

DISTRICT _____

Major Head _____

Minor Head _____

Sub-Head _____

VOUCHER No.
of list
of payment for
20

Travelling Allowance Bill of Non-gazetted Government Servants
CERTIFICATES

1. Certified that I have satisfied myself that the amount, included in bills drawn months previous to this date with the exception of those detailed below of which the total amount has been refunded by deduction from this bill have been disbursed to the officers therein named and their receipts taken in acquittance rolls filed in my office with receipt stamps duly cancelled for every payment in excess of Rs. 500.

2. Also that the journeys for which mileage has been claimed under rule 77 of the Orissa Travelling Allowance Rules for non-gazetted ministerials or mineal officers where made by public or hired conveyance under my order.

3. Also that it was necessary for the officers for whom halting allowance at the Headquarters is drawn on keep up the whole or part of their camp equipage during such halt and that the expenses included on this account was not less than the halting allowance drawn (Rule 71 of the Orissa Travelling Allowance Rules).

4. Certified that I actually travelled in the class in which I am entitled to travel and for which I have charged railway fare in the bill (Rule 19-- *ibid.*).

5. Certified that the road journeys between places connected by rail have been performed in the interest of public service such as saving of time inspection *en route* (Note below Rule 47 B-- *ibid.*).

6. Certified that the bus fare claimed is not more than the amount actually paid (Rule 79 A-- *ibid.*).

7. Certified that the actual expenses incurred for the transport of personal effects or conveyance or horse was not less than the sum claimed [Rule 25 (a) (iii) and (iv)-- *ibid.*].

8. Certified that mileage has not been claimed for the journey performed by Government conveyance free of charge and that only reduced rate of mileage has been claimed for journeys performed by conveyance other than my own car [Rule 79 (ii)--*ibid.*].

9. Certified that I was actually and not merely constructively in camp for all the days of the halt for which daily allowance has been claimed (Rule 62--*ibid.*).

Details of Travelling Allowance refunded

Section of establishment	Name	Period	Amount		Section of establishment	Name	Period	Amount	
1	2	3	4		5	6	7	8	
			Rs.	P.				Rs.	P.

Passed for Rs.

(Head of Office)

Dated

Pay Rupees (in words and figures)

(Controlling Officer)

Examined and entered

Accountant

(Treasury Officer)

Dated

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Head of Account

Admitted for Rs.

Objected to Rs.

Reasons for objection

Auditor

Superintendent

Clause 2 should be scored out with a pen, when no mileage is claimed under rule 77 of the Orissa Travelling Allowance Rules and clause 3 when there is no claim under rule 71 of the Orissa Travelling Allowance Rules.
To be entered by _____ Checked in Accountant General's Office.

Name and designation	Head-quarters	Actual pay	PARTICULARS OF JOURNEYS AND HALTS						Purpose of journeys	Kind of journey i.e. by road, steamer or rail (mail or passenger)
			DEPARTURE			ARRIVAL				
			Station	Date	Hour	Station	Date	Hour		
1	2	3	4	5	6	7	8	9	10	11
		Rs.								

The _____ }

(In words)

FOR THE MONTH OF _____

MILAGE BY ROAD			DAILY ALLOWANCE			RAILWAY FARE STEAMER			ACTUAL EXPENSES			Total of each line	REMARKS
No. of miles	Rate	Amount	No. of days	Rate	Amount	Class	No. of fares	Amount	Particulars	Amount			
12	13	14	15	16	17	18	19	20	21	22	23	24	
		Rs. P.			Rs. P.			Rs. P.		Rs. P.	Rs. P.		
TOTAL													
Deduct- Undisbursed travelling allowance refunded as detailed on the reverse.													
Net sum required for payment													

Rs.	P.

Contents received

Head of Office

INSTRUCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS

Journeys of different kinds and journeys and halt 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.

2. Hours of journey should be mentioned only --
 - (1) When for an absence from Headquarters of not more than two consecutive days, daily allowance is claimed for two days.
 - (2) When mileage or actual expenses in lieu thereof are claimed.
 - (3) When both railway or steamer fare and daily allowance are claimed in respect of journey by rail or steamer immediately preceded or followed by a journey by road or by a halt.
3. Number of miles travelled should be entered in all cases of journeys by road or by boat.
4. If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation and expenditure should be shown in the Memo. of allotment and expenditure.
5. Permanent travelling conveyance and horse allowance should be drawn along with pay of the officer and not on travelling allowance bills.
6. Fraction of mile in the total of a bill for any one journey for each person should not be charged for.
7. When the first item travelling allowance for any officer is a halt, the date of commencement of that halt should be stated in the remarks column.