

CONSOLIDATED TRAVELLING ALLOWANCE BILL

Of the Ministry/Department/Office of _____

For the month of _____

(Separate form should be used in case of establishments in which travelling allowance is chargeable to different heads of accounts).

Head of Account :-

- 1. Bill No. and Date Major head
- 2. Token No. and Date Minor Head
- 3. Voucher No. and Date Detailed Head

Sl.No.	Sub-Bill No.	Name and Designation of Government servant	Gross Claim	Advance adjustable	Net amount payable	Remarks
1.	2.	3.	4.	5.	6.	7.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
		Total				(A)

Deduct undisbursed Travelling Allowance refunded (as per details on reverse)

Net sum required for payment by :

- (i) Cheque for selfRs.....
- (ii) Cheque in favour of officers as indicated in remarks column Rs.....
- (iii) Bank Draft in favour ofRs.....
- 20..... Appropriation for 20.....20.....Rs.....
- 20..... Balance Rs.....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

D.D.O.

Details of undisbursed T.A. refunded Drawing & Disbursing Officer

Bill No./Sub-Bill No. and date	Name and designation of Government servant	Amount
1.	2.	3.

For use in Pay & Account Office

D.D.O.

Passed for payment of Rs..... (Rupees(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 voucher received from
Cheque drawing D.D.O.s

Post check of prechecked
voucher

Admitted Rs.....

Objected Rs.....

(with brief reasons)

J.A.O.

P.A.O.

J.A.O.

P.A.O.

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- Notes : 1 Claims for journeys on tour and transfer should be grouped and shown separately in the consolidated bill L.T.C. claim are to be drawn on separate bill as these payments are chargeable to the head "salaries".
2. Objection, if any, on individual claims be got settled by personal contacts on phone or otherwise as far as possible in cass where delay is anticipated the affected claim may be ignored and the bill passed for payment in respect of other claims found in order.