

ईस्टर्न कोलफील्ड्स लिमिटेड
(कोल इंडिया लिमिटेड का एक अंग)



Eastern Coalfields Limited
(A Subsidiary of Coal India Limited)



यात्रा भत्ता बिल

TRAVELLING ALLOWANCE BILL

मुख्यालय ECL, Head Quarter

Department :-

Date :-

Name :-

Basic Pay :- Rs.

U.M.No:-

EIS No-

Places visited official duty :-

Designation :-

Purpose of Journey :-

1 Journey Particular and fare

Place	Department		Place	Arrival		Mode	Ticket No & Date	Class	K.M	Amount	
	Date	Time		Date	Time					Rs	P

2. Traveling by which mileage is claimed

Higher Rate K.M

Lower Rate K.M

3. Duration of duty for which daily allowance is claimed

Departure		Arrival		Total	
Date	Time	Date	Time	Day	Hours

Days at ordinary Rate & Rs. Per day (Capital cities & specified Localities)

Days at ordinary Rate & Rs. Per day

4. Any other expenses claimed

5. Total

6. Deduct

7. Net amount Amount in Word :-

1. Certified that not more then actual expenses have been claimed.
2. Certified that the foregoing statements are true to the best of my knowledge.
3. Certified that I actually traveled in the class of accommodation for which Air/Rail Fare has been Charged.
4. Certified that the above claim is within the ceiling limit fixed for the department .

Signature of controlling officer
(With Seal)

Signature of claimant of T. A

प्रमाण - पत्र
CERTIFICATE

1. I certify that I did not perform the road journey for which mileage allowance has been claimed at the higher rate prescribed by taking a single seat in any public conveyance (including a steamer) which plies regularly for hire between fixed points and charge fixed rates. I also certify that the journey has not been performed in any other vehicle without payment pf its hire charges of incurring its running expenses.
2. Certified that staff car was not available.

Signature

Designation

Delete whichever is not applicable

नियंत्रक अधिकारी का प्रमाण-पत्र उच्चतर मील भाड़ा हेतु

Controlling Officer's Certificate for higher road mileage etc.

Road between places connected by rail were performed in the interest of the Corporation road mileage is allowed with prior approval of the Controlling Officer.

Signature

Date :-

Designation

लेखा कार्यालय के प्रयोग के लिए

For use in Accounts Office

C.B.Follo No :-

Less Deduction :-

Amt. in words Rs.

Amount admitted :-

Net amt. Payable :-

A/cs. Officer

Cheque to be drawn in favour of Sri

Rupees :-

A/cs. Officer

बोर्गीकरण Classification

Bill No :-

Net Amt. passed :-

Unit :-

Major Hd.

Sub Major Hd.

Detailed Hd.

Amount.

Auditor

Suptd.

Accts. Officer

Payee

Note : The bill is to be submitted within 15 days of Completion of journey.