

**TRAVELLING ALLOWANCE BILL FOR TRANSFER**

(NOTE: This bill should be prepared in duplicate)

1. Name ( in block letters ) : \_\_\_\_\_
2. Designation : \_\_\_\_\_ 3. Pay : \_\_\_\_\_  
( at the time of transfer)
4. Headquarters : ( old ) : \_\_\_\_\_ (New ) ISPW Stn. \_\_\_\_\_
5. Residential address : ( old ) \_\_\_\_\_  
( New ) \_\_\_\_\_

6. Particulars of the members of the family as on the date of transfer

S. No.	Name	Age	Relationship

7. Particulars of journey(s) performed by the Govt. Servant as well as his/her family

Dep. Date	Time	From	Arri. Date	Time	To	Mode of travel	Class Of Acco.	No. of fares	Far paid Rs.	distanc Kms.	Ticket Receipt Nos.

8. Transportation charges for personal effects Rs. \_\_\_\_\_  
( attach original freight receipt and money receipt )
9. Transfer Office Order Part- II No. \_\_\_\_\_
10. Amount of TA/DA advance drawn ( if any ) \_\_\_\_\_
11. 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 place	Mode of	Class to which	Class traveled	Fares of
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	From	To	conveyance	entitled		entitled class

**Note :- If the journey by higher class of accommodation has been performed with the approval of the competent authority, the number and date of sanction may be quoted**

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

Date	Name of place		Fare paid	Remarks
	From	To		

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

**Signature of Govt. Servant**

**Place:-**

**Date :-**