**GAR—14.B**

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 by the Government servant)**

1. Name

2. Designation

3. Pay at the time of transfer.

4. Head-quarters.

(a) Old

(b) New

5. Residential address.

(a) Old

(b) New

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 |
| 1. |   |   |   |
| 2. |   |   |   |
| 3. |   |   |   |
| 4. |   |   |   |
| 5. |   |   |   |
| 6. |   |   |   |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Departure | Arrival | Mode of travel and class of accommodation used | No. of fares | Fare paid | Distance in kens. by road |
| Date and time | From | Date and time | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|   |   |   |   |   |   | Rs.  |   |
| 1. |   |   |   |   |   |   |   |
| 2. |   |   |   |   |   |   |   |
| 3. |   |   |   |   |   |   |   |
| 4. |   |   |   |   |   |   |   |
| 5. |   |   |   |   |   |   |   |
| 6. |   |   |   |   |   |   |   |

8. Transportation charges of personal effects.
(Money receipts to be attached).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Mode | Station | Weight in Kgs | Rate | Amount | Remarks |
| From | To |
|   |   |   |   |   | Rs.  | Rs.  |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   | Total |   |   |   |

9. Transportation charges of personal conveyance:
(Money receipt to be attached).

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

(b) Amount:

10. Amount of advance, if any, drawn.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Name of places | Mode of conveyanceused | Class to whichentitled | Class by whichtravelled | Fare of the entitled class |
| From | To |
|   |   |   |   |   |   | Rs. P. |
|      |   |   |   |   |   |   |

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

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

|  |  |  |
| --- | --- | --- |
| Date | Name of place From | Fare paid Rs. |
|  | From | To |  |
|  |  |  |  |

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

Signature of the Government servant
Date —————————-—————

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

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

|  |  |
| --- | --- |
|   | Rs.        P. |
| (a) Railway/air/bus/steamer fare |   |
| (b) Road mileage for........Kms @........p. Km. |   |
| (c) Transfer grant. |   |
| (d). Transfer incidentals (DA for————————-days @Rs.........per day). |   |
| (e) Transportation of personal effects. |   |
| (f) Transportation of private conveyance Gross amount |   |
| (g) Less amount of advance(s) if any, drawn vide voucher (s) No............... date................... |   |
| Net amount |   |

2. The expenditure is debitable to ..............

Initials of bill clerk

Signature of drawing and disbursing officer

Countersigned

Signature of Controlling officer