

**FORM F. C. 25**

GOVERNMENT OF JAMMU AND KASHMIR

**Travelling Allowance Bill of Non-Gazetted Government Servants.**

Instructions for preparing T. A. Bill

Voucher No. \_\_\_\_\_ Dated \_\_\_\_\_

for Rs \_\_\_\_\_

1. Journey of different kinds and journeys and halts should not be entered in the same line. Only one kind of allowance should be filled in the same line and, its amount carried out separately in the last money column.
2. Hours of journey should be mentioned on—
  - (a) when mileage is claimed ;
  - (b) when both Railway or Road journeys are performed in continuation of each other vide Art. 337 (d) J&K C. S. Rs. ;
  - (c) when journey begins from Headquarters on one day and ends at Headquarters on the other day.
3. No. of miles travelled must be entered in all cases.
4. Fraction of mile should be omitted from the total of each bill (Article 319 J&K C. S. Rs.).
5. When the first item of travelling allowance to any officer is a halt the date of commencement of the halt should be noted in remarks column.
6. Deduct fixed travelling allowance for the period an ordinary T. A. is charged for an officer in receipt of fixed T. A.
7. Total charge for each person should be separately shown.
8. Scale of daily allowance reference to Article 335 J&K C. S. Rs.
9. Permanent Travelling Allowance, Conveyance and Horse Allowance should be drawn along with the pay of the Government servants and not in T. A. Bill.
10. If daily allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and the daily allowance in columns 17 to 19.

**FOR USE IN ACCOUNTANT GENERAL'S OFFICE**

No.

Dated

Treasury Officer \_\_\_\_\_

Please pay Rs. \_\_\_\_\_

Rupees \_\_\_\_\_

Encls.

**DY. ACCOUNTANT GENERAL/ASSISTANT ACCOUNTS OFFICER**

Auditor

Jammu and Kashmir

<b>CLASSIFICATION</b>	Page _____
Major Head _____	Admitted _____
Minor Head _____	Objected to _____
Detailed Head Travelling Allowance	





**ABSTRACT**

Railway fare .....			Alotment for .....	
Road mileage .....			Expenditure including this Bill	
Daily Allowance .....			Balance ...	
Actual expense .....				
<b>Total</b> ...				
Deduct already received ...				
<b>Net</b> ...				
(In words)				

1. Certified that the Establishment billed for did not travel by the conveyance which did not belong to them or which was not hired by them.
2. Certified that I have satisfied myself that the amounts included in bills drawn 1 month 2 months previous to this date, 3 months with the exception of those detailed below (of which the total amount has been refunded by deductions from this bill have been disbursed to the Government servants therein named and their receipts taken in the office copy of the bill or in a separate acquittance roll.
3. Certified that the non-gazetted Ministerial and Manual Officers for whom mileage is charged in the bill were required to travel by public or hired conveyance.
4. Certified that the distances entered in the bill are to the best of my belief, correct and that they are over 8 miles from headquarters.
5. Certified that the Establishment billed for did not perform the journeys by Motor Cycle.
6. Certified that the Establishment billed for, is within the camp scale prescribed under Article 322 (B) J&K C. S. Rs.

**Details of Travelling Allowance Refunded**

Section of Establishment	Name	Period	Amount

Dated \_\_\_\_\_

Signature of Head of Office.

COUNTERSIGNED FOR RS.

Dated \_\_\_\_\_

Countersigning Officer.

Treasurer

Please pay Rs.  
(In words)