Rs.	P.	Contents received					
		Please pay to					
		Office					
		Date					
		MEMO					
		(a)	Rs.	P			
		Appropriation for 19 19					
		Expenditure including this bill					
		Balance					
		Controlli	ng Office	r.			
		Treasu	ıry Office	r.			
	Rs.		Please pay to	Please pay to			

#### **CERTIFICATE**

(a) If there is a combined appropriation for travelling allowance of gazetted and non-gazetted Government servants, the combined appropriation and expenditure should be shown in this column.

Printed at Printing & Stationery, Kohima

Paybill-NG14

T. R. 20 (Treasury Rule 254)

# Travelling Allowance Bill (Gazetted Government Servants) INSTRUCTION FOR PREPARING TRAVELLING ALLOWANCE BILLS

- 1. Journey of different kinds and journeys and halts should not be entered on the same line.
- 2. Permanent travelling, conveyance and horse allowances should be drawn along with the pay of the Government servant and not in travelling allowance bills.
- 3. Fraction of a kilometer in the total of a bill for any one journey should not be claimed.
- 4. When the first item of a travelling allowance bill is a halt the date of commencement of this halt should be stated n the "Remarks" column.
- 5. Against each entry in column 13 there should be a corresponding entry in column 14.
- 6. A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplimentary Rule 154.
- 7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in the "Remarks" column whether of not the halt has exceeded ten days.
- 8. A travelling allowance bill may, if desired be enfaced for payment to a Banker or Agent and submitted for collection through such Banker of Agent; this will obviate the necessary of the Government servant's attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

(Spice for pre-audit enfacements in respect of bills submitted for pre-audit)

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

Head of Account	Admitted for Rs.
	Objection to Rs.
	Reason of objection:
	Auditor, Superintendent, Gazetted Officer

## TRAVELLING ALLOWANCE BILL

### (GAZETTED GOVERNMENT SERVENTS)

District Name											Head of Account						Month of				
Headquarters Designation														\	Voucher No. of List of Payments						
Pay														for	20						
PARTICULARS OF JOURNEY AND HALTS Departure Arrival			HALTS	Kind of	Railway Steamers fare †			Distanc travelled by Road or by trolly				ACTUAL EXPENSE	S								
Station	Departure Date	Hour	Staton	Date	Hour	journey, i.e. by rail (mail or passanger),	Air Journey  Class No. of Amount		For which milage for		No of	I I		mount Purpose	Purpose of	of Date of last	Remarks				
						steamer, air road or trolley		fare			is adm —————	issible At	which daily allow-	days for which daily				journey or halt	visit		
											ordinary rate	ordinary rate	ance is	allowance is claimed							
1	2	3	4	5	6	7	8	9	10		11	12	13	14	15	16 Rs.	P	17	18	19	
									Rs.	P.											

<sup>\*</sup> Travelling by road includes travelling by sea or river in a steam launce or in any vessel other than a steamer and travelling by canal. (The particular kind should be specified in the bill).

<sup>+</sup> In case where the steamer company has two rates fare, one inclusive and one exclusive of diet, the word, "fare' should be held to mean "the exclusive of diet".