

1.

2.

3.

4.

5.

Name

Headquarters
(a) Old(b) New

Residential Address

Designation and Office

Pay / Grade Pay / Pay Band at the time of transfer

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत संस्था) (An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

Travelling Allowance Bill for Transfer (TTA)

Note: This bill should be prepared in duplicate, one for payment and other as office copy

PART A

(to be filled by Government Servant)

	(a) Old			
	(b) New			
6. P	Particulars of the me	mbers of the family as on the	date of transfer (vide S	SR 2(8)):
S. No.		Name	Age 3	Relationship with the Govt. Servant
1		2	3	4

7. Details of journey(s) performed by Government Servant as well as the members of his/her family:

Dep	parture	A	Arrival	Mode of travel &	No. of	Fares Paid	Distance
Date	From	Date	To	class of	Fares	(Rs.)	in Kms.
/Time		/Time		accommodation used			by road
1	2	3	4	5	6	7	8

Transportation charges to personal effects (Money receipts to be attached): 8.

Date	Mode of	Sta	ation	Weight in Kgs.	Rate		Amoun	t	Remarks
	Transport	From	To		Rs.	P.	Rs.	Ρ.	
1	2	3	4	5	6		7		8
				Total					

			Total			
9.		rached)	ace:			
	transported (b) Amount			Rs	s	
10.	Amount of advance dr	awn,				

if any

Rs	
----	--

1. Particulars of journey(s) for which higher class of accommodation than the one to which the Govt. Servant is entitled was used:

Date	Name of places		Mode of conveyance	Class to which entitled	Class by which travelled	Fare of the entitled class	
	From	To	used			(Rs.)	
1	2	3	4	5	6	7	

If the journey by higher class of accommodation has been performed with the approval of the Competent Authority, the number and date of the Sanction may be quoted.

12. Details of journey(s) performed by road between places connected by rail:

Date	Name of	Fare paid		
	From	To		
1	2	3	Rs.	P.

Certified that the information as given above is true to the best of my knowledge and belief.

(
\	Signature of the Government Servant	

PART B

(to be filled in the Bill Section)

1.		The net entitlement of accoubelow:	ance works out to Rs		_ as detailed	
	a)	Railway/Air/Bus/Steamer fare	2	,	Rs.	P.
	b)	Road mileage for	Kms @	per/km.		
	c)	Transfer Grant / Transfer incid	dentals = Composite T	ransfer Grant		
	d)	Transportation of Personal eff	Pects	-		
	e)	Transportation of Private Con	veyance	-		
	f)		Gross An	nount (a+b+c+d+e)		
	g)	Less amount of advances, if date	any drawn vide vouch	er(s) No		
	h)	New amount Rs				
2.		The expenditure is debitable t	o			
		Initials of bill clerk		Signature	of Drawing Disbur	sing Officer
						Countersign
				;	Signature of Contr	olling Officer