



**CONTROLLER OF COMMUNICATION ACCOUNTS
DEPARTMENT OF TELECOMMUNICATIONS
MINISTRY OF COMMUNICATIONS & IT
UP(W) TELECOM CIRCLE
BRAHMPURI TELEPHONE EXCHANGE, MEERUT-250002**

GAR—14.B

Sub bill No. _____

TRAVELLING ALLOWANCE BILL FOR TRANSFER

Note: This bill should be prepared in duplicate—one for payment and the other as office copy.

PART A—(To be filled by the Government servant)

1. Name
2. Designation
3. Pay at the time of transfer.
4. Head-quarters.
(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 [vide S.R. 2 (8)]

Sl. No.	Name	Age	Relationship with the Government servant
1.			
2.			
3.			
4.			
5.			
6.			

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	Distance in kens. by road
Date and time	From	Date and time	To				
1	2	3	4	5	6	7	8
						Rs. P.	
1.							
2.							
3.							
4.							
5.							
6.							

8. Transportation charges of personal effects.

(Money receipts to be attached).

Date	Mode	Station		Weight in Kgs	Rate	Amount	Remarks
		From	To				
					Rs. P.	Rs. P.	
				Total			

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

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

(b) Amount:

10. Amount of advance, if any, drawn.

11. Particulars of journey (s) for which higher class of accommodation 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
	From	To				
						Rs. P.

If the journey by higher class of accommodation has been performed with the approval of the competent authority. No. and date of the sanction may be quoted.

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

Date	Name of place	From	Fare paid
	From	To	Rs.

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

Signature of the Government servant
Date _____

PART B
(To be filled in the Bill Section)

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

	Rs.	P.
(a) Railway/air/bus/steamer fare		
(b) Road mileage for.....Kms @.....p. Km.		
(c) Transfer grant.		
(d). Transfer incidentals (DA for-----days @Rs.....per day).		
(e) Transportation of personal effects.		
(f) Transportation of private conveyance Gross amount		
(g) Less amount of advance(s) if any, drawn vide voucher (s) No..... date.....		
Net amount		

2. The expenditure is debitable to

Initials of bill clerk

Signature of drawing and disbursing officer

Countersigned

Signature of Controlling officer