

6. यात्रा की रीति

Mode of Journey

हाँ/नहीं
Yes/No

i. वायुयान/Air:

क) कार्यालय द्वारा व्यवस्थाकृत एक्सचेंज वाउचर

a) Exchange voucher arranged by officer

ख) टिकट/विनियम वाउचर.....द्वारा व्यवस्थाकृत

b) Ticket/Exchange voucher arranged by.....

ii. रेल /Rail

क) क्या यात्रा मेल/एक्सप्रेस/सामान्य गाडी से की गयी?

a) Whether travelled by mail/express/ordinary train?

ख) क्या वापिसी का टिकट उपलब्ध था?

b) Whether return tickets available

ग) यदि उपलब्ध था तो क्या वापिसी का टिकट खरीदा गया? यदि नहीं तो कारण बताएं

c) If available whether return tickets purchased? If not state reasons

हाँ/नहीं
Yes/No

iii. सड़क/Road

उपयोग में लाये गए वाहन का प्रकार अर्थात् सरकारी वाहन /टैक्सी द्वारा/किसी बस या अन्य लोक वाहन में एक सीट लेकर किसी अन्य सरकारी कर्मचारी के साथ मिलकर कार में अथवा किसी अन्य व्यक्ति की कार में, उल्लेख किया जाए।

Mode of conveyance used i.e By govt. Transport, by taking taxi, a single seat in a bus or public conveyance/by sharing with another govt servant in a car belonging to him to a third person to be specified

7. विराम स्थान से अनुपस्थिति की तिथि तथा कारण का विवरण

Dates of absence from place of halt on account of:

क) प्र.अ. और आ.अ.

i. R.H. and C.L

ख) रविवार और छुट्टियों के दिनों में वास्तव में शिविर में न रहना

ii. Not being actually in camp on Sundays and Holidays

8. किन तिथियों को राज्य या राज्य निधि से वित्त पोषित किसी संगठन द्वारा भोजन/वास उपलब्ध किया गया।

Dates on which free boarding and for lodging provided by the state or any other organisation financed by State funds

क) केवल भोजन

i. Boarding only

ख) केवल आवास

ii. Lodging only

ग) भोजन और आवास

iii. Boarding and Lodging

9. ऐसे मामले में जिनमें होटलों, अनुसूचित टैरिफ पर भोजन और वास का प्रबंध करने वाले अन्य स्थापना में ठहरने के लिए उच्चतर दर पर दैनिक भत्ते का दावा किया जा सकता है। होटल रसीदों आदि के साथ प्रस्तुत की जाने वाली विशिष्टियां

Particulars to be furnished along with hotel receipts etc. In cases where higher rate of D.A is claimed for stay in hotel other establishments providing boarding and/or lodging at scheduled tariffs.

ठहरने की अवधि Period of Stay		होटल का नाम Name of Hotel	आवास की प्रभरित दैनिक दर Daily Rate of Lodging Charged	कुल प्रदत्त राशि Total Amount Paid
से From	तक To			
1	2	3	4	5

10. उन यात्राओं की विशिष्टियां, जिनके लिए सरकारी कर्मचारी ने उस वर्ग से जिसका वह हकदार है, उससे उच्चतर वर्ग की स्थान सुविधा का उपयोग किया है:-

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

तारीख Date	स्थानों के नाम Name of Places		वाहन का प्रकार जिसका उपयोग किया गया है Mode of Conveyance Used	किस श्रेणी के लिए पात्र था Class to which entitled	किस श्रेणी द्वारा यात्रा की गयी Class by which actually travelled	पात्रता श्रेणी का भाड़ा Fare of the entitled class
	से From	तक To				
1	2	3	4	5	6	7

यदि उच्चतर वर्ग की स्थान सुविधा में की गयी यात्रा/यात्राएं सक्षम प्राधिकारी के अनुमोदन से की गयी है तो मंजूरी की संख्या और तारीख का उल्लेख करें

If the journey(s) by higher class of accommodation has been performed with the approval of Competent Authority, No. And Date of sanction may be quoted.

11. रेल से जुड़े स्थानों के बीच, सड़क मार्ग से की गयी यात्रा/यात्राओं का ब्यौरा

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

तारीख Date	स्थानों के नाम Name of Places		रेल यात्री भाड़ा Fare Paid
	से From	तक To	
1	2	3	4

12. यदि अग्रिम यात्रा भत्ता लिया गया तो राशि लिखें
Amount of T.A. Advance drawn, if any.

प्रमाणित किया जाता है की उपरोक्त जानकारी मेरे सर्वोत्तम ज्ञान और विश्वास के अनुसार सत्य है
Certified that the information, as given above, is true to the best of my knowledge and belief.

.....
सरकारी कर्मचारी का हस्ताक्षर
Signature of Govt Servant

तारीख/Date.....

