

INDIAN SCHOOL OF MINES, DHANBAD

Date _____

TRAVELLING ALLOWANCE BILL CLAIM FORM FOR (ISM EMPLOYEE – INDIAN TOUR)

PART – A (To be filled in by Government Servant)

- | | |
|------------------------|-------------------------------------|
| 1. Name | 2. Designation (Deptt) |
| 3. Basic Pay | 4. Grade Pay |
| 5. Purpose of Journey | 6. Expenditure Head |
| 7. Contact No (Mobile) | 8. Details of journey(s) performed: |

[illegible]

8. Dates of absence from place of halt on account of :
 - a) RH and CL _____
 - b) Not being actually in camp on Sundays and Holidays _____
9. Date on which free board and /or lodging provided by any organization financed by state funds:
Board only/Lodging only/Boarding and lodging _____
10. Amount of TA/DA drawn from other organization, if any (please give details)_____
11. Particulars to be furnished along-with hotel / guest house receipts etc. , for stay in Hotel/ Guest House / other establishments providing board and / or lodging at scheduled tariffs (please attach hotel bills):

Period of Stay (Date and time)		Name of the Hostel / Guest House (whether Govt. or Private)	Bill No and Date	Daily rate of lodging charges (Rs.)	Total amount paid (Rs.)
From	To				

12. Amount of TA advance drawn, if any Rs _____ Date of drawal _____

Signature _____

13. CLAIM OF LOCAL CONVEYANCE CHARGES ON TOUR FOR OFFICIAL PURPOSES AT (CITY)_____ from (Date)_____ to _____

[illegible]14. Details of daily expenses on food (**Please attach supporting bills for reimbursement**)[illegible]

Signature_____

15. Other Expenses in respect of Tour :-

1	Local Conveyance Charges	
2	Registration Fee	
3	Other expenses, if any, please mention ()	

Certified that above expenses is actual and paid by me in connection with food expenses during tour.

Date _____

Name: _____

1 Tour approval

Bank details :-

2 Tour Diary

Bank Name :	
IFSC Code :	
Bank A/c No. :	

3 Food bill

4 Hotel Bill

Certificate in respect of Official Journey

Period from (date) _____ to (date) _____

- (i) Certified that the mileage claimed in the TA bill is correct to the best of my knowledge.
- (ii) Certified that I did not perform the road journeys for which mileage allowance has been claimed at the higher rate prescribed in rule 48 of supplementary Rule by taking a single seat in any public) fixed rates. Also certify that the journey was not performed in any other vehicle without paying its hire charges or incurring running charges.
- (iii) Certified that journey was performed by the shortest and cheapest route of the entitled class and fares claimed were actually paid by me to the Railway/ Air/ Transport authorities
- (iv) Certified that no such travelling allowance bill for the period mentioned above has been claimed from any other source.
- (v) Certified that I did not avail myself of any casual leave/RH for the days for which Daily Allowance (food/ hotel bills) are claimed.
- (vi) Certified that I did not avail of free boarding and / or lodging at the expense of State Govt or any organization financed from state funds during the days for which food expenditure has been claimed.
- (vii) Certified that I travelled by air to which I am entitled and air tickets were purchased on cheapest fare of the entitled class and mileage earned on the tickets will be used for the official purposes only.
- (viii) Certified that the information as given above is true and correct to the best of my knowledge and belief.

Date:

Signature of Govt. Official _____

Signature of HOD/HOC _____

Signature _____

Part-B (For the use of Accounts Section)

(Rupees)

1.	Rail fare		
	Air fare		
	Road fare		
2.	Road mileage (as per column 13 for _____ Kms. @ Rs. _____ per km)		
3.	Accommodation/ Hotel Charges (as per column 11)		
4.	Daily Allowance (Reimbursement of food bills as per column 14: <u>Foreign DA</u> <u>Domestic DA:-</u> 1. Days _____ @ Rs _____ per day Rs. _____ 2. Days _____ @ Rs _____ per day Rs. _____ 3. Days _____ @ Rs _____ per day Rs. _____		
5.	Other Expenses :		
	Local Conveyance Charges		
	Registration Fee		
	Other expenses, if any, please mention		
6.	Gross amount (Rupees _____)		
7.	Less amount of TA Advance drawn if any		
8.	Net amount Payable / Recoverable (Rupees :- _____)		

The above expenses is debitable to :- _____

Dealing Assistant Section Officer(A/C) Section Officer(I/A) Asstt. Registrar(Internal Audit)

Asstt. Registrar (A/C) / Dy Registrar(F&A)

Registrar / Director

Received Rs. _____ vide cash / cheque No. _____ dated _____

Signature _____