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|  | ICAR– Central Institute for Research on Goats, Makhdoom, Mathura | | Doc. No.: CIRG/IS/17 |
| | | | Dated: 01/05/19 |
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G.A.R.14-B

Sub-Bill No. _____

TRAVELLING ALLOWANCE BILL FOR TRANSFER


Note: This bill should be submitted 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. **Basic Pay at the time of transfer** :
4. **Pay Level/ Grade Pay at the time of transfer** :
5. **Division / Section/ Unit** :
6. **Transfer Order details** : **F. No.**...../...../20..... **Dated**...../...../20.....
7. **Headquarters (Old)** :
8. **Headquarters (New)** :
9. **Residential Address (Old)** :
10. **Residential Address (New)** :
11. **Particulars of the member of the family as on the date of transfer [vide S.R. 2(8)]:**

| Sl. No. | Name | Age | Relationship with the Govt. servant |
|---------|------|-----|-------------------------------------|
| 1 | | | |
| 2 | | | |
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11. Details of journey(s) performed by the Govt. Servant as well as members of his/ her family:

| Departure | | Arrival | | Mode of travel and class of accommodation used | No. of fares | Fare paid (in Rs.) | Distance By road (in Kms.) |
|-------------|------|-------------|----|--|--------------|--------------------|----------------------------|
| Date & Time | From | Date & Time | To | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
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12. Details of Transportation charges of personal effects (Bills & Money receipts to be attached):

| Date | Mode | Station | | Weight (in Kg) | Rate Rs. | Amount Rs. | Remarks |
|------|------|---------|----|----------------|----------|------------|---------|
| | | From | To | | | | |
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13. Details of Transportation charges of personal Conveyance (Bills & Money receipts to be attached):

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

(b) Amount spent (in Rs.)

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14. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled was used:

| Date | Name of the places | | Mode of convenience used | Class to which entitled | Class by which travelled | Fare of the entitled class |
|------|--------------------|----|--------------------------|-------------------------|--------------------------|----------------------------|
| | From | To | | | | (in Rs.) |
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15. Details of journey(s) performed by road between places connected by rail:

| Date | Names of the places | | Fare of the entitled class | Remarks |
|------|---------------------|----|----------------------------|---------|
| | From | To | (in Rs.) | |
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16. Amount of Advance of Transfer Travelling Allowance, if any, drawn:

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

Place:

Dated:

Signature of the Government Servant

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PART-B

(To be filled in the bill section)

The net entitlement on account of Transfer Traveling Allowance works out to Rs. _____

(Rupees _____ only) as detailed below:

| Sl. No. | Particulars | Amount (in Rs.) |
|---------|--|-----------------|
| a) | Air/ Train/ Bus/ Steamer Fare | |
| b) | Road mileage for _____ kms @ _____ / km | |
| c) | Composite Transfer Grant | |
| d) | Transportation of Personal Effects | |
| e) | Transportation of Personal Conveyance | |
| f) | Gross Amount | |
| g) | Less: Amount of T.T.A., if any, drawn vide Voucher No dated..... | |
| h) | Net amount payable | |
| i) | Extra amount refunded vide T.R. No..... dated..... | |

The expenditure is debitable to the Head of Account: _____

(Dated initials of the Bill Clerk)

(Dated Signature of the D.D.O.)

Countersigned

(Dated Signature of the Controlling Officer)