



Travelling & Halting Allowance Bill

- 01. Name.
- 02. Basic Pay: Rs.
- 03. Designation & Section
- 04. Headquarters and normal place of duty
- 05. Purpose of the journey with particulars & place / places visited
- 06. Mode of conveyance from office/residence to railway station/ airport/ bus station and **Fare paid**
- 07. Date & time of departure of train/plane/bus (Train No./ Flight No. to be indicated)
- 08. Class of travel with Ticket # (counterfoil of air Ticket) **& Fare paid**
- 09. Date & time of arrival at railway station / airport, bus station at tour station & Incidental Allowances
- 10. Mode of conveyance between railway station / airport / bus station and the place of temporary duty and **Fare paid**
- 11. Period of halt and Halting Allowances
- 12. Mode of conveyance between the place of temporary duty halt & railway station/bus station/airport and the **Fare paid**
- 13. Date & time of departure of train / plane / bus from tour station / airport (train No./flight No. to be indicated)
- 14. Class of travel with Ticket # (counterfoil of air Ticket) **& Fare paid**
- 15. Date & time of arrival at. Railway station/Airport / Bus Station at: head quarters & **Incidental Allowance**
- 16. Mode of conveyance for the journey between airport/ railway station / bus station and office / residence and Fare paid
- 17. Whether any claim in respect of this tour has been made under "Recoverable (Extra Mural)". If so, specify from whom & address) *Note : A copy of the invitation should be enclosed*
- 18. Nature and period of leave, If any, availed of during tour
- 19. Whether free board/lodging or both were provided at tour station; If so, give particulars
- 20. Advance of T.A. drawn
- 21. Any other information having a bearing on this T.A. claim.

Total	
: VR. #	
Balance due to me/Institute	

Approval of Controlling Officer:

Payment received Rs.

Signature:

Rupees

Name:

Sig. of the claimant:

Designation:

Date:

Section/Group


Bill passed for Rs:

Accounts Officer:

CERTIFICATE*CERTIFIED THAT:*

01. Timings, distances, period of halt, etc. indicated in the form are correct to the best of my knowledge
02. DA has been claimed for days actually and not merely constructively spent in camp, including holidays.
03. No DA has been claimed for days spent on leave.
04. The journeys were performed by the shortest and cheapest routes.
05. The railway journeys were actually performed by the class of accommodation for which TA has been claimed.
06. The road journeys for which mileage has been claimed at rates applicable for taxis/auto rickshaws were not performed by taking a single seat in any public conveyance which piles regularly for hire between fixed points and charges fixed rates. I also certify that none of the road journeys for which mileage has been claimed was performed in vehicle without payment of hire charges
07. I did not share conveyance with any other Government servant in respect of road journey for which mileage has been claimed in the TA Bill.
08. Return tickets at reduced rates were not available in respect of journeys for which full rates have been claimed in the TA Bill
09. Certified that the rail journeys for which Fare has been claimed at superfast/express/mail rates were actually performed in superfast/express/mail trains.
10. On the days on which DA at full rates is claimed, I was not provided with either free board, or free lodging or both
11. Certified that I stayed from..... to.....
In.....
(name of hotel/establishment)
at which provides lodging at schedule tariffs.
(name of place)
Bill No.....dated.....for Rs..... duly
received issued by the hotel is enclosed.

If the stay is in more than one hotel, certificate may be amended suitably to cover different hotels at the same place / different place.

Signature: 

Name:

Designation:

Date:

PROFORMA

Self-declaration Certificate for Completion of Journey

(Annexure to O.M. No. 2407//FD/F3/2021-22 at 08.02.2022)

- 1. I (Name of the employee.....) hereby declare and certify that:

- 2. I have actually performed the onward journey from..... to.....on.....(date) and return journey from.....to..... On.....for the purpose of tour/ Training

OR

- 3. I/ We have actually performed the onward journey from..... to.....on..... (date) and return Journey from.....to..... On.....for the purpose of Transfer/LTC/Retirement
The particulars of self and family members who have performed journey
Either with the government servant or separately are as under:-

Sl. No	Name	Age	Relationship withGovt. Servant

- 4. In case the above declaration given by me is not found true at any stage, I shall be liable to disciplinary action under Central Civil Services (classification, control and appeal) Rules, 1965, as amended from time to time.



(Signature)

Name of the Government Servant.....

Designation.....

Name of the ministry/ Department.....

To

The HOD/ Head of Office / DDO Concerned.

Bank Account Details

- **Name of the Account :**
- **Name of the Bank:**
- **Bank Account Number:**
- **IFSC code:**
- **Branch Address:**
- **PAN Number:**