

Below Rs (Rupees)

FORM TR 56
(See Rule 178 of KTC Vol. I)

ADVANCE / FINAL BILL

TRAVELLING ALLOWANCE BILL OF NON-GAZETTED ESTABLISHMENT

Name of Treasury

FOR TREASURY USE

Computer Sequence No. / Token No. []

Date: [][][]

Scroll No.

Dept. Code [][][]

DDO Code [][][]

Name of Office

Bill No.

Head of Account [][][][][]

Plan (P) / Non-Plan (N) [] Voted (V) Charged (C) []

CPS / CSS [][][] Ratio []

Received for the Period: From / / To / /

Memorandum of Expenditure Rs.
Budget grant for year
Expenditure excluding this bill
Expenditure including this bill
Balance

Passed for Rs.
Place:
Date: Signature of Head of Office

CERTIFICATES

- Certified
1. that the bill is prepared only after observing the relevant rules and orders in force
 2. that the amount claimed in this bill has not been drawn previously
 3. that the TA claims drawn for the previous month have been disbursed to the proper persons, acquittance obtained and kept in my office
 4. that the limit of TA ceiling per quarter for the incumbents whose TA is claimed in this bill has not been exceeded.
 5. that not travelling allowance is claimed in any case for days of casual leave or Sundays or authorised holidays not actually spent on duty.
 6. that for the railways journeys included in this bill, the Government servant concerned travelled by the class for which TA is claimed.

Place:
Date:

Signature:
Name & Designation of the Drawing Officer

(In the case of bill required Countersignature)

Countersigned for Rs

(Rupees

..... only)

Signature of the countersigning authority with Name & Designation

Place:

Date: (Seal)

SPACE FOR ENDORSEMENT

Please pay the amount to Sri/Smt.....

..... of this office whose contents received

Signature is attested below

Signature of messenger

Signature of the Drawing Officer

Signature of the Messenger

FOR TREASURY USE ONLY

Pay Rs (Rupees only)

in Cash/Cheque Rs (Rupees only) by RBR and

Rs (Rupees only) by TC.

POC No Date / /

Accountant Treasury Officer

Received Pay Order Cheque
Signature of Recipient

Pay Order Cheque Issued By
Accountant

SUKUMAR

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILL IN TR 56

1. All certificates required in rules should be added in the column provided in the first page.
2. If the special rate is claimed the order should be noted in the remark column.
3. When the first item in a bill relates to a halt, the date of commencement of that halt should be stated in the remark column.
4. In respect of column for daily allowance for journeys to place of temporary duty, other than the normal place of duty, the distance between the normal place and the temporary place of duty should be indicated in the remarks column.
5. When road mileage is claimed between places connected by Railway, the nature of public interest served should be stated. When the higher rates of road mileage falls under Note 1 to Rule 14 of Part II KSR, the number and date of the order in which the Government have decided to allow the claim in full should be quoted in the remarks column.
6. The description of journey (date and time of arrival and departure from each place) should be noted in the column 3.
7. Every claim for actual expenses should be supported by a memorandum (containing the details) signed by the Head of Office.
8. The claims under Rule 64 of Part II KSR should be drawn in Contingent Bills.
9. In case of TA claims on transfer journeys, duly passed voucher for transporting of personal effects should be attached with the bill. Necessary certificates in regards to the accompanying family members should also be recorded in the bill.
10. Advance TA drawn, if any should be entered in column No. 11 and the net amount of each individual should be written in column No. 12.
11. Penal interest for TA advance should be remitted if the claim is not preferred within three months as laid down in G.O. (P) 509/92 Fin dated 25-8-92
12. Receipt and endorsement in this bill should be signed only after countersigned by the controlling officer, in case the bill required countersignature.

Form No. T R 56

Traveling Allowance of Non Gazetted Establishment

Sl. No	Name, designation scale of pay, Actual pay & Head quarters	Dates and Hours of Journey & halt		Route (Places)		Distance and mode of conveyan ce used	Single fare by class	Milea ge	Allow ance	D.A. for Halts		Actual expense s	Total	Advance drawn or excess TA adjusted	Net Amount	Purpose of journey/ Sanctio n order	Rem arks	
		From	To	From	To					Rate	Amount							
1	2	3		4		5	6	7		8		9	10	11	12	13	14	

Net required for payment Rs.
 Rs.

Place:
 Date:
 Head of Office

TOUR DIARY - MONTH :

PLACE	DEPARTURE		ARRIVAL		JOURNEY & HALTS
	DATE	TIME	DATE	TIME	

HOLIDAY -
SUNDAYS -
SECOND SAT -
CL -