer incidentals:		
(Daily Allowance for ..... days		
@ Rs. ..... per day)		
(e) Transportation of personal effects		
(f) Transportation of private conveyance		
Gross Amount ...		
(g) *Less* Amount of advance(s) of Travelling Allowance, if any, drawn *vide*		
Voucher(s) No ..... Dated		
Net Amount Rounded Off ...		

The expenditure is debitable to: .....

Bill Clerk
(initials)

Drawing and Disbursing Officer
(Signature)

Countersigned

Controlling Officer
(Signature)

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