**INDIAN INSTITUTE OF PETROLEUM AND ENERGY**

**भारतीय पेट्रोलियम और ऊर्जा संस्थान**



**Bill No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TA BILL FOR TRANSFER / RELOCATION**

**PART-I (To he filled up by the Employee of the Institute)**

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Designation & Office |  |
| 3. | Basic Pay & Pay Level at the time of transfer |  |
| 4. | Headquarters | Old |  |
| New |  |
| 5. | Residential Address | Old |  |
| New |  |
| 6. | Particulars of the members of the family as on the date of transfer [vide SR. 2 (8)] |
|  | Sl. No. | Name | Age | Relationship |
|  | 01 |  |  |  |
|  | 02 |  |  |  |
|  | 03 |  |  |  |
|  | 04 |  |  |  |
|  | 05 |  |  |  |
| 7 | Details of Journey (s) performed by the Employee of the Institute as well as members of his/her family |
| Departure | Arrival | Mode of Travel & Class of accomodation used | No. of fares | Fare Paid Rs. | Distance in Kms for Road |
| Date & Time | From | Date & Time | To |  |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |
| **8** | **Transportation charges for personal effect (Money Receipt to be attached)** |
| Date | Mode of transport | Station | Weight | Rate (Rs) | Amount (Rs) | Remarks |
|  |  | From | To |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| 9 | Transportation charge for personal conveyance (Money receipt to be attached) (i) Mode of transport and station to which transported.(ii) Amount |  |
| Rs |
| 10 | Amount of T.A. advance, if any, drawn | Rs. |
| 11. | Particulars of journey (s) for which higher class of accommodation than the one to which the Employee is entitled was used |
| Sl.No | Date | Name of Places | Mode of conveyace used 5 | Class to which entitled6 | Class by which travelled7 | Fare of entitled class Rs.  |
| 1 | 2 | From3 | To4 | Rs P8 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 12. If the journey(s) by higher class of accommodation has been performed with the approval of competent authority, No and date of the sanction may be quoted |  |
| 13. | Details of journey(s) performed by road between places connected by rail. |
| S.No. | Date | Nature of Place | Rail fare |
| From | To |  |
| 1 | 2 | 3 | 4 | 5 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

Signature of the Employee

**Part – II**

The details of expenditure

1. Railway/Air/Bus/Steamer fare Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Road Mileage for \_\_\_\_\_\_\_Kms.

 @ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Per/kms Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Composite transfer grant Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Transportation of personal effects Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Transportation of private conveyance Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (f) Gross amount ( (a) + (b) + (c) + (d) + (e) ) Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (g) Less amount of advance(s), if any, drawan Net Amount (f-g)

 vide Voucher No\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_ Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Net Amount (f-g) Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount due to Self/ Institute : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. Certified that I/my family was neither allowed free transit by Rail under free pass *nor* otherwise provided with means of communication at expense of the state or local Bodiesjourney for which T.A. has been claimed in this bill.
2. Certified that I/my family actually traveled by the class for which T.A. has been claimed in this bill.
3. Certified that I incurred running expenses in a car for which claimed in this bill for journey.
4. Certified that the road journeys for which mileage is claimed were performed by road but were charged by rail. The number of kilometers actually traveled by road being\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Certified that the family members for whom T.A. has been claimed actually travelled with me or followed me on transfer. They were wholly dependent upon me & residing with me.
6. Certified that actual expenses incurred as cost or transportation of personal effects were not less than the sum claimed in the bill.
7. Certified that I have transported\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_kgms. of luggage on my transfer from\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the claimant : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Desig \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Part - III (for the use by Accounts Division)**

Bill is checked and admitted for the amount as per details below:

|  |  |
| --- | --- |
| **Particulars** | **Amount (Rs.)** |
| Amount Claimed |  |
| Amount approved for payment  |  |
| Less Advance drawn  |  |
| Net amount payable to (self/ Institute) |  |

Passed for payment/ recovery of Rs. \_\_\_\_\_\_\_\_\_\_\_ (Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). The above expenditure is debitable to LTC head of account \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Dealing Asst. Supdt (Accts) IA Registrar/Director

Recovery/ payment made vide \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Recovery/ payment: \_\_\_\_\_\_\_\_