T. R.-25 **G.A.R.-14**

[See Treasury Rule 277(1)] **[See Rules 66(1) & 90(1)(1)]**

Consolidated Travelling Allowance Bill of the Ministry/Department/ Office of the

_____ for the month of _____, _____.

1.	**Bill No. and date**	
2.	**Token No. and date**	
3.	**Voucher No. & date**	
4.	**Head of account**	
	Major Head	
	Minor Head	
	Detailed Head	

5.	**(A) Details of T. A. Claims :**					
Sr. No.	**Sub-Bill No.**	**Name & Designation of Govt. Servant**	**Gross Claim**	**Advance**	**Net Amount Payable**	**Remarks**
1.	**2.**	**3.**	**4.**	**5.**	**6.**	**7.**
Total						**(A)**
						(B)
Deduct: Undisbursed travelling allowance refunded as per details below.						**(A-B)**

Net sum required for payment by -		
1.	Cheque for self	Rs.
2.	Cheque in favour of officers as indicated in Column No. 3	Rs.
3.	Cheque/Bank Draft in favour of	Rs.
	Appropriation for the F. Y.	Rs.
	Expenditure including this bill	Rs.
	Balance	Rs.

Passed for payment of Rs. _____/- (Rupees _____

_____ only)

Certified that the claims included in the bill have not already been paid and office copies of the sub-bills have been suitably cancelled to avoid double payment.

Received Contents

Drawing and Disbursing Officer

6.	**(B) Details of undisbursed T. A. refunded**	
Bill No./Sub-bill No. and date	**Name and designation of Govt. Servant**	**Amount (Rs.)**
	Total	

Drawing and Disbursing Officer

For use in Pay and Accounts Office
Pre-check enfacement

Pay Order

Pay Rs. _____/- (Rupees _____ only) to _____(D.D.O. by designation/vide details given in the bill) by _____ Cheque/Bank draft after disallowing Rs. _____ (for reasons to be communicated) No. and date of cheque delivered _____.

J.A.O. P.A.O.

Post-check of vouchers received from cheque drawing D.D.Os. Post check of pre-checked vouchers

Admitted Rs._____.

Objected Rs. _____.

(With brief reasons)

J.A.O. P.A.O. J.A.O. P.A.O.

Note:

1. Claims for journeys on tour and transfer should be grouped and shown separately in the consolidated bill. L.T.C. claims are to be drawn on separate bills, as these payments are chargeable to the head "Salaries".
2. Objections, if any, on individual claims be got settled by personal contact on phone or otherwise as far as possible. On cases where delay is anticipated, the affected claims may be ignored and the bills passed for payment in respect of other claims found in order.