

VALLABHBHAI PATEL CHEST INSTITUTE
UNIVERSITY OF DELHI
DELHI-110 007

FORM FOR TRAVELLING ALLOWANCE BILL FOR TRANSFER/RETIREMENT

Part – A

1.	Name							
2.	Designation							
3.	Basic Pay							
4.	Headquarters (a) Old							
	(b) New							
5.	Residential Address (a) At Old Headquarters							
	(b) At New Headquarters							
6.	Particulars of Members of Family:							
	S.No.	Name	Age	Relation with employee				
7.	Particulars of Journey performed by Employee and Members of his/her Family:							
	Departure		Arrival		Mode of Transport	Class	No. of fare paid and amount	Distance in Km.
	Date	Time	Date	Time				

8.	Transportation charges for personal effects (Money receipt to be attached with details of personal effects):						
	Date	Mode of Transport	Station		Weight in Kgs.	Rate	Amount
			From	To			
9.	Transportation Charges for personal conveyance:						
	(a) Mode of transport and station to which transported						
(b) Amount paid							
10.	Amount of Travelling Advance, if any						
11.	Particulars of journey where higher class than entitlement was used:						
12.	Details of journey performed by road between places connected by road:						

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

Date:

Signature of the Official

Contd...p/3.

(To be completed in Accounts Section)

The net entitlement on account of Travelling Allowances works out to
Rs..... (Rupees
.....) as detailed below:

S. No.	Description	Amount Rs.
1.	Railway Fare	
2.	Road Mileage	
3.	Composite Transfer Grant	
4.	Transportation of personal effects	
5.	Transportation of personal conveyance	
		Gross Total :
		Less: Amount of Advance :
		Net Total :

Dealing Assistant

Section Officer

Deputy Registrar/Director