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| भाकृअनुप- भारतीय मृदा विज्ञान संस्‍थान, भोपाल (ICAR-IISS, Bhopal) |
| **nkSjs dh iwoZ vuqefr ds fy, QkWeZ (Form for prior permission of Tour)** |

|  |  |
| --- | --- |
| Ukke (Name) |  |
| in (Designation) |  |
| izHkkx@vuqHkkx] dk;kZy; Division/Section, Office |  |
| nkSjs dk mn~ns’;  Purpose of the tour |  |
| nkSjs dk izkf/kdkj i=@lanHkZ i=] ;fn gS  Authority letter/Reference , if any |  |
| nkSjs dh vof/k  Period of the tour |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **izLFkku/Departure** | | | **vkxeu/Arrival** | | | **iz;qDrokgu**  **Mode of conveyance** |
| **LFkku**  **Place** | **fnukad**  **Date** | **le;**  **Time** | **LFkku**  **Place** | **fnukad**  **Date** | **le;**  **Time** |
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eSa mijksDr nkSjs dh lekfIr ds ,d lIrkg ds vUnj ;k=k HkRrk fcy dk;kZy; dks izLrqr dj nwaxk@nwaxhA

I shall submit the T.A Bill to the office within a week after completion of the above tour.

vkosnd ds gLrk{kj(Signature of Applicant)

izHkkxk/;{k dh flQkfj’k % flQkfj’k dh tkrhgS(Recommended) @ugha dh tkrhgS(Not Recommended).

izHkkxk/;{k@ih-lh-@izHkkjh(HoD/PC/Incharge)

vuqeksfnr(Approved)/vuqeksfnrugha(Not Approved)

funs’kd(Director)

**izfrfyfi(Copy to)**

vkosnd(Applicant)@izHkkjh (Incharge)

izfr

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| भाकृअनुप- भारतीय मृदा विज्ञान संस्‍थान, भोपाल (ICAR-IISS, Bhopal) |
| **nkSjk vfxze vkosnu i= (Form for Tour Advance)** |

|  |  |  |
| --- | --- | --- |
| 1 | Ukke Name |  |
| 2 | in Designation |  |
| 3 | izHkkx@vuqHkkx] dk;kZy;  Division/Section, Office |  |
| 4 | nkSjs dk mn~ns’; Purpose for tour |  |
| 5 | nkSjs dk izkf/kdkj i=@lanHkZi=] ;fn gS  Authority letter/Reference , if any |  |
| 6 | nkSjs dh vof/k% fnol la[;k  Period of Tour: No. of days |  |
| 7 | izLFkkufrfFk Date of Departure |  |
| 8 | eq[;ky; esa okilh  Date of return to headquarter |  |
| 9 | xUrO; LFkku dk uke  Name of place to be visited |  |
| 10 | nkSjs ij izLrkfor O;; :Ik;s esa  Proposed expenditure on tour in Rs. | jsy fdjk;k@Train Fare :  ok;q;ku fdjk;k@Air Fare :  cl fdjk;k@Bus Fare :  nSfud HkRrk@DA :  vU; O;;@Others :  dqy @Total |
| 11 | vkosnu fd;k x;k vfxze jkf’k  Amount of advance requesting for |  |
| 12 | vU; dksbZ tkudkjh@Other information |  |

eSa nkSjk lekfIr ls ,d lIrkg esa viuk ;k=k&HkRrk fcy dk;kZy; dks izLrqr dj mi;ZqDr nkSjk vfxze dh jkf’k ds lek;kstu djus dk opu nsrk gwaA@I undertake to settle to above T.A advance by submission of T.A. Bill to office within a week from the completion of the tour.

vkosnd ds gLrk{kj(Signature of Applicant)

izHkkxk/;{k dh flQkfj’k % flQkfj’k dh tkrhgS(Recommended) @ugha dh tkrhgS(Not Recommended).

