

**BTC FORM - 20**

[See Rule 165]

**Travelling Allowance Bill**

<b>GAZETTED / NON- GAZETTED</b>		<b>For use at Treasury</b>	
Bill No.....Date .....20.....		Token No..... Date..... TV No. & Date.....	
<b>Account Head Information</b>		<b>Allotment Details</b>	
Grant/Demand No..... Budget Head: Major Head..... Sub Major Head..... Minor Head ..... Sub Head..... Bill Code.....		Treasury Code..... DDO Code ..... Bank Code .....	
<b>Note:- This bill should be prepared in duplicate-one for payment and other as office copy.</b>		Total Allotment..... Expenditure before this Bill..... Amount of this Bill..... Balance of Allotment.....	
		<b>Amount of T.A. Advance (If any).....</b>	

**PART A**

(To be filled up by the government employee)

1. Name..... 2. Designation.....  
3. Pay ..... 4. Headquarters.....  
5. Details of Expenditure(s) and purpose of journey(s) performed:-

Departure		Arrival		Mode of travel/ Conveyance and Class of accommodation	Distance in kms. for road mileage	Duration of halt	Class to which Entitled	Fare of the Entitled Class	Fare Paid	Purpose of journey and Ticket No	Remarks
Date & Time	From	Date & Time	To								
1	2	3	4	5	6	7	8	9	10	11	12

[If the journey(s) by higher class of accommodation has been performed with the approval of the competent authority then number and date of the sanction may be quoted in column 12.]

**6. Mode of Journey**

- (i) Air (Class/Ticket No..... Dated..... 20...)  
(ii) Rail (Class/Ticket No..... Dated..... 20.....)  
(iii) By Road (Mode of conveyance used.....)

[Mode of conveyance used i.e. by government transport /by taking a taxi, a single seat in a bus or other public conveyance, by sharing with another government employee in a car belonging to him or to a third person to be specified.]

**7. Dates of absence from place of halt (on account of)**

- (i) R.H./C.L. (ii) Public/Gazetted Holiday

**8. Dates on which the boarding and/or lodging was provided by the State or any organisation financed by State Funds:-**

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9. Particulars to be furnished along with hotel receipts, etc., in case where higher rate of D.A. is claimed for stay in Hotel/other establishments providing boarding and/or lodging at scheduled tariffs:-

Period of stay		Name of the Hotel/ other establishments	Daily rate of Boarding and/or Lodging charged	Total amount paid
From	To			

10. Details of journey(s) performed by road between places not connected by Rail.

Date	Mode of Conveyance used	Name of places		Fare paid	
		From	To	Rs.	p.
1	2	3	4	5	6

*Certified that the information as given above is true to the best of my knowledge and belief and the journey has been performed in the interest of government work.*

Date .....20.....

**Signature of the government employee**

**PART B**

*(To be filled in the Bill Section)*

The net entitlement on account of Travelling Allowance worked out to Rs. \_\_\_\_\_ as detailed below:-

- (a) Railways/air/bus/steamer fair Rs. \_\_\_\_\_
- (b) Road mileage for \_\_\_\_\_ kms. @ \_\_\_\_\_ Rs./km. Rs. \_\_\_\_\_
- (c) Daily allowance \_\_\_\_\_ Rs.
- (i) \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day \_\_\_\_\_
- (ii) \_\_\_\_\_ days @ Rs. \_\_\_\_\_ per day \_\_\_\_\_
- (d) Actual Expenses, if any .....
- (e) Less amount of T.A. advances, if any, Rs. ....vide voucher no.....  
Please pay Net Amount Rs. ....(in words) Rs. ....only.

**Bill Clerk**

**Accountant**

**Signature of the D.D.O.**

Countersigned.....

**Signature of the Controlling Officer**

**For use in Treasury**

Pay Rs. ....

Dated .....20.....

**Treasury Accountant**

**Treasury Officer**

**For use in Accountant - General's Office**

Admitted Rs. ....

Objected to Rs. ....

Reason of objection.....

**Auditor**

**Accounts Officer**