रा.इ.सू.प्रौ.सं
NIELIT

National Institute of Electronics & Information Technology

An Autonomous Scientific Society of Department of Information Technology (DeitY)
Ministry of Communications & Information Technology, Govt. of India)
M.M.M. Technical University Campus, Gorakhpur-273010 (U.P.)

(NOTE: This bill should be prepared in duplicate one for payment and the other as office copy)

PART - A

(To be filled by the Government Servant)

1. Name.....
2. Designation.....
3. Pay Rs. .....
4. Headquarte.....
5. Details and purposes of journey(s) performed :-

Departure			Arrival			Mode of travel & Class of accommodation	Fare paid		Distance in kms. for Road mileage	Duration of halt	Purpose of Journey
Date	Time	From	Date	Time	To						

6. Mode of Journey (a)

(i) AIR (a) Exchange Voucher arranged by office.....Yes/No

(b) Ticket/Exchange voucher arranged by.....

(ii) RAIL (a) Whether travelled by mail/express/ordinary train?.....Yes/No

(b) Whether return tickets available.....

(c) If available whether return tickets purchased? If not state reason.....

(iii) ROAD Mode of conveyance used (i.e. by Government transport/by taking a taxi, a single seat in a bus or other in a public conveyance, by sharing with another Government servant in a car belonging to him or to a third person to be specified.

7. Date of absence from place of halt on account of :-

(a) Restricted Holidays and Casual Leave.....

(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 organisation financed by State funds.

(a) Board only.....

(b) Lodging only.....

(c) Bording and Lodging

9. Particulars to be furnished along with hotel receipt etc. in cases where rate of Daily Allowance is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariff.

Period of Stay		Name of the Hotel	Daily rate of lodging charged	Total Amount Paid
From	To			

10. Particulars of Journey is for which higher class of accommodation than the one to which the government servant is entitled to was used.

Date	Name of places		Mode of Conveyance used	Class to which entitled	Class by which travelled	Fare the entitled Class
	From	To				Rs. P.

NOTE : If the Journey by higher class of accommoodation has been performed with the approval of the competent authority, the number and date of sanction be quoted.

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

Date	Name of places		Name of places		Remarks
	From	To	From	To	

12. Amount of Advance of Travelling Allowance if any, drawn. Rs. .....

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

Date.....

TOUR

Signature of the Government servant

PART-B
(To be filled in the Bill Section)

Rs.	P.

1. The net entitlement on account of Travelling Allowance work out to Rs. .....
(Rupees.....
.....) as detailed below.

(a) Railway/Air/Bus/Steamer fares

(b) Road mileage for.....km.

@Rs.....paise/km.

(c) Daily Allowance / Reimbursement of Food Bills

(i) .....days @ Rs.....per day Rs.....

(ii) .....days @ Rs.....per day Rs.....

(iii) .....days @ Rs.....per day Rs.....

(iv) .....days @ Rs.....per day Rs.....

(d) Hotel Charge.....

Gross Amount

(g) Less amount of advance (s) of Travelling Allowance, if any, drawn vide

Voucher (s) No.....dated.....

Net Amount

2. The expenditure is debitable to.....

Admin Asstt.

A.D. (Finance)

Drawing and Disbursing Officer
(signature)

Countersigned

Controlling Office

(Signature)

Director