CENTRAL ELECTRONICS LIMITED

TOUR TRAVELLING ALLOWANCE BILL

Name..... Code No ..... Designation ..... Division ..... Section ..... Pay Scale .....

Head Quarters ..... Purpose of journey ..... Authority ..... Chargeable to .....

PARTICULARS OF JOURNEY & HALT							Kind of Journey by road or rail etc.	DETAIL OF FARE				
DEPARTURE				ARRIVAL								
Station	Date	Hour	Train No.	Station	Date	Hour		Class and No. of Fares	Distance in Kms.	Amount Rs.	No. of Kms by Road	Amount Rs.
1	2	3		4	5	6	7	8	9	10	11	12

If the journey is in connection with the work of outside organisation, the name and address of the organisation may be indicated.
A copy of the letter from the outside.
organisation may also be enclosed.
Mention whether by Taxi, Bus etc.
If stay at any place in not official or is just for connecting train/bus etc. the fact may be mentioned here.
NOTE : DETAILS OF EXPENDITURE OF LOCAL TRIPS IS TO BE SHOWN IN A SEPARATE SHEET.

Enclosure
1. **From** ..... **To** ..... **Tkt. No.** ..... **Purchased at** .....
2. **From** ..... **To** ..... **Tkt. No.** ..... **Purchased at** .....
3. **From** ..... **To** ..... **Tkt. No.** ..... **Purchased at** .....

(TO BE FILLED BY FAD ONLY)

FARE _____
CONVEYANCE _____
HOTEL _____
TELEPHONE _____
MISC _____
DA _____
_____
TOTAL _____

Booking in A/c Code

1234 _____
1072 _____
1179 _____
1014 _____
_____
TOTAL _____

(TO BE FILLED IN BY THE OFFICER TRAVELLING)

1. Certified that :
   i) the above journey was performed on duty.
   ii) I was not provided with free conveyance of Govt. transpot at out-station during the period for which TA/DA has been claimed except as stated herein.
   iii) the distance, timings and rates entered in the claim are correct.
2. Certified that I travelled by the class of accomodation for which TA has been claimed and the fare shown in the bill are correct and were actually paid by me.
3. Certified that I did not perform the journey for which mileage allowance has been claimed at the higher rates proscribed in TA rules by taken a single seat in any public conveyance which pliod regulary for hire between fixed points and charged fixed rates and also that the journey was not peromed in any other vehicle without payment of the running expenses
4. Certified that the road journey for which claim has been made herein have not been performed alongwith any government Servant/ an employee of the Corporation in a car belonging to him.
5. Certified that I was actually and not merely constructively present at the outstation on the day for which DA has been claimed and I did not proceed on casual leave or any other leave during the period except at indicated herein.
6. Certified that I was not provided with free boarding and/or lodging at the expense of Govt. or an autonomous industrial or Commercial undertaking or Corporation or a Statutory Body or Local Authority in which Government have invested funds or have any other interest for the days for which DA has been claimed in the bill.
7. Certified that the Training/Course for which I was on tour was in the interest of the Corporation and it was not residential and no free boarding and/or lodging was provided during the course.
8. * Certified that cancellation charges have been claimed only in cases where cancellation of journeys were in the interest of the company.
9 Certified that the amount for this tour has not been claimed from any other source and also has not been claimed before.
10. I have drawn an advance of Rs. ..... on .....
    Tour report submitted and found adequate

Station Contersigned Signature

*** To be supported by vouchers. In case of non production of receipt etc. Specific walver from the controlling officer (Head of the Division C.M.D.) should be accompanied**