

**TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED**

Travelling Allowance Bill

PAYABLE

**FOR USE IN OFFICE**

Certified that the claim was made within the time limit of three months and that the claim was not drawn before.

Countersigned Passed for Rs. (Rupees)

Please pay to .....

A. No.

Assistant Administrative Officer  
Chennai Electricity Distribution Circle/

**AUDIT SECTION**

Passed for payment of Rs.

Rupees

Accounts Officer  
Chennai Electricity Distribution Circle

SECTION

Paid by Cash / Cheque No.

Vr. No.

AAO / AO / SE

Assistant Accounts Officer / Cash /  
Chennai Electricity Distribution Circle/

Name of Board Servant :  
Designation :  
Basic Pay :  
Grade :  
Rate of Daily Allowance :  
Total (in words) of Bill.....

HEAD OF SERVICE Revenue Expenses A 86 (b)  
T.A. of Establishment

**Certificate**

1. Certified that the amount claimed in the bill was not drawn before.
2. Certified that the porterage expenses actually incurred by me.
3. Certified that I have taken pains to ascertain the length of the marches by road for which mileage is claimed and have shown them accurately to the best of my knowledge and belief.
4. Certified that no TA has been drawn in any case for days of casual leave or (or sundays or authorised holidays not actually spend in camp.
5. (a) Certified that the journey were not performed in a borrowed conveyance.  
(b) or that any case, the cost of the use and propulsion of the conveyance has not shared with any one and not part of the cost has been recovered from any other person.
6. Certified that the journeys were not made by motor car or motor cycle.
7. Certified that the journeys were made by Bus (public conveyance) and fare paid by me are claimed as per the Govt. transport list
8. Certified that the concessional rates were not obtained for the journeys covered by this bill OR That the concessional rates are obtainable for the journeys on.....(date) could not be availed of for the following reasons : (This certificate to be given in the case of a claim for full railway allowance for the travel by railway. The form of certificate suited to the circumstances should be used).
9. Certified that for the railway journeys included in this bill, the Board Servant concerned travelled by the class for which travelling allowance is claimed.
10. Certified that the journeys on.....between places connected by public motor services/railway were performed by road in the interest of public service.
11. Certified that for valid reasons the personal effects were carried by road and that a sum of Rs.....claimed in the bill represents expenses actually incurred therefore and is limited to the amount that would be admissible had the maximum number of kilograms been taken by goods train at the rate of.....(here specify goods rate) per kilogram.
12. Certified that the claim is further limited to the amount charged by the transport company at owner's risk.
13. Certified that the railway journeys included in this bill Board Servant's family travelled by the class for which travelling allowance is claimed.
14. Certified that the conveyance and personal effects for the transport of which a claim has been made in the bill actually in possession of the Board servant at the time of receipt of authoritative intimation of transfer.
15. Certified that the claim in respect of the members of the Board Servant's family represents the actual payment made for the purchase of tickets.
16. Certified that the claim made for the members of the Board Servant's family (daughters and sons) is in respect of those who are actually residing with him and wholly dependent on him.
17. Certified that the rapid marches for which mileage allowance is claimed in this bill were in the interest of public service.
18. Certified that the Daily allowance is claimed in accordance with the provisions for stay in Hotels/Circuit House / Inspection Bungalow Rest House etc., and supported with supporting vouchers for the hire charges rent paid.
19. Certified that the Board Servant was not provided with free boarding for which Govt. funds have been invested by or at the cost of Govt. Local authorities.
20. Certified that the TA has been claimed only in respect of tours beyond 8 KM radius from Head Quarters and beyond city limits.
21. Certified that the claim has been made for all journeys made in the month of.....(year) and that the journeys for which claims are preferred are made in the interest of the Board.
22. Certified that I own a car motor cycle scooter,moped bearing No.....and registered in my name.

Signature of the Claimant.

