

1. Name

ICAR- Central Institute for Research on Goats,

Makhdoom, Mathura

Doc. No.: CIRG/IS/15	5
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Dated: 01/05/19

Issue No.: 1.0 Page No: 1 of 4

G.A.R.14	Sub-Bill No.

Revision No.:0.0

TRAVELLING ALLOWANCE BILL FOR TOUR

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)

2.	Designa	ation	:	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	•••••	•••••	• • • • • • • • • • • • • • • • • • • •
3.	Pay Le	vel/ Gra	de Pay :	•••••	•••••	•••••	•••••	•••••	
4.	Division	n / Secti	on/ Unit :	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	•••••	•••••	• • • • • • • • • • • • • • • • • • • •
5.	Headqu	uarters	:	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	•••••	•••••	• • • • • • • • • • • • • • • • • • • •
6.	Purpos	e of the	Tour :	•••••	•••••	• • • • • • • • • • • • • • • • • • • •	•••••	•••••	• • • • • • • • • • • • • • • • • • • •
	D	epartur	e		Arriva	l	Mode of travel & class of	Fare paid	Distance by road
	Date	Time (hrs)	From	Date	Time (hrs)	То	accommodation	(in Rs.)	(in Km.)
				•			•		•



scheduled tariff.

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7. Mode of Jou	urney(s):
(A) AIR :	Whether Ticket Purchased through Travel Agent or directly through Website:
	Please provide details:
(B) RAIL:	Whether Travelled by Mail/ Express/ Ordinary Train in the Entitled Class:
	Please provide details:
(C) ROAD:	Mode of conveyance used (i.e. by Government transport/by taking a Taxi, a single seat in a bus or other public conveyance, by sharing with another Government servant in a car belonging to him or to a third person).
	Please provide details:
8. Dates of abs	sence from place of halt on account of:
(a) Restricte	ed Holidays and Casual Leave
(b) Not beir	ng actually in camp on Sunday and Holidays
financed by	nich free boarding and/or lodging provided by the state or any organization State funds:
	g only
(b) Lodging	gonly
(c) Boarding	g and lodging
10. Particular	s to be furnished along with hotel receipts etc. in case where higher rate of Dail

Period of stay		of stay Name of the Hotel		Total amount paid	
From	То		(in Rs.)	(in Rs.)	

Allowance is claimed for stay in hotel/other establishments providing board and/or lodging at



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

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Date	Name of the places		convenience w	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	То	useu	entitled	traveneu	(in Rs.)

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

Date	Names of the places		Names of the places Fare of the entitled class		Remarks
	From	То	(in Rs.)		

13. Amount of Advance of Travelling Allowance drawn, if any:

Certified that the information g	given on prepages	is true and	correct to t	the best of m	y knowledge	: &
belief and that no information	has been conceale	ed by me.				

Dated:	Signature of the Government Servant



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PART-B (To be filled in the bill section)

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(Rupees only) as de		nly) as detailed below
Sl. No.	Particulars	Amount (in Rs.)
a)	Air Fare	
b)	Train Fare	
c)	Other mode of transportation Fare	
d)	Road mileage for kms @/ km	
e)	Daily Allowance:	
	days @ Rsper day	
f)	Gross Ame	ount
g)	Less: Amount of T.A., if any, drawn vide Voucher No	
	dated	
h)	Net amount pay	able
i)	Extra amount refunded vide T.R. No dated	
The e	xpenditure is debitable to the Head of Account:	
(Date	d initials of the Bill Clerk) (Dated Sig	gnature of the D.D.O.

Countersigned