

Travelling Allowance Bill of
Name :

Designation:

Particulars of journeys and halts						Purpose of Journey	Kind of journey i.e. by rail (mail or passenger) Steamer / Road	Number of kilometers	Railway Fare Steamer			Bus fare
Departure			Arrival						Class	No. of Fares	Amount (Rs.)	
Station	Date	Hour	Station	Date	Hour							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

Note: In the Remarks Column the details of Casual Leave, Other leave, absence, out of Camp should be furnished for

Government Servants for the Month of
Head quarters

Pay Rs.

Distance travelled by road for which mileage is admissible		Daily Allowance			Incidental Charges	Terminal Charges	Grand Total	Remarks
At ordinary rates.	At other rates	No. of days	Rate	Amount				
(14)	(15)	(16a)	(16b)	(16c)	(17)	(18)	(19)	(20)

calculation of Daily allowance.

Rs. Rs. Rs. Rs. Rs. Rs.

1. Total of Column 9
 2. Amount remitted in Challan No. Dated

DEDUCT

1. Advance T.A. on transfer
 2. Tour Advance
 Net Claim

Pay Order

Pay Rupees (in words, and figures)

in cash



Signature of the claimant

Assistant Pay and Accounts Officer
 Assistant / Sub-Treasury Officer
 Sub-Treasury

Counter signed for Rs.
 (Rupees)

Drawing Officer

Examined and entered
 Accountant

MEMORANDUM

Rs.

Dated 19

Allotment for
 Expenditure including this bill

Balance

Incorporated in the District Accounts on

To be filled when payable from a Sub-treasury

1. Certified that the amount claimed in the bill was not drawn before.
 2. Certified that the claim made by me is in accordance with all Government Rules and Orders pertinent hereto and that all the facts stated in this claim are true to the best of my knowledge and belief. I am aware that I am fully responsible for any error in respect of facts, rules Government Orders there of as applicable to this claim.

Station :
 Date :

(Signature)

Payable at _____

T.N.T.C. FORM No. 52-A

[See Subsidiary Rule 3(d) and 16(A) under T.R. 16]

Travelling Allowance Bill of the
 Office of the

Bill Register No.
 Government Servant

(For use in Treasury / P. A. O.)

Name of the Treasury / P.A.O.

Token No.

Date

Computer Input Data (To be filled in by Treasury)

1 Treasury P. A. O.

2 Month and Year

3 Voucher No

4 S.A. No.

Drawing Office Code

Object of Expenditure	Code No.	Amount
Leave Travel Concession	3 0 1 0 7	
Travel Expenses	3 0 4 0 1	

D.P. Code

Head of Chargeable

Major Head:

- Minor Head :
 Sub-Major Head :
 Minor Head :
 Sub-Head :

For use in A.G.'s Office

Admitted for Rs.
 Claimed for Rs.
 Reasons for Objection

Number

S.O.

(Under Rs. _____)