FORM T.R. 20 - Concid

TRAVELLING ALLOWANCE BILL

(Government servants of Grade 16 and above)

Designation	Transfer and the second			Sanata	Classification					50000 - Commodities and Services A03 Operating Expenses						Month of			
Station Departures Arrival Page 10 Departures Arrival Page 10 Departures Arrival Page 10 Departures Arrival Page 10 Departures				Designation			- Minor obje	Minor object										Voucher No. of list of Payments for	
Departures	Particulars of Journeys and Halts						Railway steamer** Air Journey Fare			Distance in kilometers travelled by road or by trolley				Actual Expenses			Ks		
Date Hour	Station	Station Departures		Arrival		passenger), Steamer, air	Class				single seat in	full public.	daily	days for which daily allowance is	Particulars	Amount	Journey or	Remar	
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CERTIFICATES

Certified that I was not on casual leave of any day for which daily allowance has been claimed.

Signature of the Government Servant

(See Rule 264)

TRAVELLING ALLOWANCE BILL GOVERNMENT SERVANTS OF GRADE 16 AND ABOVE

Instructions for Preparing Travelling allowance Bills.

- 1. Journeys of different kinds and journeys and halts should not be entered on the same line.
- Permanent travelling, conveyance and horse allowance should be drawn alongwith the pay of the Government servant and not in travelling allowance bills.
- 3. Fractions of a kilometer in the total of all bill for any one journey should not be claimed.
- When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the 'Remarks' Column.
- A certificate of attendance given by the Court or authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154.
 (In case of journey by air, original ticket should be attached).
- Journey performed beyond Pakistan should be indicated separately, and the distance traveled should be stated in each case.
- A traveling allowance bill may, if desired, be enfaced for payment to a Banker or Agent and submitted for collection through such Banker or Agent, this will obviate the necessity of the Government servant's attendance in person or by messenger, as payment may then be made direct to the Banker or Agent.

CLASSIFICATION	FOR IN AUDIT/TREASURY OFFICE
Major function	Admitted for Rs.
Minor function	Objected to Rs.
Detailed function	Reason of objection
Pay Rs.	
(Rupees	
Assistant Accountant General	Assistant Accountant General

Auditor Superintendent

Assistant Accounts Officer District Accounts/Treasury Officer

Assistant Accounts Officer
District Accounts/Treasury Officer