

Below Rs..... (Rupees.....)

TR 56

See Rule 178

Advance / Final bill

TRAVELLING ALLOWANCE BILL FOR NON GAZATTED ESTABLISHMENT

Name of Treasury.....

Computer Sequence No:\Token No: [ ] Date : [ ]

Scroll No: ..... Voucher No ..... of I / II LOP

DDO Code : (Dept) [ ] (DDO) [ ] Designation: .....

Name of Office : .....

Bill No : .....

Head of Account: [ ] Plan(P)/Non Plan (N) [ ] Voted(V)/Charged(C) [ ]

Period of Claim: (From) ..... (To) .....

Table with 2 columns: Memorandum of Expenditure (Rs.) and Passed for Rs. Rows include Budget grant, Expenditure excluding the bill, Expenditure including this bill, and Balance.

CERTIFICATES

Certified

- 1. that the bill is prepared only after observing the relevant rules and orders in force.
2. that the amount claimed in this bill has not been drawn previously.
3. that the TA claims drawn for the previous month have been disbursed to the persons and acquittance has been obtained and kept in office.
4. that the limit of T A ceiling per quarter for the incumbents whose T A is claimed in this bill has not exceeded.
5. that no travelling allowance is claimed in any case for days of casual leave, for Sundays or authorised holidays not actually spent on duty.
6. that for the railway journeys included in this bill, the Government servant concerned travelled by the class for which TA is claimed.

Place:

Date: Signature, Name and Designation of the Drawing Officer

(In the case of bill requires counter signature)

Countersigned for Rs. .... (Rupees..... only)

Signature of countersigning Authority with Name & Designation

Place:

Date: Seal

SPACE FOR ENDORSEMENT

Contents received

Please pay the amount to Sri/Smt..... of office, whose signature is attested below

Contents received

Signature of messenger

Signature of drawing officer Signature of the messenger

FOR TREASURY USE ONLY

Pay Rs. .... (Rupees ..... only) in cash, Rs. .... (Rupees ..... only) by RBR and Rs. .... (Rupees ..... only) by TC.

POC NO: ..... Date: .....

Accountant

Treasury Officer

Received Pay Order Cheque

Pay Order Cheque Issued By

Signature of Recipient

Accountant





## TR 56

### INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWNACE BILL

1. All certificates required in rules should be added in the column provided in the 1<sup>st</sup> page.
2. If special rate is claimed, the order should be noted in the remark column.
3. When the first item in a bill relates to a halt, the date of commencement of that halt should be stated in the remark column.
4. In respect of columns for daily allowance for journey to places of temporary duty, other than the normal place of duty, the distance between the normal place and the temporary place of duty should be indicated in the remarks column.
5. When road mileage is claimed between places connected by Railway, the nature of public interest served should be stated. When the higher rates of road mileage falls under Note 1 to Rule 14 of part II K S R, the number and date of the order in which the Government have decided to allow the claim in full should be quoted in the remarks column.
6. The description of journey (date, time of arrival and departure from each place) should be noted in the column no.3.
7. Every claim for actual expenses should be supported by a memorandum (containing the details) signed by the Head of Office.
8. The claims under Rule 64 of Part II K S Rs should be drawn in Contingent bills.
9. In case of TA claims on transfer journeys, duly passed voucher for transporting of personal effects should be attached with the bill. Necessary certificates in regards to the accompanying family members should also be recorded in the bill.
10. Advance TA drawn, if any should be entered in column No.11 and the net amount of each individual should be written in column No.12.
11. Penal interest for the TA advances should be remitted if the claim is not preferred within **three months** as laid down in GO(F)509/Fin dated 25-8-92.
12. Receipt and endorsement in this bill should be signed only after countersignature of the controlling officer, in case the bills require countersignature.