

	Rs.	P.
Railway and steamer fare (column 10)....		
Road mileage		
Miles at (column 11)		
Miles at (column 12)		
day for which daily allowance is claimed (column 14) at		
Actual expenses (column 16) ...		
Total ...		
Deduct single/double P.T.A. for days. S. R. 72 and 73		
Deduct hire due to Government S.R. ...		
Other deductions ...		
Net claim ...		

Contents received. Please pay to

STAMP

Signature of the office who travelled

Officer

Date20

Rupees

Passed for Rupees (Rs. paise)

Date.....20

Assistant Superintendent Accountant Chief Accounts Officer Managing Director Secretary

West Bengal State Warehousing Corporation H. O. Calcutta

Instructions for preparing Travelling Allowance Bills

1. Journeys of different kinds and journeys and halts should not be entered on the same lien
2. Permanent travelling conveyance and house allowance should be drawn along with the pay of the Officer concerned and not in travelling allowance bill.
3. Fraction of a mile in the total of a bill for any one journey should not be charged for.
4. When the first item of a travelling allowance bill is a halt. The date of commencement of this halt should be stated in the "Remarks" column.
5. Against each entry in column 13 there should be a corresponding entry in column 14
6. When travelling allowance is claimed in respect of a journey to or from a hill station it could be mentioned in the "Remarks" column whether or not the halt has exceed ten days.

CERTIFICATE

Certified that :—

1. The station between which road mileage allowance has been claimed are not connected by rail directly or indirectly and mileage as shown and claimed is correct to the best of my knowledge and belief.
2. The Road journeys were not performed in any other vehicle without payment of its hire charges or incurring its running expenses.
3. I did not use Govt or any other transport free for this mileage.
4. I did not perform the road journeys for which mileage allowance has been claimed at the higher rate prescribed in S. R. 46 by taking a single seat in any public conveyance excluding steamer which plies regularly between fixed points and charges fixed rates.
5. The rail journeys were performed by the shortest possible route.
6. The rail mileage shown is correct to the best of my knowledge and belief and I actually travelled in the Railway calss of accommodation as shown claimed and paid Rs. to Railways authorities.
7. I travelled by air and have actually paid Rs. as fare.
8. I did not avail of free boarding and lodging at the expenses of a State Government or any organisation financed from State Funds during the days for which daily allowance has been claimed at full rates.
9. I have been paid Rs. as T. A. advance on 20 far the journeys os shown in the T. A. Bill.

Signature.....

Date.....

Designation.....

Important :

Please Score off the paragraphs which do not apply. The person who signs the certificates is responsible for any alteration or etc.

TRAVELLING ALLOWANCE BILL FOR THE MONTH OF

Head quarters Name..... Designation..... Pay

PARTICULARS OF JOURNEYS AND HALTS						Kind of journey, i.e. by rail (mail or passenger), steamer road	RAILWAY/STEAMER FARES			DISTANCE TRAVELLED BY ROAD			No. of days for which daily allowance is claimed	ACTUAL EXPENSES		Purpose of journey or halt	Date of last visit	Remarks
Departure			Arrival				Class	No. of fares	Amount	For which mileage is admissible		For which daily allowance is admissible		Particulars	Amount			
Station	Date	Hour	Station	Date	Hour					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
									Rs. P.						Rs. P.			

*Travelling by road includes travelling by sea or river in a steam launch or in any vessel other than a steamer, and travelling by camel. (The particular kind should be specified in the bill) In case where the steamer company has two rates of fare, one inclusive and one exclusive of diet the word "Fare" should be held to mean "Fare exclusive of diet".