



M.P.T.C.-28

[See Subsidiary Rule 269]

TRAVELLING ALLOWANCE BILL

(Non-Gazette Establishment)

District

Instructions for preparing Travelling Allowance Bill

Voucher No.of Payments for.....198

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, conveyance and horse allowances should be drawn alongwith the pay of the Government Servant and not in travelling allowance bills.

Fractions of kilometer in the total of a bill for any one journey for each person should not be charged for.

When the first item of a travelling allowance bill is a halt the date of commencement of that halt should be stated in the "Remarks" column.

If daily allowance is claimed in respect of a road journey, the number of kilometers traveled should be entered in column (14) and the daily allowance in columns (24) to (26).

Journey performed beyond the limits of the State should be indicated separately and the distance traveled should stated in each case.

When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remark" column whether or not the halt has exceeded ten days.

[SPACE FOR PRE-AUDIT ENCASEMENTS IN RESPECT OF BILLS SUBMITTED FOR PRE-AUDIT]

[FOR USE IN ACCOUNTANT-GENERAL'S OFFICE]

Head of Account*	For Rs..... Objected to Rs.....
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	Reason Objection.....	for
	
	Auditor	Senior Accountant
		Gazetted Officer

*To be entered by drawing office and checked in Accountant-General's Office.



----- के कर्मचारियों के लिये

Travelling Allowance Bill of the Establishment of -----

नाम ----- पद नाम ----- मुख्यालय ----- वास्तविक वेतन रुपये -----

Name ----- Designation ----- Headquarters ----- Actual Pay Rs. -----

यात्रा तथा मुकामों के ब्यौरे Particulars of journeys and halts				यात्रा का प्रयोजन Purpose of Journey	अन्य साधनों द्वारा यात्राओं का वास्तविक व्यय (और स्थानांतरण के मामले में व्यक्तिगत सामान लाने ले जाने का परिवहन व्यय) Actual expenses of journeys by other means (and transportation charges of personal effects in case of transfers)	रेल स्टीमर बस किराया वायुयान Railway Steamer Bus Fare Air			
स्थान Departure		आवागमन Arrival				पूर्ण ब्यौरों सहित विवरण Particulars with full details	रकम Amount	वह दर्जा जिसमें यात्रा की Class in which travelled	किलोमीटरों की संख्या No. of kilometres
स्थान Station	तारीख/समय Date/Hour	स्थान Station	तारीख/समय Date/Hour	1	2				
1	2	3	4	5	6	7	8	9	10
						Rs. P.			
					योग Total				

स्थान Station -----

घटाइये- अवितरित यात्रा भत्ता, पृष्ठ भाग पर दिये गये ब्यौरों के अनुसार

तारीख Date -----

भुगतान के लिये अपेक्षित शुद्ध रकम रु. Net sum required for payment

यात्रा भत्ता बिल का फार्म बाबत माह ----- २०

For the month of ----- 20

----- निश्चित यात्रा भत्ता रु. ----- दैनिक भत्ते की साधारण दर -----

----- Fixed T.A. Rs. ----- Ordinary Rate of D.A. -----



Allowances													प्रत्येक पंक्ति का योग Total of each line	रिमार्क Remarks	
मुख्यालय Head Quarter			यात्रा Journey				मुकाम Halt			विशेष मुकाम Special Halt					
रकम Amount	दैनिक भत्ते की सीमा Extent of D.A.	रकम Amount	समय घंटे Duration (hours)	दैनिक भत्ते की सीमा Extent of D.A.	रकम Amount	दैनिक भत्ते की सीमा Duration (hours)	दैनिक भत्ते की सीमा Extent of D.A.	रकम Amount	दैनिक भत्ते की सीमा Extent of D.A.	रकम Amount					
11	12	13	14	15	16	17	18	19	20	21	22	23			
Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.

वापस किया गया रु. Deduct-Undisbursed travelling Allowance refunded as detailed on the reverse Rs. -----

Rs. ----- (रुपये Rupees -----)

कार्यालय प्रमुख Head of Office -----

CERTIFICATES

CERTIFIED that I have, satisfied myself that the amounts included in bills drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below (of which the total amount has been funded by deduction from this bill) have been disbursed to the Government Servants therein named and their receipts taken in the office of the bills or in a separate acceptance roll.

ALSO THAT the journeys for which mileage has been claimed under S.R. 56 of M.P.T.C. Rules for Non-Gazetted Ministerial or Class IV Government Servant were made by public or hired conveyance under my orders.

ALSO THAT it was necessary for the Government Servants for whom halting allowance at the head quarters is drawn to keep up the whole or part of their camp equipage during such halt, and that the expense incurred on this account was not less than halting allowance drawn.

(S.R. 52 of M.P.T.A. Rules)

*One line be used and the other scored out.



Under Rupees.....	Passed for Rs..... (Rupees.....)				
	Station..... RECEIVED CONTENTS				
	Dated..... Head of Office.....				
	Controlling Officer				
	Pay Rs.....(Rupees.....)				
	from..... Sub Treasury				
	EXAMINED AND ENTERED Treasury Officer				
	Accountant Dated Sub-Treasury Officer				
	Details of Undisbursed-Travelling Allowance Refunded				
	Section of establishment	Name	Period	Name of Treasury and date of drawal	Amount
(1)	(2)	(3)	(4)	(5)	
Details of Advances of Travelling Allowance on Tour/Transfer Adjusted					
Section of establishment	Name	Period	Name of Treasury and date of drawal	Amount Adjusted	
				On Tour	On Transfer
(1)	(2)	(3)	(4)	(5)	(6)

The net amount of the claim in words and figures as will be passed by the Controlling Officer, should be shown here.

When payable from a Sub-Treasury.