

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

Date	Mode	Station		Weight in Kgs.	Rate	Amount	Remarks
		From	To		Rs.	Rs.	

9. Transportation charges of personal conveyance(Money-receipts to be attached):

- (a) Mode of transport and station to which transported.
- (b) Amount

10. Amount of advance, if any, drawn : **Rs.** _____

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 places		Mode of conveyance Used	Class to which entitled	Class by which travelled	Fare of the entitled class
	From	To				

If the journey by higher class of accommodation has been performed with the approval of the competent authority, No. & date of the sanction may be quoted.

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

Date	Name of places		Fare paid Rs.
	From	To	

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

Date:

Name and Designation

PART B (To be filled in the Bills Section)

The entitlement on account of TA works out to Rs _____ . as detailed below:-

- (a) Railways / air / bus / steamer fare Rs. _____
- (b) Road mileage for _____ Kms. @ _____ Rs. _____
- (c) Transfer grant Rs. _____
- (d) Transfer incidentals (DA for _____ days @ Rs. _____ Rs. _____
- (e) Transportation of personal effects.....Rs. _____
- (f) Transportation of private conveyance.....Rs. _____
- (g) Less amount of advance(s) if any, drawnRs. _____
vide voucher(s) No.....

2. The expenditure is debitable to

Initials of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer

CERTIFICATE TO BE GIVEN BY THE GOVERNMENT SERVANT

1. Certified that I/my family was neither allowed free transit by Rail under free pass or otherwise provided with means of communication at expense of the state or local round journey for the which T.A. has been claimed in this bill.
2. Certified that I/my family actually travelled by the class for the T.A. claimed in this bill.
3. Certified that number of kilometers shown in this bill is in accordance with the poly meternal tables of the establishment.
4. Certified that journey on was performed by Mail/Express train in the interest of public service.
5. Certified that I was actually not merely contrusively in camp on Sunday and holidays for which daily allowance is claimed.
6. Certified I was not absent on casual leave during the period for which daily allowance has been claimed.
7. Certified that during my halt at from to while on inspection duty continue to be in our expenditure after the first 10 days.
8. Certified that I did not perform the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in Rule 46 of the supplementary Rule by taking a single sent in a taxi motor or mini bus or lorry plying for hire..
9. Certified that I incurred running expenses on a car in this journey.
10. Certified that the road journey for which kilometer has been claimed at the higher prescribed in supplementary Rule 46 were performed in my own car.
11. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually travelled by road being.....
12. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer.
13. Certified that actual expenses incurred as cost of transportation of personal was not less than the sum claimed in the bill.
14. Certified that I have transportedKg.....gms of luggage on my transfer fromto.....

Signature of the Govt.servant

(Signature & designation of the controlling officer)

Certificate of expenditure incurred on account of fare for journeys performed by Auto/Taxi within the city (on Tour)

Sl. No.	Unit	Name of Hotel/ Place of stay	Destination/ office of tour	Distance in Kms.	Mode of conveyance	Registration No. of Auto/ Taxi	Fare paid	Remarks

It is certified that I have been spent above expenditure on account of local journeys performed while on tour within the city.

Dated:

Signature of the claimant _____
No. _____ **Rank** _____
Name _____
CISF Unit

Note: - 1) As far as possible, while on tour, the team may undertake journey in one Auto/Taxi for travel between places of stay and the duty point.
 2) As far as possible, while on tour, the Party I/C of respective group shall prefer TA claim including other personnel of his group also.

Certificate of expenditure incurred on account of food bills (on Tour)

This is to certify that Shri/Smt./Miss was on official tour at (Place/Name of office) from to and incurred expenditure on account of my food bill in Rs. (@ Rs..... per day).

It is also certified that I have not been issued any receipt on account of payments made towards my food bills as the Hotel/Restaurant/Stall where I had taken meal/snacks/beverage had no receipt book with them.

Dated:

Signature of the claimant _____
No. _____ **Rank** _____
Name _____
CISF Unit

Note: - 1) As far as possible, staff should take its meals in establishments which provide receipt.
 2) However, in case where obtaining receipts is impossible, the above certificate in the prescribed format in respect of expenditure incurred on account of food bills during tour may be furnished by the official