Bihar Treasury Code-2011

BTC FORM – 20

**[See Rule 165]**

**Travelling Allowance Bill**

|  |  |
| --- | --- |
| GAZETTED */* NON- GAZETTED | **For use at Treasury**  Token No.................................................... Date.......................  TV No. & Date............................................................................ |
| Bill No...................Date ...............20....... |
| **Account Head Information**  Grant/Demand No..............  **Budget Head:**  Major Head.....................  Sub Major Head..............  Minor Head ..................  Sub Head...........................  Bill Code............................ | Treasury Code………….......................  DDO Code ……………….....................  Bank Code ………………..................... |
| **Allotment Details**  Total Allotment.........................................................  Expenditure before this Bill....................................  Amount of this Bill.....................................................  Balance of Allotment................................................ |
| **Note**:- *This bill should be prepared in duplicate-one for payment and other as office copy* | **Amount of T.A. Advance (If any)........................................** |

**PART A**

*(To be filled up by the government employee)*

1. Name.................................................................. 2. Designation..................................................

3. Pay .................................................................. 4. Headquarters...............................................

5. **Details of Expenditure(s) and purpose of journey(s) performed**:-

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | **Mode of travel/Conveyance and Class of accommodation** | **Distance in kms. For road mileage** | **Duration of halt** | **Class to which Entitled** | **Fare of the Entitled Class** | **Fare Paid** | **Purpose of journey and Ticket no** | **Remarks** |
| **Date & Time** | **From** | **Date & Time** | **To** |
| **1** |  | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
|  |  |  |  |  |  |  |  |  |  |  |  |

*[If the journey(s) by higher class of accommodation has been performed with the approval of the competent*

*authority then number and date of the sanction may be quoted in column 12.]*

6. Mode of Journey

(i) Air (Class/Ticket No.............................................................. Dated......... 20... )

(ii) Rail (Class/Ticket No........................................................... Dated......... 20.... ...)

(iii) By Road (Mode of conveyance used.............................................................)

*[Mode of conveyance used i.e. by government transport /by taking a taxi, a single seat in a bus or other public conveyance,*

*by sharing with another government employee in a car belonging to him or to a third person to be specified.]*

7. Dates of absence from place of halt (on account of)

(i) R.H./C.L. (ii) Public/Gazetted Holiday

8**.** Dates on which the boarding and/or lodging was provided by the State or any organisation

financed by State Funds:-

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9. Particulars to be furnished along with hotel receipts, etc., in case where higher rate of D.A.

is claimed for stay in Hotel/other establishments providing boarding and/or lodging at scheduled

tariffs:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period of stay** | | **Name of the Hotel/ other**  **establishments** | **Daily rate of Boarding**  **and/or Lodging charged** | | **Total amount**  **paid** |
| **From** | **To** |
|  |  |  |  |  | |
|  |  |  |  |  | |

10. Details of journey(s) performed by road between places not connected by Rail.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Mode of**  **Conveyance used** | **Name of places** | | **Fare paid** | |
| **From** | **To** |
| **1** | **2** | **3** | **4** | **5** | |
| **Rs.** | **P.** |

*Certified that the information as given above is true to the best of my knowledge and belief and the journey has been performed in the interest of government work.*

|  |  |  |
| --- | --- | --- |
| **Date ………20..…..** |  | **Signature of the**  **government employee** |

**PART B**

*(To be filled in the Bill Section)*

**The net entitlement on account of Travelling Allowance worked out to Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_as**

**detailed below:-**

(a) Railways/air/bus/steamer fair Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) Road mileage for\_\_\_\_\_\_\_kms. @\_\_\_\_\_\_\_\_\_ Rs./km. Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) Daily allowance Rs.

(i) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_days @ Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per day \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_days @ Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per day \_\_\_\_\_\_\_\_\_\_\_\_\_\_

(d) Actual Expenses, if any .........................................................................................................

(e) Less amount of T.A. advances, if any, Rs ……………vide voucher no..................

Please pay Net Amount Rs. .............(in words) Rs....... .....................................................only.

***Bill Clerk Accountant Signature of the D.D.O.***

Countersigned...................... ***Signature of the Controlling Officer***

**For use in Treasury**

Pay Rs................................................................................................................

Dated .............20....... ***Treasury Accountant Treasury Officer***

**For use in Accountant - General's Office**

Admitted Rs……………….................................

Objected to Rs………………..............................

Reason of objection……………........................

***Auditor Accounts Officer***