

G.A.R-14

[See rules 66 (1) and 90 (1)(i)]

CONSOLIDATED TRAVELING ALLOWANCE BILL OF THE MINISTRY/DEPARTMENT/

OFFICE OF

FOR THE MONTH OF

[Separate form should be used in case of establishments in which TA is chargeable to different heads of account]

1. Bill No & date : Head of Account :

2. Token No. & date : Major Head :

3. Voucher No. & date : Minor Head :

Detailed Head :

SL. No.	Sub-Bill No.	Name & designation of Govt. Servant	Gross Claim	Advance adjustable	Net amount Payable	Remarks
1.						
2.						
3.						
4.						
5.						
	Total				(A)	
Deduct undisbursed traveling allowance refunded as per details below*					(B)	

Net sum required for payment by (A-B):

(i) Cheque for self ₹

(ii) Cheque in favour of officers as indicated in Remarks col. ₹

(iii) Bank draft in favour of ₹

Appropriation for 20 ₹

Expenditure including this bill ₹

Balance ₹

PASSED FOR PAYMENT (in figures) ₹

(Rupees in words)

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

Drawing and Disbursing Officer

* Details of undisbursed T.A. refunded.

Bill No./Sub-bill No. and date	Name and designation of Govt. servant	Amount
		₹
	Total:	
	Drawing and disbursing Officer	

FOR USE IN PAY AND ACCOUNTS OFFICE

Passed for Payment of ₹ (Rupees)
to (D.D.O. by designation/ vide details given in the bill)
by cheque/bank draft at after
disallowing ₹ (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.O.s		Post-check of pre-checked vouchers.	
Admitted ₹			
Objected ₹			
(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 draw on separate bills as these payments are chargeable to the head salaries.
2. Objection, if any, on individual claims be got settled by personal contracts on phone or otherwise as far as possible. In cases where delay is anticipated the affected claim may be ignored and the bill assed for payment in respect of other claims found in order.