

# **National Institute of Science Education and Research**

### 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 in by Government servant)

4. Headquarters (a) Old: \_\_\_\_\_(b) New: \_\_\_\_

2. Designation and Office

(a) Old:

3. Pay at the time of transfer ₹\_\_\_\_\_

1. Name

5. Residential address:

(b)	New: _									
6. Pai	rticulars	of the memb	ers of the	e family	as on the dat	e of transfe	er [V	ide S.R.	2(8)]:	
<b>SI.No.</b> [1]			Name [2]			<b>Age</b> [3]	Re	lationsh	nip with the [4]	Govt. Servant
7. De	tails of jo	ourney(s) per	formed b	by the G	overnment se	ervant as we	ell a	s memb	ers of his/h	er family:
	Depart	ure		Arriv	al	Mode of travel an		No.		
Date	Time	From	Date	Time	То	class of accommo tion use	f da	of fares	Fare paid ₹	Distance in Km by Road
[′	1]	[2]	[;	3]	[4]	[5]		[6]	[7]	[8]

_							
8.	Iransportation	charges for	personal effects.	(Monev	Receipts to	) be attache	d):

Date	Mode of transport	Station		Weight	Rate ₹	Amount ₹	Remarks
		From	To	in kgs.	nuic (	Amount	Kemarks
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]
				Total:			

9. Transportation charges for 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	Class to	Class by	Fare of the
	From	То	conveyance used	which entitled	which travelled	entitled Class (₹)
[1]	[2]	[3]	[4]	[5]	[6]	[7]

NOTE: If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, the number and date of sanction may be quoted

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

Dete	Name of	places	Fara maid
Date	From	То	Fare paid
[1]	[2]	[3]	[4]

Certified that the information, as given above, is true to the best of my knowledge and belief.

Date	Signature of the Government servant
Place	Name

### PART-B

## (To be filled in by the Bill Section)

1. The net entitlement on account of Travelling Allowance works out to ₹								
(Rupees								
as detailed below:								
# Description Amount (₹)								
(a)	Railway/Air/Bus/ Steamer fare:		7 unount (x)					
(b)	Road mileage for km.@	per/km.						
(c)	Composite transfer grant							
(d)	Transportation of personal effects							
(e)	Transportation of private conveyance							
(f)	Gross amount [(a)+(b)+(c)+(d)+(e)]							
(g)	Less Amount of advances(s), if any, dr	rawn vide voucher(s)						
(h)	Net Amount [(f) - (g)]							
2. The expenditure is debitable to								

Finance Officer (Signature)