izHkkxk/;{k@ih-lh-@izHkkjh(HoD/PC/Incharge)

Lohd`r(Sanctioned Rs. ……………….)/vLohd`r(Not Sanctioned)

funs’kd(Director)

**izfrfyfi(Copy to) %**vkosnd(Applicant)@izHkkjh (Incharge)

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| भाकृअनुप- भारतीय मृदा विज्ञान संस्‍थान, भोपाल (ICAR-IISS, Bhopal) |

**nkSjs ds fy, ;k=k HkRrkfcy**

**TRAVELLING ALLOWANCE BILL FOR TOUR**

**fo"k;%& bl fcy dks nks izfr;ksa eas] ,d Hkqxrku ds fy, vkSj nwljh dk;kZy; izfr ds :iesa] rS;kj fd;k tkuk pkfg,**

**Note:- This bill should be prepared in duplicate-one for Payment and the other as office copy**

**Hkkx&d ¼ljdkjh lsod }kjkHkjktkuk gSaA½**

**PART- A (To be filled up by Government Servant**)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | uke@Name | | | |  | | | | | | | | | |
| 2 | inHkkj@Designation | | | |  | | | | | | | | | |
| 3 | osru@ Pay | | | |  | | | | | | | | | |
| 4 | Ekq[;ky;@ Headquarters | | | |  | | | | | | | | | |
| 5 | iw.kZ;k=k@;k=kvksa ds C;kSjs vkSj iz;kstuDetails and purpose of journey (s) performed%& | | | | | | | | | | | | | | |
| **izLFkkuDeparture** | | | | **vkxeuArrival** | | | | ;k=k dh jhfr vkSj LFkku lqfo/kk dk o"kZ  **Mode of Travel & Class of accommodation used** | lanRr ;k=h HkkM+k  **Fair Paid** | | lM+d ehy HkRrk ds fy, nwjh fd-eh- esa **Distance in Kms for road mileage** | foJke dh vof/k  **Duration of Halt** | | ;k=k dk iz;kstu  **Purpose of Journey** | |
| **Rkkfj[k@Date** | | **Lke;@Time** | **lsFrom** | **Rkkfj[k@Date** | | **Lke;@Time** | **rd**  **To** | :-  Rs. | iS-  P. | fnu  Days | ?kaVs  Hrs |
| **1** | | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | |
|  | |  |  |  | |  |  |  |  |  |  |  |  |  | |

**(2)**

6 ;k=k dh jhfr%&@Mode of journey:-

**(i)** **ok;q;ku@Air**

¼d½ dk;kZy; }kjk O;oLFkkd`r fofue; okmpj@Exchange voucher arranged by office gka@ugha@Yes/No

¼[k½-------------------------------- }kjk O;oLFkkd`r fVdV@@fofue; okm;j----------------------------

Ticket Exchange voucher arranged by -----------------------------------------

**(ii)** **jsy@Rail**

¼d½ D;k ;k=k esy@,Dlizsl @lkekU; xkM+h ls dh xbZ? gka@ugha@Yes/No

(a)Whether travelled by mail/express/ordinary train?

¼[k½D;k okilh fVdV miyC/k Fkk? (b) Whether return tickets available?

¼x½ ;fn miyC/k Fkk rks D;k okilh fVdV Ø; fd;k? ;fn ugh rks dkj.k crk,aA

(c) If available, whether return tickets purchased? If not state reasons ?

**(iii) lM+d@ROAD**

mi;ksx es yk, x, okgu dk izdkj vFkkZr ljdkjh ifjogu }kjk@VSDlh }kjk fdlh

cl ;k vU; yksdy okgu esa ,d lhVysdj@fdlh vU; ljdkjh lsod ds lkFk

feydj mldh dkj esa ;k fdlh vU; O;fDr dh dkj esa] ;g fofufnZ"V fd;k tk,A

Mode of conveyance used i.e. by Govt. transport/by taxi a single seat in a bus or other

public conveyance/by sharing with another Govt. servant in a car belonging to him or

to third person to be specified.

