

9023 copies

CERTIFICATE OF JOURNEY OF TOUR

1. Certified that I was/were not(i) provided with means of locomotive at the expenses of Government local fund of a Court warded astate for journey Rule 2.10(II) allowed free transit by rail under free pass of or otherwise Rule 2.92 to 2.95 for any journey for which TA has been claimed.
2. Certified that I travelled by Motor/Steamer on all day in the call of accommodation to which I am entitled execution _____ when travel by _____ Class _____
3. Certified that between station concerned by mail viz _____ performed the journey by omni bus getting a single seat and incurred a sum of Rs. _____ -as road pass which is supplies by actual at ticket.
4. Certified that the journey of road has performed by Motor/Motor Cycle.
5. (i) Which was third one and all the accommodation of which was reserved by me.
(ii) My own property.
(iii) Which was private property details of which are below.
6. Certified that I not performed the road journey for which milage allowance has been claimed at the higher rates prescribed in rule 2.42 (C) of the TA rules by making single seat any conveyance a steamer which regularly for hire between fixed the points and charged fixed rates. I also certified that the journey was not performed in any other vehicle without payment of the hired charged of performed in any other vehicle without payment of the hired charges of incurred its running expenses.
7. Certified that the journey by road was performed by me taking a single seat in Tamil Motor own bus or lorry.
8. Certified that the number of kilometres shown in the bill are correct.
9. Certified that he journey beyond jurisdiction was performed under the authority.
10. Certified that the journey on _____ were performed by me express train in the interest of public interest.
11. Certified that I was not absent on casual leave during the period of which daily allowance has been claimed.
12. Certified that I was actually not morally constructively in case of Sunday and Holiday for which daily has been claimed.
13. Certified that during halt at _____ from _____ to _____ while on duty contained to incurred extra expenditure after the first 10 days.

SIGNATURE OF THE CLAIMANT

FORM S.T.R. 2.7
(See Rule S.T.R. 4.38)
TRAVELLING EXPENSES CLAIM FORM

Voucher No.

Voucher Date

Bill No. & Date

Establishment of

- 1. Treasury Code :

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- 2. D.D.O. Code :

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- 3. Major Head :

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- 4. Sub Major Head :

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- 5. Minor Head :

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- 6. Sub Head / Scheme :

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- 7. Plan / Non Plan (P/N) :

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- 8. Voted / Charged (V/C) :

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- 9. Demand Number :

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- 10. Object Code :

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(Space For Head A/C's Stamp)

CERTIFICATES

1. Received the contents of this bill.
2. Certified that the amount being drawn in this bill is in accordance with rules as amended from time to time.
3. Certified that no amounts drawn previously more than 3 months old is lying undisbursed and the amounts drawn 1/2/3 months to this date are being refunded as per details given below :—

Name	Period	Amount	Drawn vide Voucher No. & Date

APPROPRIATION

Appropriation for year to Rs.

Deduct Expenditure (including this bill) Rs.

Balance Available Rs.

Passed for Rs. (in words) Rupees

(Signature of Controlling Officer)

(Signature of D.D.O.)

(For use in Treasury Office)

Pay Rs. (Rupees

(Treasury Clerk)

(Asstt.)

(Treasury Officer)

(For use in A.G. Office)

Admitted for Rs.

Objected for Rs.

Reasons of objection

(Accounts Officer)

1. Month / Year
 2. Name
 3. Basic Pay
 4. Designation
 5. Headquarter

Departure Station	Date & Time	Arrival Station	Date & Time	Purpose of Journey	Mode & Class of Travel	Actual fare Paid/ No. of fares	Local Travel		Transportation/ Hotel Charges	Daily Allowance			Remarks		
							Km.	Rate		No. of days	Rate	Amount			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Rs. (Rupees)
 Rs.
 Rs.
 i.e. Personal effects
 Conveyance charges
 Miscellaneous (specify)

(Signature of the Claimant)

Rs.

Passed for
 Less T.A./T.T.A. Advance drawn vide
 Treasury Voucher No.
 Dated

Rs.

Net amount payable Rs.
 Rs. (in words)

(Signature of D.O.)

INSTRUCTIONS

1. Tour Diary should invariably be attached with the claim.
2. In case of Transfer claim, the details of members of the family with age alongwith 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 other than the ordinary class.