Head of Charges……

TRAVELLING ALLOWANCE BILL

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR

Travelling allowance bill of……..……. Designation & Department .....…….....……..……. Month ……

Basic Pay (in revised grades or emoluments at 608 point Price-Index) …….....……Total Income ……...……

Purpose of Journey …….....……

Particulars of Journey						Journey by Air/Rail/Bus			Mileage by road at @.....Rs. per km		Daily Allowance			Total Amount in Rs.
Departure			Arrival											
Station	Date	Hours	Station	Date	Hours	Mode / Class	No. of KM.	Amount	No. of KM.	Amount	No. of Days	Rate per day	Amount Rs.	

I,…… do hereby certify that I have actually performed the journeys as claimed in the travelling bill and the claim is prepared strictly as per provisions in the Haryana Civil Services (Travelling Allowance) Rules, 2016. I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal)Rules, 2016.

I Certify that I have travelled by own car / taxi ……

Total

Advance taken if any

Amount Payable

For Finance Officer's Office

Pay Rupees (in figures)…… (Rupees in words)…….....……..

Checked: Bill Clerk Assistant (Bills) Sudpt. (Bills) D.R./A.R. (A/c) Finance Officer

Audit objection if any…….....……

PAYMENT For Audit Officer

Pre-audited & Passed for Rs……(in figures)

Rupees (in words)……

……

Auditor Sr. Auditor Asstt. Examiner

ADJUSTMENT For Audit Officer

Pre-audited & Passed for Rs……(in figures)

Rupees (in words)……

……

Auditor Sr. Auditor Asstt. Examiner

Please strike out the certificate not applicable

Certificates for the Journey

1. I hereby declare that the class of railway accommodation actually travelled has been charge.
2. I further declare that no travelling allowance for a part of the whole journey covered in this bill has been drawn by me from any other public source.
3. I further declare that the railway return ticket was not available.
4. Certified that I was not/was provided with means of locomotion at the expense of University/Govt. for journey by road ……. for which T.A. has/has not been claimed.
5. Certified that I did not perform the road journey for which mileage allowance has been claimed at the higher rates by taking a single seat in any public conveyance which plies regularly for hire between fixed points & charges fixed rates.
6. Certified that I visited the place(s) & paid the actual conveyance charges as shown in the T.A. bill.
7. Certified the I was not absent on casual leave during the period for which daily allowance has been claimed.
8. Certified that I was not provided with board or lodging for the days for which D.A. at full rates has been claimed. OR
   Certified that for the days for which I was provided with free boarding and/or lodging, necessary deduction in the rate of D.A. has been made in the claim

Signature of claimant …….

Full address……

……

……

Revenue of Rs.1/- stamp to be affixed here if the amount exceed Rs.5000/-

Signature of Payee ……

Please sign at both places ……

……

P.T.O.