CENTRAL

G.F.R. 14-B
[See Rules 66 (1) & 90 (1), (i)] Sub-bill No…….
Sub-bill (Tfr)
T.R. 25

ICAR-INDIAN INSTITUTE OF SOIL SCIENCE
NABI BAGH, BERASIA ROAD, BHOPAL-462038

TRAVELLING ALLOWANCE BILL FOR TRANSFER

(*Note*:-*This bill should be prepared in duplicate- one for payment and other as office copy*)

PART – A

(To be filled in by the Government servant)

1. Name ……
2. Designation and Office…….
3. Pay at the time of transfer Rs……
4. Headquarters: *(a)Old*……*(b) New*……..
5. Residential address:
   (a) Old …….
   ……..
   ……..
   (b) New ……..
   ……..
   ……...
6. Particulars of the members of the family as on the date of transfer [S. R. 2 (8)]:

Sl. No.	Name	Age	Relationship with the Government servant
1	2	3	4

7. Details of journey (s) performed by the Government servant as well as members of his/her family:

DEPARTURE		ARRIVAL		Mode of travel and Class of accommodation used	No. of fares	Fare paid Rs.	Distance in kms. By road
Date & Time	From	Date & Time	To				
1	2	3	4	5	6	7	8

8. Transportation charges of personal effects *(Money Receipts to be attached)* :

Date	Mode of transport	STATION		Weight in kgs.	Rate Rs.	Amount Rs.	Remarks
		From	To				
1	2	3	4	5	6	7	8
				TOTAL			

9. Transportation charges of personal conveyance *(Money Receipts to be attached):*

   (a) Mode of transport and station to which transported:

   (b) Amount … … … Rs. ……

10. Amount of advance, if any, drawn … … Rs. ……

11. Particulars of journey (s) for which higher class of accommodation other than the one to which the Government servant is entitled was used:

Date	Name of places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class Rs.
1	2	3	4	5	6	7

Note:- *If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, the number and date of sanction may be quoted.*

12. Details of journey (s) performed by road between places connected by rail:

Date	Name of places		Fare paid Rs.
	From	To	
1	2	3	4

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date ……
Place ……..

Signature of Government servant
Name ……..

PART- B

(To be filled in by the Bill Section)

1. The net entitlement on account of Travelling Allowance works out to Rs…….. (Rupees……) as detailed below:

	Rs.
(a) Railway/Air/Bus/Steamer fare (for self/family) … … …	
(b) Road mileage for ……..kms. @.....per km.	
(c) Composite transfer grant … … …	
(d) Transportation of personal effects … … …	
(e) Transportation of private conveyance … … …	
(f) Gross amount (a + b + c + d + e) … … …	
(g) Less- Amount of advance (s), if any, drawn *vide Voucher(s) No. ……., Date……..*	
(h) Net Amount (f-g) … … …	

2. Excess advance, if any, adjusted vide Cash receipt No……., dated …….. … Rs.

(a) Allotment for : … … … Rs.
(b) Expenditure up to the bill : … … Rs.
(c) Balance available during : … … Rs.

The expenditure is debited to : …….

Initials of Bill clerk Countersigned Signature of Drawing & Disbursing officer

Date: ……

Place: ……..

Countersigned

Signature of Controlling Officer