7 fojke LFky es fuEufyf[kr dkj.k ls vuqifLFkr jgus dh rkfj[ksa%&

Date of absence from place of halt on account of.

¼d½ fu-vk- vkSjvk-@R.H.and C.L

¼[k½ jfookjksa vkSj vodk’k ds fnuksa dks oLrqr% f’kfoj es u jguk

No being actually in camp on Sunday& holiday.

8 og rkfj[ksa ftudks jkT; fuf/k lsfoRr&iksf"kr fdlh laxBu }kjk eqQr Hkkstu vkSj@;k vkokl miyC/k fd;k x;k%&

¼d½ dsoy Hkkstu@Board only

¼[k½ dsoy vkokl@Lodging only

¼x½ Hkkstu vkSj vkokl@Board and lodging

9 ,sls ekeyksa es ftuesa gksVyksa@vuqfpr VSfjQ ij Hkkstu vkSj@;k vkokl dk izcU/k djus okys vU; LFkkuksa es Bgjus ds fy, mPprj nj ij nSfud HkRrs dk nkok fd;k tkrk gS] gksVy jlhnksa ds lkFk izLrqr dh tkus okyh fof’kf"V;kaA

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| **Bgjusvof/k@Period of Stay** | | **gksVy dk uke**  **Name of the Hotel** | **vkokl dh izHkkfjr nSfud nj**  **Daily rate of lodgin charge** | | **dqy lnL; jde**  **Total amount paid** | |
| **lsFrom** | **rdTo** |
| **1** | **2** | **3** | **4** |  | **5** |  |
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**(3)**

10- mu ;k=k@;k=kvksa dh fof’kf"V ;kaftu ds fy, ljdkjh lsod us ml Js.kh ls ftldk og gdnkj gS] mPprj Js.kh dh LFkku lqfo/kk dk mi;ksxfd;k gSaA

Particulars of journey (s) for which higher class of accommodation then the one to which the Govt. servant is entitled was used:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **frfFk**  **Date** | **LFkkuksa dk uke@**  **Name of Place** | | **Okgu dk izdkj ftldk mi;ksx fd;k x;k gSA**  **Mode of conveyance used** | **og Js.kh ftldk gdnkj gSA**  **Class to which entitled** | **og Js.kh ftles ;k=k dh gSA**  **Class by which trabvelled** | **ml Js.kh dk ;k=h HkkM+k ftldk gdnkj gSA**  **Fare of the entitle Class** | |
| **ls**  **From** | **rd**  **To** |
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;fn mPprj oxZ dh LFkku lqfo/kkesa dh xbZ ;k=k@;k=k,a l{ke izkf/kdkjh ds vuqeksnu ls dh xbZ gS arks eat+wjh dh la[;k vkSj frfFk fy[ksaA

Note: If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority, the number and date of the sanction may be quated.

11- jsy ls tqM+s LFkkuksa ds chp lM+d ls dh xbZ ;k=k@;k=kvksa ds C;kSjs%&

Details of journey(s) performed by road between place connected by rail:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **rkfj[k**  **Date** | **LFkkuksa dk uke@Name of Palacr** | | **lanRr HkkM+k**  **Fare paid** | | **vH;qfDr;ka**  **Remark** |
| **ls**  **From** | **rd**  **To** |
| **1** | **2** | **3** | **4** | | **5** |
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12- fy, x, ;k=k HkRrk vfxze dh jde] ;fn dksbZ gksA

Amount of T.A. advance if any, Drawn…………..Rs……………

izekf.kr fd;k tkrk gS fd mijksDr tkudkjh esjs loksZRre Kku vkSj fo’okl ds vuqlkjlR; gSA

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

fnukad@Date

ljdkjh lsod ds gLrk{kj

Signature of Govt. Servant

**(4)**

**Hkkx&[k ¼fcy vuqHkkx es Hkjk tk,xk½**

**PART-B (To be filled in the Bill Section)**

1- ;k=k HkRrs 'kq} gdnkjh------------------------------------------------------ :- curh gS ftlds C;kSjs uhps fn, x, gS%&

The net entitlement on account of travelling allowance works out to Rs................. as detailed below :-

¼d½ jsy@ok;q;ku@cl@LVhej ;k=h HkkM+k

|  |
| --- |
| :-Rs.iS- P |
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Railway/air/bus/steamer fare Rs..............................

