

Name Designation :

Pay Rs. Head quarters :

Particulars of journey and halts						Purpose of Journey	Kind of journey i.e. by rail (mail or passenger) Steamer/Road	Number of Kilometer	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

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

for calculation of Daily allowance

- Rs. Rs. Rs. Rs. Rs. Rs.
- Total of Column 9
 - Amount remitted in Challan No. Dated
- DEDUCT
- Advance T.A. on transfer
 - Tour Advance
 - Net Claim

Rupees

Please pay to

(Score this entry if Payment is not endorsed to a Bank or messenger)

Signature of the claimant

Drawing Officer

Counter signed for Rs. (Rupees)

Controlling Officer

MEMORANDUM

Allotment for Expenditure including this bill

Rs.

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Balance

(Under Rupees

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.

Pay Order

Pay Rupees (in words, and figures)

in cash

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

Examined and entered
Accountant

Dated 19

Incorporated in the District Accounts on

To be filled when payable from a Sub-treasury

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.

Leave Travel Concession

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.