

Net amount required for payment Rs.....

(Brought forward from first page)

In Cash Rs..... (in words) Rupees.....

	Allotment		Expenditure including this bill		Balance available	
T.A. to Establishment						

- Content received : also certified that I have satisfied myself that the amounts included in bills drawn MONTHS /2 MONTHS /3 MONTHS previous to this date with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the officers therein named and that their receipts have been taken in acquittance rolls filled in my office with receipt stamps duly cancelled for every payment in excess of Rs. 20.
 - That the allowance claimed in this bill for non-gazetted ministerial of Class IV Government servants for journeys by road, do not exceed their actual travelling expenceses and that under my orders and to my knowledge thay/he travelled by**.....
 - That I have taken pains to ascertain the length of the marches mentioned in the bill and have shown them accurate to the best of my knowladge and belief.
 - That the Government servants for whom road, mileage is claimed were not given seats in carts paid for by Government as it was not possible to do so for the following reason (reason to be clearly specified to each case here)
 - That the following Government servants were absent from headquarters for more that 24 hours on the the dates for which two days daily allowances have been claimed.
 - That no travelling allowance has been drawn in any case for days of casual leave or for Sundays or authorised holidays not actually spent in camp.
 - That the Government servants for whom T.A. is claimed under the ordinary rules were not provided with means of locomotion at the expense of Government, Local or other funds.
 - That the following Government servants for whom T.A. is claimed under Rule 546 K.C.S.R. were transferred in the interest of public service from one station to another.
 - That the folowing Government servants for whom T.A. is claimed under Rule 546 K.C.S.R. attended the obligatory departmental exmination or the local services Examination prescribed for the office he holds or in which he is on probation and travelling allowance has not been claimed for more than twice for the same examination.
- N.B.- Such of the printed certificates in the bill as are not necessary should be scored through, and those retained should each be attested with the initial of the bill.
- * One line to be used and the others scored out.
- ** Here state the conveyance used. (This certificate No. 2 should be scored out with a pen when n ileage is claimed under Rule 522)

Station..... Signature.....
Date..... Designation of the Drawing Officer

SPACE FOR USE IN COMPTROLLER'S OFFICE

Gross Rs.....
Advance (adjusted) Rs.....
Nett Rs.....

Pay Rs..... (in words) Rupees.....

Auditor Superintendent A/c. Deputy Comptroller

Form KFC 29

University of Agricultural and Horticultural Sciences, Shimoga

TRAVELLING ALLOWANCE BILL

(Non-Gazetted employees)

NAME OF ESTABLISHMENT.....

FOR THE MONTH OF.....

Preferred at.....

HEAD OF ACCOUNT
Abstract Code No.

INSTRUCTION

- Journeys of different kinds, and journeys and halts should not be entered on the same line. Only one kind of allowance should, therefore, be filled in on the same line and its amount carried out separately into the last money column.
- Permanent travelling, and conveyance should be drawn along with the pay of the Government servant and not on travelling allowance bill.
- When the first item of travelling allowance to any Government servant is a halt, the date of commencement of that halt should be stated in the remarks column.
- Not more than one bill for the same establishment and for the same month should be prepared and submitted for audit. If for any reason, a supplemental claim has to be preferred, the bill should be headed SUPPLEMENTAL and a certificate should be recorded on it in manuscript to say that the claim preferred in the bill has not been included in any of the former bills. It should also be explained why the claim was omitted in the original bill.
- The hours at which a journey began and ended should always be noted.
- Whenever mileage is claimed for a journey which can be performed by rail, or partly by rail and partly by road, the claims should be accompanied by an explanation duly accepted by the controlling or the countersigning officer that the road journey was made in the interest of public service for purposes of inspection or for other causes which should be clearly stated. This concession is ordinarily to be granted for the forward journey only. If mileage is preferred for the return journey also, the necessity should be fully detailed.
- Claims on account of travelling allowance of Government servants summoned to give evidence must be supported by certificates from courts in the prescribed form.
- Purpose of journey should be specifically stated for each day's work, whether journey of halt.
- Number of KM travelled by road whether independently or in continuation of railways journey should always be entered in columns 15 and 16 of the bill.
- Travelling Allowance should not be claimed for journeys within a radius of 8 KM from headquarters, nor can this distance be added on to a journey beyond it performed on the same day.
- Mileage should not be drawn for Gazetted Government servants and Non-Gazetted Executive Establishment for marches of not more than 32KM.
- When mileages is claimed for Government servants the reason for not providing them with seats in carts engaged at Government cost should be given.
- When Government servants are transferred or sent on deputation, the period of transferred to the new place should invariable be stated and the pay drawn by them before and after the transfer specified. It should also be noted clearly whether the transfer in the interest of public service or otherwise. In case of reversions the cause of such reversion should be specified with information whether transfer rate or T.A. was allowed for the forward journey.
- Fractions of KM in the total of a complete journey performed by a person should be omitted and not added on to fraction of a KM due to another complete journey in the same month.
- Halts for more than 10 days made at a place should always be supported by the sanction of the competent authority.
- Every claim for the cost of carriage of persons, effects, conveyances should be supported by the receipts granted by the Railway Company for the amount actually paid.
- Whenever Government servants to whom T.A. is drawn are in receipts of some allowances in addition to their pay, the nature of such allowances should be stated.

TRAVELLING ALLOWANCE BILL FOR THE MONTH OF.....

Serial No.	Name	Designation	Pay	Head Quarts	Particulars of Journeys and Halts						Kind of Journey is by rail (Mail or passenger air road (Bus or car)	Bus/Railway/Air Journey Fare		Distance Travelled by road			Dialy Allowance			Amount	Purpose of Journey or halt	Remarks
					Departure			Arrival				Class	Amount	For which mileage is admissible		For which daily allowance is admissible	No. of days for which DA is claimed		Rate			
					Station	Date	Hour	Station	Date	Hour				At ordinary rates	At Other rates		Towards incidental changes	For halts on tour				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
																				Signature and Designation of the Drawing Officer		

Note : - If space is for insufficient, additional sheet may be inserted as fly leaves.

Station.....

Date.....