¼[k½ --------------------- fd-eh- gsrq lM+d ehy HkRrk iS- ----izfrfd-eh- dh nj ls

Road mileage for .................Kms. @ Rs................. P/Km.

¼x½ nSfud HkRrk@Daily allowance izfrfnu dh nj@Per day

i) ................................. fnu@Days @ Rs............................ Per day.

ii) ................................. fnu@Days @ Rs............................ Per day

iii) ................................. fnu@Days @ Rs............................ Per day

iv) .................................fnu@Days @ Rs............................ Per day

¼?k½okLrfod O;;@Actual expenses Rs. (i) ...........................

(ii) ...........................

(iii) ...........................

(iv) ...........................

**dqyjkf’k@@Gross amounted Rs**.

¼M+½ okmpj la[;k-------- fn--------vuqlkj vkgfjr ;k=k HkRrk vfxze dh jde ;fn gS

e) Less amount of TA advance, if any, drawn vide voucher No.............. Dated..................... Rs.....................

**'kq} jde :-@Net amount Rs.**

2. O;;------------------------------------------------------------------------------------essa fodyuh; gS@

The expenditure is debatable to…………………………………………….……….

fcy fyfid ds vk|k{kj(Initials of Bill Clerk)

vkgj.k vkSj laforj.k vf/kdkjh ds gLrk{kj

Signature of Drawing and Disbursing Officer

izfrgLrk{kfjr@Countersigned

fu;a=d vf/kdkjh ds gLrk{kj (Signature of the Controlling Office)

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| भाकृअनुप- भारतीय मृदा विज्ञान संस्‍थान, भोपाल (ICAR-IISS, Bhopal) |

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| **;k=k HkRrs fcy gsrq izek.k&i= (Certificate for Travelling Allowance Bill)** |

