

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.
2. 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.
4. 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.
5. 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).
6. Journey performed beyond Pakistan should be indicated separately, and the distance traveled should be stated in each case.
7. A traveling allowance bill may, if desired, be encased 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

Major function

Minor function

Detailed function

Pay Rs.

(Rupees

FOR IN AUDIT/TREASURY OFFICE

Admitted for Rs.

Objected to Rs.

Reason of objection

Assistant Accountant General

Assistant Accountant General

Auditor Superintendent

Assistant Accounts Officer
District Accounts/Treasury Officer

Assistant Accounts Officer
District Accounts/Treasury Officer

Distance covered:—

Kilometer@.....(Col. 11).....Rs.....

Kilometer@.....(Col. 12).....Rs.....

Days for which daily allowance
is claimed@.....(Col. 14).....Rs.....

Actual expenses.....(Col. 16).....Rs.....

Total : Rs.....

Contents received.

Please pay to.....

Signature of the Government
Servant who traveled.....

Office

Date

MEMO

Deduct:—

- i. Permanent travelling allowance for days.
(Supplementary Rules 67 and 68)
- ii. T.A. Advance.....

Appropriation for.....

200.....200.....

Rs.....

Expenditure including this

Bill.....

Balance.....

(Rupees.....)

Net claim.....

Passed for Rs.....

Date

Controlling Officer

CERTIFICATES

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

Signature of the Government Servant