

**TR 47**  
**INSTRUCTIONS FOR PREPARING T.A BILLS**

- Government accept no responsibility for any fraud or misappropriation in respect of money or draft made over to messenger.
- When the first item in a bill relates to a halt, the date of commencement of that halt should be stated in the remark column.
- Specific authority for special rates if any should be noted in the remark column.
- The date and hour of arrival and departure from each place of visit should be clearly noted in the bill.
- A traveling allowance bill may, if desired, be endorsed for payment to banker, agent or messenger and presented for collection through such banker or agent or to TSB.
- Penal interest for the T.A advance should be remitted if the claim is not preferred within three months as laid down in G.O (P) No.509/92/Fin dated 25-08-1992.
- The T.A claim should be preferred within a period of two years from which the claim fell due for payment.
- The number of kilometers traveled by each mode of conveyance should be entered in respect of each journey.
- Permanent traveling/conveyance allowances should be drawn with the pay of the officer and not on traveling allowance bill.

**CERTIFICATE**

- I certify that, for the railway/steamer journey included in this bill, I have traveled by the ..... class ordinary/express for which allowance is claimed.
- I certify that, concession rates were not obtainable for any of the journeys covered in this bill.
- I certify that, no traveling allowance has been claimed for the days of casual leave or Sundays or other authorized holidays, not actually spent in camp (vide notes 1 & 2 under Rule 58 Part II K.S.R)
- I certify that, for the railway journeys included in the bill the members of my family traveled by the class for which T.A is claimed and that claim represents the actual payment made for purchase of tickets (vide Rule 67 (a) i and ii of Part II of K.S.R]
- I certify that, the amount claimed in this bill has not been drawn previously.
- I certify that, no advance T.A is pending to be adjusted.
- I certify that, the limit of T.A prescribed in my case is ₹..... per quarter and that the total of T.A (including daily allowance) for tours within my jurisdiction for the quarter ending ..... has not been exceeded.
- I certify that, the bill is prepared in conformity with relevant rules.
- .
- .
- .

Place:

Date:

Signature, Name and Designation

Note:- Delete or add certificates if any unrequired or required as the case may be.

Below ₹ ..... (Rupees ..... only)

**ADVANCE/ FINAL BILL**

**TR 47**  
[See Rule 164 (c) of K.T.C Vol. 1]  
**TRAVELLING ALLOWANCE BILL OF GAZETTED OFFICERS**

Name of Treasury.....

FOR TREASURY USE

Computer Sequence No./Token No. [ ]

Date: [ ] [ ] [ ]

Scroll No.....

SDO Code [ ] [ ] [ ] [ ] [ ] [ ]

Name: .....

Designation: .....

Name of Office: .....

Head of Account: [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

MAJ SMJ MIN SUB SSUB DET OBJ

Plan(P)/Non-Plan(N) [ ]

Voted (V)/Charged (C) [ ]

CPS/CSS [ ] [ ] [ ]

tio [ ] [ ] [ ]

Received for the period: (From) ...../...../.....

(To) ...../...../.....

<b>A. Rail/Air/Other</b> ..... ₹.....	Allotment for ..... ₹.....
Fare (Col. No. 3a) ..... ₹.....	Expenditure excluding this bill ..... ₹.....
Incidental expenses (Col. No. 3b)..... ₹.....	Expenditure including this bill ..... ₹.....
Mileage Allowance (Col. No. 3c)..... ₹.....	Balance ..... ₹.....
Daily Allowance (Col. No. 4)..... ₹.....	Passed for ₹..... (Rupees ..... only)
Actual expense (Col. No. 5)..... ₹.....	
A. Total (Col. No. 6) ..... ₹.....	
<b>B. Deduct</b>	District Officer
(1) Proportionate PTA for ..... day ..... ₹.....	Countersigned for ₹..... (Rupees ..... only)
(2) Advance Tour TA drawn bill for ..... ₹.....	
On ..... at .....	
Treasury and debited to .....	
(3) Refund in cash-details ..... ₹.....	Place: .....
Chalan No. .... Date:...../...../.....	Date: .....
B. Total ..... ₹.....	Signature of Controlling Officer
<b>C. Net Claim = (A-B) ₹.....</b>	Received ₹..... (Rupees ..... only)
(Rupees ..... only)	in cash/TC to TSB [ ]

Signature of Officer who travelled

**For use of AG's Office**  
Details of Objection

Total amount of the bill .....  
Admitted .....  
Disallowed .....  
Objected to .....  
**G.A.D**  
Retrenchment Slip No. .... Dated .....

Place: .....

Date: .....

**SPACE FOR ENDORSEMENT**

Please pay the amount to Sri/Smt ..... whose signature is attested below.

Signature of messenger

Contents received.

Signature of the officer issuing the bill

Signature of messenger

**FOR TREASURY USE ONLY**

Pay ₹..... (Rupees ..... only) in Cash/Cheque, ₹..... (Rupees ..... only) by RBR and Rs. .... (Rupees ..... only) by TC.

POC No. ....

Date: ...../...../.....

Accountant

Treasury Officer

Received Pay Order Cheque  
Signature of Recipient

Pay Order Cheque issued by  
Accountant

**FORM**  
[See Rule  
**Travelling Allowance Bill of**

**TR 47 (Contd)**  
164 (c) of K.T.C Vol.1]  
**a Gazetted Government Servant**

District of: .....

Headquarters: .....

Name: .....

Designation: .....

Pay: .....

1				2	3		
Description of journey				Distance and mode of conveyance used	Mileage Allowance		
Date and hour		Place			Air/Rail at ..... class	Incidental expenses	For road journeys ..... class
Departure	Arrival	From	To		a	b	c

4	5	6	7	8
D.A for halts	Actual expenses	Total	Purpose of journeys or halts	Remarks

Signature: .....  
Name: .....  
Designation: .....