

G.A.R-14

[See rules 66 (1) and 90 (1)(i)]

CONSOLIDATED TRAVELING ALLOWANCE BILL OF THE MINISTRY/ DEPARTMENT/ OFFICE OF ----- FOR THE MONTH OF-----19

(Separate form should be used in case of establishments in which TA is chargeable to different heads of account).

1. Bill No and date

2. Token No and date

3. Voucher No. and date

Head of Account

Major Head

Minor Head

Detailed Head

Sl. No	Sub-Bill No.	Name & designation of Govt. servant	Gross claim	Advance adjustable	Net amount payable	Remarks
1	2	3	4	5	6	7
			Rs.	Rs	Rs.	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
	Total					(A)
Deduct undisbursed travelling allowance refunded as per details below*						(B)

Net sum required for payment by

(A—B)

(i) Cheque for self _____ Rs. _____

(ii) Cheque in favour of officers as indicated in Remarks col. Rs. _____

(iii) bank draft in favour of _____ Rs. _____

Appropriation for 19 Rs.

Expenditure including this bill Rs. _____

Balance Rs. _____

PASSED FOR PAYMENT Rs. (in figures) _____

(Rupees in words) _____

Certified that the claims included in the bill have not already been paid and office copies of the sub-bills have been suitably cancelled to avoid double payment.

Received Contents.

Drawing and disbursing Officer

Drawing and disbursing Officer

* Details of undisbursed T.A. refunded.

Bill No./Sub-bill No. and date	Name and designation of Govt. servant	Amount
		Rs.
	Total:—	
	Drawing and disbursing Officer	

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for Payment of Rs. _____ (Rupees _____
_____ to _____ (D.D.O. by designation/ vide
details given in the bill) by _____ cheque/bank
draft at _____ after disallowing Rs. _____
(for reasons to be communicated). No. and date of cheque delivered.

J.A.O.

P.A.O.

Post-check of vouchers received from cheque drawing D.D.O.s

Post-check of pre-checked vouchers.

Admitted Rs

Objected Rs.

(with brief reasons)

J.A.O.

P.A.O.

J.A.O.

P.A.O.

Note 1—Claims for journeys on tour and transfer should be grouped and shown separately in the consolidated bill, L.T.C. claims are to draw on separate bills as these payments are chargeable to the head salaries.

2—Objection, if any, on individual claims be got settled by personal contracts on phone or otherwise as far as possible. In cases where delay is anticipated the affected claim may be ignored and the bill passed for payment in respect of other claims found in order.

G.A.R. 14—A

Sub-bill No.....

TRAVELLING ALLOWANCE BILL FOR TOUR

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

Part A— (To be filled up by Government servant)

1. Name
2. Designation
3. Pay
4. Head-quarters
5. Details and purpose of journey (s) performed.

Departure		Arrival		Mode of travel and class of accommodation	Fare paid	Distance in Kms. for road mileage	Duration of halt	Purpose of journey
Date and time	From	Date and time	To					
1	2	3	4	5	6	7	8	9
					Rs. P.		Days hrs	

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6. Mode of Journey:

(i) Air

(a) Exchange voucher arranged by office

Yes/No

(b) Ticket/Exchange voucher arranged by

(ii) Rail

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

(b) Whether return tickets available?

Yes/No

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

(ii) Road

Mode of conveyance used i.e. by Government transport/ by taking a taxi, a single seat in a bus or other public conveyance/ by sharing with another Government servant in a car belonging to him or to a third person to be specified.

7. Dates of absence from place of halt on account of:—

(a) R.H. and C.L.

(b) not being actually in camp on Sundays and holidays.

8. Dates on which free board and/or lodging provided by the State or any organisation financed by State funds:-

(a) Board only

(b) Lodging only

(c) Board and lodging

9. Particulars to be furnished alongwith hotel receipts etc. in cases where higher rate of D.A. is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariffs.

	Period of stay		Name of the hotel	Daily rate of lodging charged	Total amount paid
	From	To			
	1		2	3	4
				Rs.	Rs.
1.					
2.					
3.					
4.					
5.					

10. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled was used.

Date	Names of places		Mode of conveyance used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				
1	2	3	4	5	6	7
						Rs. P.
1.						
2.						
3.						
4.						
5.						

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

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

Date	Names of places		Fare paid
	From	To	
1	2	3	4
			Rs. P.

12. Amount of T.A. advance, if any, drawn.

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:—

- (a) Railways/air/bus/steamer fare Rs.....
 - (b) Road mileage for..... Kms. Rs.....
@.....P/Km
 - (c) Daily allowance
 - (i)days @Rs.....per day.
 - (ii) days @Rs.....per day.
 - (iii) days @Rs.....per day.Rs.....
 - (d) Actual expenses Rs.....
 - Gross amount Rs.....
 - (e} Less amount of T.A. advance, if any, drawn vide voucher No Rs.....
dated.....
- Net amount Rs.....

2. The expenditure is debitible to

Signature of Drawing and Disbursing Officer.
Countersigned

Initials of bill clerk

Signature of the Controller Officer

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	Fare paid
	From	Rs.
	To	

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

G.A.R.—14C

Sub-bill No. _____

LEAVE TRAVEL CONCESSION BILL FOR THE BLOCK OF YEAR

_____ To _____

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

PART—A (To be filled up by Government servants)

1. Name

2. Designation

3. Pay

4. Headquarters

5. Nature and period of leave sanctioned

FromTo.....

6. Particulars of members of family in respect of whom the L.T.C. has been claimed

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

7. Details of journey (s) performed by Government servant and the members of his/her family.

Departure		Arrival		Distance in Kms.	Mode of Travel & class of accommodation used	No. of fares	Fair paid	Remarks
Date and time	From	Date and time	To					
							Rs.	

8. Amount of advance, if any, drawn Rs. _____

9. Particulars of journey (s) for which higher class of accommodation than the one to which the Government servant is entitled, was used. (Sanction No. & Date to be given).

Place		Mode of conveyance	Class to which entitled	Class by which actually travelled	No. of fares	Fare paid
From	To					
						Rs. P.

10. Particulars of journey (s) performed by road between places connected by rail.

Name of Place		Class to which entitled	Rail fare
From	To		Rs.

Certified that the:—

- Information, as given above is true to the best of my knowledge and belief; and
- That my husband/wife is not employed in Government service/that my husband/wife is employed in Government service and the concession has not been availed of by him/her separately or himself/herself or for any of the family members for the concerned block of _____ years.

Signature of Government servant

Date _____

PART—B (To be filled in the Bill Section)

1. The net entitlement on account of leave travel concession works out to Rs. _____ as detailed below:-

(a) Railway/Air/Bus/Steamer fare Rs. _____

(b) Less amount of advance drawn vide Voucher No. _____ dated _____ Rs. _____

Net Amount Rs. _____

2. The expenditure is debitable to

initials of Bill Clerk

Signature of Drawing & Disbursing Officer

Countersigned

Signature of Controlling Officer

Certified that necessary entries have been made in the Service Book of Shri/Shrimati/Miss _____

Signature of the Officer
authorised to attest entries in the Service Book