

Voucher No.

Of

M.T.C. FORM 52

P

(Subsidiary Rule 16(a) under Treasury Rule (4)
Travelling Allowance Bill for non-gazetted establishment.

Head of Service :-

Major Head _____

Minor Head _____

Sub - Head _____

Detailed Account Head _____

Total (in words) of Bill _____

Head Creditable _____ Amount _____

1. Certified that the amount claimed in the bill was not drawn before.
2. Contents received, also certified that I have satisfied myself that the amounts included in bills drawn* 1 month/2 months/ 3 months previous to this date with the exception of those detailed below (of which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants therein named and their receipts taken in the acquittance rolls filed in my office with receipt stamp duly cancelled for every payment in excess of Rupees 20 also that it was necessary for the officers for whom halting allowance at head quarters is drawn to keep up the whole or part to their camp equalpage during such halt and that the expense incurred on this account was not less than the halting allowance drawn.
3. That I have taken pains to ascertain the length of the marches by road or boat for mileage is claimed and have shown them accurately to the best of my knowledge and belief.
4. That no travelling allowance has been drawn in any case for days of casual leave or for Sundays or authorised holidays not actually spent in camp.
5. (a) That the journeys were not performed in borrowed conveyance or, if they were, that either the cost of its use and propulsion was paid for by the Government servant or the cost of use and propulsion of his own conveyance which immediately preceded/followed the borrowed conveyance was paid for by him, and
(b) that, in any case, the cost of the use and population of the conveyance has not been shared with any one and the part of that cost has been recovered from any other person. (The certificate is to be given only in the case of a claim for mileage under rules 24,25 of the Madras Travelling Allowance Rules for road journeys.
6. That the journeys were not made by motor car or motor cycle. (This certificate is to be given only in the case of a claim for full mileage for road journeys involving no change of camp or from one camp to another by other than the shortest route)
7. That the journeys were not made by motor cycle/scooter. (This certificate is to be given in the case of a claim for mileage 24 paise or 16 paise).
8. That the road journey was not made by motor car/motor cycle/scooter and that for the journeys between place for which full mileage is claimed under rule 25 (a) of the Madras Travelling Allowance Rules, the places are not connected by a regular public motor service. (This certificate is to be given in the case of claim of a Government servant of Grade V or below).
9. That concessional rates were not obtainable for the journeys covered by this bill.
OR
That the concessional rates obtainable for the journeys on _____ (date) could not be availed of for the following reasons - (This certificate is to be given in the case of a claim for full railway allowance for travel by railway. The form of certificate suited to the circumstance should be used).
10. That for the railway journeys included in this bill, the Government servant concerned travelled by the class for which travelling allowance is claimed.
11. That the journeys on _____ between places connected by a public motor service railway/were performed by road in the Interest of public service (This certificate is to be given in the case of all claims for mileage for a journey performed by a vehicle other than regular public motor service between two places connected partly by railway and partly by a regular public motor service).
12. That for valid reasons the personal effects were carried by road or/ and canal and that the sum of Rs. Claimed in the bill represents the expenses actually incurred therefore and is limited to the amount that would be admissible had the minimum number of kilograms been taken by goods train at the rate of Rs _____ (here specify goods rate) per kilogram.
13. That the claim is further limited to the amount charged by a transport company at owner's risk.
14. That for the railway journeys included in this bill the Government servant's family travelled by the class for which travelling allowance is claimed.
15. That the conveyance and personal effects for the transport of which a claim has been made in this bill were actually in the possession of the Government servant at the time of receipt of authoritative intimation of transfer.
16. That the claim in respect of the members of the Government servant's family represents the actual payment made for the purchase of tickets.
17. That the claim made for the members of the Government servant's family (daughters and sons) is in respect of those who are actually residing with him and wholly dependent on him.
18. That the rapaid marches for which mileage allowance is claimed in this bill were in the interests of public service.

* One line to be used and the other scored out.

Travelling Allowance Bill of the Establishment of

Name and Designation	(1) Pay (2) Head Quarters	Dates (and hours which necessary of journey and halts)		Routes		Purpose of journey	Means of conveyance	Actual fare paid	Kind of journey i.e. by road, boat steamer or rail (mail or ordinary) or public conveyance	Number of Kilometer
		From	To	From	To					
1	2	3	4	5	6	7	8	9		
							Rs. P.			

Dated : _____

..... for the month of 20 ..

ALLOWANCES CLAIMED													Total of each line	Remarks
Mileage by road or boat or normal conveyance		Daily Allowance		Railway / other public conveyance fares		Journeys by road or canal in a public conveyance		Transportation charges of personal effects						
Rate	Amount	Number of days	Rate	Amount	Class / Number fares	Amount	Single actual fare of the lowest class in the public conveyance	One-fourth daily allowance subject to a minimum of Rs. 1.25	Weight	Rate	Distance	Amount		
10			11		12		13		14	15	16	17	18	19
Rs. P.	Rs. P.		Rs. P.	Rs. P.		Rs. P.	Rs. P.	Rs. P.		Rs. P.		Rs. P.	Rs. P.	
Deduct - Undisbursed Travelling Allowance refunded as detailed above														
Deduct - Advance of T.A on transfer														
Deduct - Advance of T.A on														
Net - Sum required for payment														

Rs. _____
 Allotment for 20 - 20
 Expenditure including this bill
 Balance Rs. _____

Signature of the Government Servant and date

Signature of the Controlling Officer

19. Certified that on the days for which daily allowance of full rate or reduced rate is claimed, the Government servant was not provided with free lodging at the cost of Central or State Government or at the cost of Local authorities, etc., in which Government have invested fund or in any Circuit House, Inspection Bungalow, Dak Bungalow, Rest House, etc., and have paid the rent of hire charges at all such places.

20. Certified that the Government Servants was not also provided with free boarding at the cost of Central or State Government or Local authorities, in which Government funds have been invested on the days for which daily allowance either at full or at reduced rate is claimed.

DETAILS OF TRAVELLING ALLOWANCE REFUNDED

Section of Establishment	Name	Period	Amount Rs	Section of Establishment	Name	Period	Amount Rs

Pay for Rupees
Please pay To _____
Dated _____

(Head of Office)

(Pay Rupees (In words and figures) _____)

(Controlling Officer)

*From _____ Sub-Treasury

Examined and entered
Accountant.

Dated _____

Treasury Officer
Sub-Treasury Officer

* To be filled up when payable from Sub-Treasury.
Note:- Certificates not applicable to particular claim should be scored out.