

TRAVELLING ALLOWANCE BILL FOR TOUR**NOTE:-** This bill should be prepared in duplicate-one for payment and the others as office copy**PART-A (To be filled up by Government servant)**

1. Name _____
2. Designation _____ 3. Pay _____
4. Headquarters _____
5. Details and purpose of journey (s) performed.

Departure		Arrival		Mode of travel and class of accommodation	Fare Paid	Distance in Kms. for road Mileage	Duration of Halt		Purpose of Journey
Date and Time	From	Date and Time	To				Days	Hrs.	
1.	2.	3.	4.	5.	6.	7.	8.		9.

6. Mode of journey:-

(i) Air

(a) Exchange voucher arranged by office Yes/No.

(b) Ticket/Exchange voucher arranged by _____

(ii) Rail

(a) Whether travelled by Mail/Express/Ordinary train? Yes/No.

(b) Whether return ticket was available? Yes/No.

(c) If available, whether return ticket purchased? If not, state reasons _____

(iii) Road

Mode of conveyance used i.e. by Govt. transport/by taking a taxi, single seat in a bus or other public conveyance/by sharing with another Govt. servant in car belonging to him or to a third person, to be mentioned.

7. Dates of absent from place of halt on account of:-
(i) R H .and C.L.
(ii) Not being actually in camp on Sunday and holidays.
8. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:-
(a) Board only
(b) Lodging only
(c) Board and lodging
9. Particulars to be furnished alongwith hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board and/or lodging at scheduled tariffs-

Period of Stay		Name of the Hotel	Daily rate of Lodging charged	Total Amount paid
From	To			

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

Date	Period of Stay & Places		Mode of conveyance used	Class to which entitled	Class to which travelled	Fare of the entitled class/Rs
	From	To				
1.	2.	3.	4.	5.	6.	7.

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

11. Details of Journey (s) performed by road between places connected by rail:-

Date 1.	Name of places		Fare paid	
	From 2.	To 3.	Rs 4.	Ps

12. Amount of T.A. advance. If any, drawn.

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

Date

Signature of the Govt. servant

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

1. The net entitlement on account of travelling allowance works out to Rs. _____ as detailed below:-

- a) Railway/ air/ bus /steamer fare Rs. _____
- b) Road mileage for _____ Kms @ Rs. _____ Per/Km.
- c) Daily allowance
 - (i) _____ Days @ Rs. _____ /Per Days _____
 - (ii) _____ Days @ Rs. _____ /Per Days _____
 - (iii) _____ Days @ Rs. _____ /Per Days _____

Rs. _____

- d) Actual expenses Rs. _____
- Gross Amount Rs. _____

- e) Less amount of T.A. advance. If any, drawn vide
Voucher No. _____ Dated _____ Rs. _____

Net amount Rs. _____

2. The expenditure is debitable to _____

Initial Bill Clerk

Signature of D.D.O

Countersigned

Signature of Controlling Officer

CERTIFICATE FOR TOUR T.A. BILLS

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state or local round journey for the which T.A. has been claimed in the bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly metenal tables of the establishment.
4. Certified that journey on _____ was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively in camp on Sundays and holidays for which daily allowance is claimed.
6. Certified that I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at _____ from _____ to _____ while on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I. did not perform. the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire.
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journeys for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being.
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.
14. Certified that I have transported _____ Kg _____ gms of luggage on my transfer from _____ to _____

Countersigned

Signature of the claimant

(Signature & Designation of the controlling officer)

THE INDIAN LAW INSTITUTE
BHAGWANDAS ROAD, NEW DELHI 110001

LEAVE TRAVEL CONCESSION BILL

for the block of years.....(years to be filled up by Administration)

PART - A (To be filled up by the employee)

1. Name..... 2. Designation
3. Home Town 4. Pay
5. Nature and period of leave sanctioned:
Nature of leaveFrom.....To.....
6. Particulars of members of family in respect of whom the Leave
Travel Concession has been claimed:

S.No.	Name (s)	Age	Relationship with the employee
-------	----------	-----	--------------------------------

7. Details of Journey(s) performed by the employee and the members
of his/her family

DEPARTURE		ARRIVAL		Distance in Kms	Mode of Travel	Class or Accommo dation	Fare paid	Remarks
From	Date & time	To	Date & time					

/2/

8. Particulars of Journey (s) performed by road between places not connected by rail

Name of Places From	To	Mode of Travel	Class to which entitled	Rail fare Rs.	Remarks
------------------------	----	-------------------	-------------------------------	------------------	---------

CERTIFIED THAT ..

1. The information as given above is true to the best of my knowledge and belief;
2. That my husband/wife is not employed in ILI service/that my husband/wife is employed in ILI service and the concession has not been availed of by him/her separately for himself/herself or for any of the family members for the concerned block of years
from to
3. That my husband/wife for whom L.T.C. is claimed by me is employed in..... (name of the Public Sector Undertaking/ Corporation/Autonomous Body etc.), which provides L.T.C. facilities but he/she has not preferred and will not prefer, any claim in this behalf to his/her employer; and
4. That my wife/husband for whom L.T.C. is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides, L.T.C. facilities to its employees and their families.

Date

Signature of the employee

PART B (To be filled in the Administrative Section)

1. The net settlement on account of leave travel concession works out to Rs. _____ as detailed.

a.	Railway/ Air/ Bus Steamer Fare	Rs
b.	Less amount of advance drawn vide voucher No. _____ dated _____	Rs
	Net amount	Rs

2. The expenditure is debit to LTC facility account

3. Certified that necessary entries have been made in the Service Book of Mr./Mrs./Ms. _____

Passed for payment Rs. _____

Less advance Rs. _____

Total payable to / reimbursable by employee

Paid by Ch. No./R.No. _____ Dated _____ for Rs. _____

Chief Accountant

Registrar

Director