**izekf.kr fd;k tkrk gS fd@Certified that:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **eSaus okLro esasa esy@,Dlçsl Vªsu¼vksa½ }kjk ;k=k dh] tksfd ;k=k HkÙkk fcy esa nkok dh xbZ lqfo/kk dh Js.kh esa FkhA**  I actually travelled by mail/express train(s) by the class of accommodation as claimed in the TA Bill. | | |
| **2** | **eSa okLro esa rFkk dsoy jpukRed :i ls jfookj vkSj vU; Nqfê;ksa ds fnuks aes af'kfoj es aFkk] ftl vof/k ds fy, nSfud HkÙkk dk nkok fd;k x;k gSA**  I was actually and not merely constructively in camp on Sunday and other Holidays during the period of which daily allowance has been claimed. | | |
| **3** | **eSa mu fnuks aesa vkdfLed vodk'k ij ugha Fkk] ftuds fy, fcy esa nSfud HkÙkk fy;k x;k gSA**  I was not on casual leave on any days for which daily allowance(s) has been charged in the bill. | | |
| **4** | **lM+d ekxZ ls nwjh ftlds fy, lM+d ehy HkÙkk dk nkok fd;k gS] esjs loksZÙke Kku vkSj fo'okl ds vuqlkj lgh gSA**  The distance by the road for which road mileage allowance has been claimed is correct to the best of my knowledge and belief. | | |
| **5** | **ftu iM+koksa ds fy, iw.kZ vkSj vk/ks nSfud HkÙks dk nkok fd;kx;k gS] os iM+koksa ds LFkku ij drZO; ds fu"iknu ds dkj.k vko';d FksA**  The halts for which full and half daily allowance have been claimed was necessitated by the performance of duty at the place of halts. | | |
| **6** | **;k=k,a lkoZtfudlsok ds fgr esa dh xbZ Fkha vkSj ftu ;k=kvksa ds fy, lM+d ehy dk nkok fd;k x;k gS] muds fy, fdlh ljdkjh ifjogu dk mi;ksx ugha fd;k x;k FkkA**  The journey were performed in the interest of public service and no government transport was utilized for journeys for which road mileage has been claimed. | | |
| **7** | **esjs&&&&&&&&&&&&&&&&&&&&&Bgjus ds nkSjku eq>s jkT; vfrfFk ds :i esa ugha ekuk x;k vkSj eq>s Hkkjr ljdkj ;k fdlh laxBu ds [kpZ ij dsoy jkT; ds [kpZ ij Hkkstu vkSj vkokl çnku ugha fd;k x;kA**  I was not treated as state guest during my halt at--------------------and was not provided with board and lodging only at state expenses at the expense of Govt of India or any organization. | | |
| **8** | **bl ;k=k ds fy, dksbZ okilh fVdV ¼jsy½ miyC/k ugha FkkA@**No return tickets (rail) were available for this journey. | | |
| **9** | **Okilh fVdV ¼jsy½ miyC/k Fks] ysfdu [kjhns ugha x, D;ksafd okilh ;k=k ml vof/k ds Hkhrj iwjh gksus dh mEehn ugha Fkh ftlds fy, ,sls fVdV miyC/k FksA**  Return tickets (rail) were available but were not purchased because the return journey was not expected to be performed within the period for which such tickets were available. | | |
| **10** | **eSaus lM+d ;k=k ugha dh ftlds fy, iwjd fu;eksa ds fu;e 46 esa fu/kkZfjr mPp njksa ij ekbyst HkÙkk dk nkok fd;k x;k gS] fdlh Hkh lkoZtfud okgu ¼LVhej dks NksM+dj½ esa ,dy lhV ysdj tks fu;fer :i ls fuf'pr fiaVksa ds chp fdjk, ij pyrh gS vkSj fuf'pr njsa ysrh gS] eSa ;g Hkh çekf.kr djrk gwa fd ;k=k fdlh vU; okgu es amlds fdjk, ds Hkqxrku ;k mlds pyus ds [kpZ ds fcuk ugha dh xbZ FkhA**  I did not performed road journeys for which mileage allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rules by taking the single seat it any public conveyance (excluding a steamer) which plies regularly for hire between fixed pints and charges fixed rates, I also certify that the journey was not performed in any other vehicle without payments of its hire charges or incurring its running expenses. | | |
| **11** | **eSaus ,Dlpsat v‚MZj ds ek/;e ls vuqjks/k djds Hkkjrh; ,;jykbal d‚iksZjs'ku@,;j bafM;k baVjus'kuy ds lkFk vius gokbZekxZ dh cqfdax ds fy, ØsfMV lqfo/kkvksa dk ykHk mBk;k@ugha mBk;kA**  I availed myself/did not avail of credit facilities for booking my air passage with the Indian Airlines Corporation/Air India International by requisition through an exchange order. | | |
| **12** | **[kjhns x, gokbZ fVdV fofHkUu ,;jykbal }kjk lHkh fj;k;rvkSj çksRlkgu@ykxr çLrko ds ekeys esa lcls lLrs FksA**The Air tickets purchased were cheapest in terms of all concession and incentives/cost offer by various Airlines. | | |
| **13** | **eSa fnukad --------------------- dks ---------------------------------------------------------- esa #dk FkkA**  I stayed at ……………………………………….on ……………. . | | |
| **fnukad** Date : | |  |  |
| **gLrk{kj@**Signature : |
| **uke** /Name |
| **inuke@**Designation |