



**(DETAILS OF THE CLAIM)**

1	Total of Column no. 12 (B.F.)	Rs. :	348.00
2	Terminal Transportation Charges	Rs. :	_____
3	Local Transportation Allowance	Rs. :	_____
4	Transfer Grant	Rs. :	_____
5	Personal Effects	Rs. :	_____
	Wt.: _____ Rate: _____ Amount	Rs. :	_____
6	Conveyance Charges	Rs. :	_____
7	Miscellaneous (Specify)	Rs. :	_____
8	<b>G R O S S   A M O U N T</b>	Rs. :	348.00
9	Less Advance of TA/TTA drawn vide T/V No. _____ Dt. _____	Rs. :	-----
<b>10</b>	<b>NET AMOUNT PAYABLE</b>	<b>Rs. :</b>	<b>348.00</b>

(Signature of Claimant)

Passed for Rs. \_\_\_\_\_ (Rupees)

(Signature of controlling Officer)

(Signature of D. D. O.)

**(TO BE USED IN AUDIT OFFICER)**

Admitted for Rs.  
Objected to Rs  
Reason for Objected

(Account Officer)

**INSTRUCTIONS**

- 1 Tour Diary should invariably be attached with the claim.
- 2 In case of Transfer claim, the detail of members of the family with age along with details of personal effects be given.
- 3 The receipt Nos. of Hotel and carriage charges bills be quoted against the relevant column.
- 4 Ticket Nos. should be quoted, when journeys are performed in a class higher than ordinary class.

**CERTIFICATES**

- (1) Certified that I/my family was neither allowed free transit by rail under a free pass otherwise not provided with the means of locomotion at the expenses of the H.P.S.E.B. State Local Funds for journeys for which TA has been claimed in the bill.
- (2) Certified that I/my family actually travelled by the class for which TA has been claimed in the bill.
- (3) Certified that the number of kilometres shown in the bill are in accordance with the polymatrical table of establishments.
- (4) Certified that the journeys on \_\_\_\_\_ were performed by mail/Express train in the interest of the H.P.S.E.B.
- (5) Certified that I was actually and not merely constructively in the camp on Sundays and holidays, for which daily allowance has been claimed.
- (6) Certified that I was not absent or on causal leave during the period for which daily allowance has been claimed.
- (7) Certified that during my halt at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ while on inspection duty I continued to incur extra expenditure after the first ten days.
- (8) Certified that the Road journeys for which mileage allowance has been claimed at the higher rates prescribed in rule 46 of S.R. were not performed by taking single seat in a taxi, motor or minibus or motor lorry, plying for hire. I also incurred running expenses on the journeys for which TA & DA have been claimed.
- (9) Certified that the road journeys for which mileage allowance has been claimed at higher rates prescribed in S.R. 46 were performed in a car being my own property, but the remaining expenses for the car were incurred by me.
- (10) Certified that (i) the journeys on \_\_\_\_\_ were performed by road charged by rail, the number of kilometres travelled by road being \_\_\_\_\_.  
(ii) that the road journeys were performed in car being my own property/not being my own property but the remaining expenses on the car were incurred by me OR by taking single seat in a taxi or motor or minibus or lorry plying on hire.
- (11) Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on my transfer, they are wholly dependent upon me and are residing with me.
- (12) Certified that the actual expenses incurred as cost of transport on personal effects was not less than the sum claimed in this bill.
- (13) Certified that I have transported \_\_\_ Quintals \_\_\_ Kilograms of luggage on my transfer \_\_\_ to \_\_\_.
- (14) Certified that the journey was performed by the shortest route.
- (15) Certified that the journey outside, the jurisdiction to \_\_\_\_\_ was performed \_\_\_\_\_ with proper permission.
- (16) Certified that T.A. in respect of the journey detailed in the bill have not been drawn previously.
- (17) Certified that I was not a State/H.P.S.E.B. guest during the period for which full daily allowance has been claimed.

Countersign

Claimant