

**Travelling Allowance Bill for
Non - Official Members**

Sl. No. _____

Details of National Level Monitor (NLM)					Purpose					
Name of NLM		STATE :			1	For attending Workshops / Monitoring Visit / Enquiry Case (
Address Full in					2	District visited by NLM --				
Name of the Employer : Ministry of Rural Development, Krishi Bhawan, New Delhi-110001					3	No. of Blocks Visited ---				
					4	No. of Days spent for visit -				
Particulars of Journey and Halts				Kind of journey i.e. by Rail, Air or Road	Air Journey/ Rail Journey		Fair Amount	Distance Travelled by Road (Kms.)	Duration of halt (Days / hrs.)	Remarks
Departure		Arrival			Class	No. of fares				
Name of place/ station	Date and time	Name of place/ station	Date and time							
1	2	3	4	5	6	7	8	9	10	11
District				visited during (No. of Days, excluded journey period)						

Signature of the Non - Official Member
(NLM)

Note 1 : - 2nd part of the TA form (Overleaf) is also to be filled by NLM

Instructions for preparing Travelling Allowance Bill

- 1 Journey of different kinds and journeys and halts should not be entered on the same line
- 2 Fraction of a kilometre in the total of a bill for any one journey should not be claimed.
- 3 When the first item of a travelling allowance bill is a halt, the date of the commencement of this halt should be stated in the 'Remarks' Column.

Note 2: In the case of Regular Monitoring visits, please specifically confirm whether you have despatched one copy of the Monitoring Report each to District Collector and Chairman of the District Level Vigilance & Monitoring Committee

SUMMARY OF CLAIMS

Sl.no.	Details of Claim	Amount Claimed (Rs.) by NLM	Amount (Rs.) passed by Cash /PAO
1	2	3	4
1	Railway / Air / Bus Fare (Col.8)		
2	Road Mileage _____ Kms @ _____ per km. (Col.9)		
3	Local transport expenses (Residence/place of halt to place of public transport - to and fro)		
4	Daily Allowance/ Monitoring charges (Col. 10) For _____ days @ Rs.1500/- per day		
5	Charges for preparing report & writing (Rs.)		
6	Accommodation Charges (As per Hotel Receipt subject to maximum of Rs. _____ /- per day) (for claiming this amount a Certificate may be given by the NLM that free / subsidized lodging was not provided during visit).		
7	Incidental Charges (Journey DA)		
8	Contingency Charges		
9	Any Other claim		
Total Claim (Rs.)			

CERTIFICATE

(Please tick the relevant part)

- 1 Certified that no T.A. in respect of the journey or DA, etc. for the period mentioned in the bill has been claimed from any other official source.
- 2 Certified that wherever (a) any part of the journey (other than the Railway journey) was performed by a conveyance provided at the expense of Govt. of India or of State Govt. or of a Local Fund, (b) Free board and / or lodging are provided by State or any organisation financed by the State Funds, the claim has been regulated taking this into account. (c) No Free lodging has been provided by State or any organisation financed by the State Funds for which D.A. at hotel rates are claimed.
- 3 Certified that copy of the report each has already been sent to the District Collector / DM of concerned district and Chairman, V&MC.

Net Claim Rs. _____

Rupees (in words) _____ only)

Contents received
Please pay to self by Cheque / DD / Cash.

Signature (NLM)

Signature of the Drawing & Disbursing Officer

Countersigned

Signature of the Controlling Officer