भाग - बी (बिल अनुभाग में भरा जाना है)
PART - B (To be filled in the Bill Section)

यात्रा भत्ते की शुद्ध पात्रता का कुल योग ₹ नीचे दिए गए ब्योरे के अनुसार:- The net entitlement on account of travelling allowance works out to Rs as detailed below:-		₹/Rs.	पे./P.
क) a)	रेल किराया Train Fare		
	वायुयान किराया Air Fare		
	बस किराया Bus Fare		
	स्टीमर किराया Steamer Fare		
ख) b)कि.मी. के लिए सड़क मील भत्ता ₹ प्रति कि.मी. की दर से Road Mileage forKms@Rs.....Per Km		
ग) c)	दैनिक भत्ता Daily Allowance दिन Days @ Rs प्रति दिन की दर से./Per Day		
 दिन Days @ Rs प्रति दिन की दर से./Per Day		
 दिन Days @ Rs प्रति दिन की दर से./Per Day		
घ) d)	गेस्ट हाउस प्रभार Guest House charges		
ड) e)	वास्तविक व्यय Actual Expenses		
कुल राशि / Gross Amount (Rs.)			
वाउचर संख्या तारीख के अनुसार ली गयी अग्रिम यात्री भत्ता राशि को घटा दें (यदि है) Less Amount of T.A. advance, if any drawn vide Voucher No..... Dated.....			
शुद्ध राशि / Net Amount (Rs.)			

व्ययमें विकलनीय है।
The expenditure is to be done from

बिल लिपिक के हस्ताक्षर
Initials of Bill Clerk

.....
आदान तथा संवितरण अधिकारी
Drawing and Disbursing Officer

प्रतिहस्ताक्षरित
Countersigned

.....
नियंत्रक अधिकारी के हस्ताक्षर
Signature of Controlling Officer

CERTIFICATE FOR TOUR TA BILLS

Certified that:-

1. I, actually traveled by Bus /Express Train by the class of accommodation as claimed in this T.A Bill. The ticket No.(s) is / aredated :enclosed.
2. I was actually and not merely constructively in camp on Sunday and other Holidays during the period for which daily allowances have been claimed.
3. I was not on casual leave on any day for which daily allowances has been charged in the bill.
4. The distance by the road for which road mileage allowances has been charged is correct to the best of my knowledge and belief.
5. The halts for which full and half daily allowances have been claimed were necessiated by the performance of duty at the places of halts.
6. The journeys were performed in the interest of public service and no Council / Central / State Government or any other organization free transport was utilized for journeys for which road mileage has been claimed.
7. The stations between which road mileage allowance has been claimed are not connected by rail directly or indirectly.
8. The rail journeys were performed by the shortest possible route and the rail mileage show is correct.
9. I traveled by air and have actually paid Rs.....as fare.
10. I was not treated as State Guest during my halt at and was / was not treated provided with board and lodging/ logging only at State express/ at the expense of the Council, Govt.of India or and organization.
11. No return ticket (rail were available for this journey).
12. Return tickets rail were available but were not purchased because the return journey was not expected to be performed within the period for which such tickets were available.
13. I did not perform road journey for which mileage allowance has been claimed at the higher rates prescribed in rule 46 of the supplementary Rule by taking a single seat in any public conveyance (excluding a steamer) which plied regularly for hire between fixed points and charged fixed rates. I also certify that the journey not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
14. I avail my self of / did not avail of credit facilities for booking my air passage with the Indian Airlines Corporation / Air India International by requisition through and exchange order.
15. I traveled by reserved accommodation by rail requisitioned (HQR) for me and no non entitled person travelled with me in the requisitioned accommodation and the following persons traveled with me in the requisitioned accommodation by purchasing the necessary tickets.
16. I stayed on/from.....to.....at.....
.....Hotel/Estt.at.....which provides
Boarding/lodging at scheduled tariffs. Original money receipt/Cash Memo No.....
Date.....for Rs.....for.....days enclosed.
17. I have been paid / not paid T.A.advance of Rs.....for the journeys shown in T/A. Bill and the amount is adjusted in this bill.

18. No mileage has been claimed in petty contingencies.

19. I am receipt of fixed T.A. & @ Rs.....p.m and corresponding amount thereof has been deducted in this bill for the days for which/tour/transfer T.A has been claimed.

20. In the respect of local journeys within municipal limits it is certified that the total distance traveled to reach the temporary duty point minus the distance from my residence to the normal place of duty is more than eight Kilometers.

N.B:- Certified which are in applicable should be struck off.

SIGNATURE:

NAME:

DESIGNATION:

Date:.....

CERTIFICATE BY COUNTRROLLING OFFICER

1. Certified that I have satisfied my self that the amounts include in bills drawn 1 month/2 months/3 months previous to this date with exception of those detailed below (of which the total amount has been refund by deduction from this bill) have been disbursed to the officer copy of the bill or in a separate acquaintance roll.
2. Also that the journey for which mileage has been claimed under S R 77 of Non-gazetted ministerial or interior council servants were made by public or hired conveyance under my order.
3. Also that it was necessary for the Counsil servants for whom halting allowance at the head quarters is drawn to keep up the whole on part of there camp equipage during such halt and that the expense incurred on this accounts was less than the halting allowance drawn (SR 98).
4. Certified that the journey was performed in the interest of office.
5. Certified that the amount claimed in the bill was not drawn and paid previously.
6. (In the case of transfer T.A.) Certified that the details of actual expenditure for conveyance of personal effects have been scrutinized and I am satisfied that the claim is correct and reasonable.

DIRECTOR
Central Institute of Temperate
Horticulture Srinagar (J&K)