FRAGRANCE & FLAVOUR DEVELOPMENT CENTRE, KANNAUJ

		D	ate :
Tentative/Actual Tour	Programme of Sh		to
visit	from	to	as

per details given below.

DEPARTURE				MODE OF		
Date	Time	From	Date	Time	То	JOURNEY

Purpose of visit :	
-	
-	
-	
-	
	Signature :
	Name :
	Designation :
Approved/Not appr	oved

Competent Authority

TRAVELING ALLOWANCE BILL FOR TOUR

Note : *This Bill should be prepared duplicate/one payment and the other as office copy.*

PART-A

(To be filled up by Government Service)

1.	Name :
2.	Designation:
3.	Pay :
	Head Quarters :

5. Details and purpose of journey (A) performed :

DEPARTURE		ARRI	VAL	Mode of Travel and class of	Fare paid		Duratio	on of halt	Purpose of	
Date & Time	From	Date & Time	To	accommodation	Rs. P.	For road mileage	Days	Hrs.	Journey	

Mode of journey 6.

- (i) Air
 - (a) Exchange voucher arranged by office_____Yes/No____

(b) Ticket/Exchange voucher arranged by

- (ii) Rail
 - (a) Whether traveled by mail/Express/Ordinary train? Yes/No
 - (b) Whether return ticket available? Yes/No
 - (c) If available, whether return ticket purchased? If not state the reasons.
- (iii) Road

Mode of conveyance used i.e. by Govt. transport/by Taking a taxi, single seat in a bus or other public Conveyance/by sharing with another govt. servant In car belonging to him or to a third person to be.

- 7. Date of absence from place of halt on account of :
 - (a) R. H. and C. L.
 - (b) Not being actually in camp on Sunday and holidays)
- 8. Dates on which free board and/or lodging provided by the state or any organization financed by State funds -
- 9. Particulars to be furnished alongwith hotel receipt etc. in cases where higher rate of D.A. is claimed for stay in hotel other establishments providing board and/or lodging at scheduled tariffs :-

Peri From	iod of stay To	Name of the Hotel	Daily rate of lodging charged	Total amount paid

10. 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	conveyance which which		ent	of the itled ass
	From	То	used	entitieu	u aveleu	Rs.	Р.

If the journey(s) by higher-class accommodation has been performed with the approval of the competent authority, No. and Date of the sanction may be quoted.

Date	Name of th	Name of the places		
Date	From	То	Rs.	<i>P</i> .

11. Details of journey(s) performed by road between places connected by rail.

12. Amount of T.A. advance if any drawn :

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

Date :

Signature of Govt. Servant

PART-B

(To be filled in the bill section)

1.		net entitlement on led below :-	accour	nt of trav	veling allow	vance wo	orks out to	o Rs	as
	(a)	a) Railway/Air/Bus/Steamer fa			e RsP				
	(b)	Road mileage fo	mileage forI			ns. & RsP			_/Km.
	(c)	Daily allowance	:						
		(i)	_Days	@ Rs				_per day.	
		(ii)	Days	@ Rs.				_per day.	
		(iii)	Days	@ Rs				_per day.	
	(d)	Actual expenses	:	-					
Gro	ss Am	ount		_					
	(e)	Less amount of dt.				n vied v	oucher N	0	
		Net amount Rs							
2.	The e	expenditure is deb	atable to	00					

Initials of Bill Clerk

Signature of Drawing and Disbursing Officer

Countersigned

Signature of Controlling Officer