

audit report - bill

Treasury Voucher Slip

BUDGETED
KWD 002

GOVERNMENT OF CHHATTISGARH
http://www.chhattisgarh.gov.in/eBill/Reports/rptClaimTreasuryVouch...

Treasury Voucher Slip

Slip to a company claims for money of disbursing officers on Treasuries
[To be return in original by the Treasury officer]

Grant : 44
MajorHead : 2202
Sub-Head : 03
MinorHead : 103
Segment Code : 0101 Previous Expenditure
SchemeCode : 0798 Expenditure up-to date
Voted Charged : v

Bill No. 74 Date 28/12/2017
BTR No. 3618883

Budget Information and Necessary Instruction for
Claim Bill Preparation

BTR No : 3618883
Bill No. & Date : 74, 28/12/2017
DDO Code : 0838002
Grant : 44
Major Head : 2202
Sub Major Head : 03
Minor Head : 103
Segment Code : 0101
Scheme Code : 0798
Object Head : 03
Detail Head : 001
Net Amount : 3720
No. of Enclosures :

To
THE TREASURY OFFICER
Please Furnish the Treasury Voucher No. and Date
of the bill sent herewith for encashment.

(To be filled in the Treasury)
To,
The **PRINCIPAL**
Govt.College Pandaria
Distt.Kabirdham (C.G.)
Returned with Treasury Voucher No. and date as noted
below .
Signature
Treasury Officer

Signature.....
Drawing Officer
PRINCIPAL
Bill Particulars
Govt.College Pandaria
Distt.Kabirdham (C.G.)

Gross Amount: 3720
Net Amount : 3720
D.D.O.Code No
0838002

No. 2015
Signature of Accountants.....

Amount paid
Treasury Voucher No.
Date
Signature
Treasury Accountant

Signature
PRINCIPAL
Govt College Pandaria
Distt.Kabirdham (C.G.)
D.D.O.Code No
0838002

ig Allowance Front

3618883
C.G.T.C. 28

TRAVELLING ALLOWANCE BILL (Non-gazetted Establishment)

[See Subsidiary Rule, 269]

Instruction for preparing Travelling Allowance Bills

Voucher No

..... List of Payment

For 200

DDO Code : 0838002

Ac.-16

district

- Journeys of different kinds and Journrys and halts should not be entered on the same line, Only one kind of allowance should there fore, be filled in on the same line and its amount carried out saperately into the last money column.
- Permanent travelling, conveyance and horse allowances, should be drawn along with the pay of government servant and not in travelling allowance bills.
- Fractions of a kilometre in the total of a bill for any one journey for each person should not be charged for.
- When the first item of a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the "Remarks" columns.
- If daily allowance is claimed respect of a road journey the number of kliometers travelled should be entered in column 9 and the daily allowance in column 12 to 21.
- Journey performed beyond the limits of the state should be indicated parately and the distance travelled should be stated in each case.
- When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in "Remarks" column, whether or not the halt has exeeded ten days.

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL
Govt.College Panda
Distt.Kabirdham (C.G.)

(SPACE FOR PRE-AUDIT ENFACEMENTS IN RESPECT OF BILLS SUBMITTED FOR PRE-AUDIT)

[FOR USE IN ACCOUNT ANT-GENERAL'S OFFICE]

Heads of account :

- 44
- 2202
- 03
- 103
- 0101
- 0798
- 03
- 001

Admitted for Rs. 3720

Objected to Rs.

Reason for objection

Auditor Seniorr Accountant Gazetted Officer

(To be entered by drawing officer and checked in Accountant General's Office)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

D.D.O.Code No
0838002

D.D.O. Code - 0838002
Government of Chhattisgarh, Higher Education Department
Office of the Principal Govt. College, Pandaria, Kabirdham (C.G.)
DDO CODE - 0838002

TA BILL
(Non-Gazetted Establishment)

Bill Unit : 1
Bill No. 74
Date 28/12/2017
B.T.R. No. 3618883

Bill Unit : 1
Adjusted by: _____
Voucher No.: _____
Dated, the: _____

TR-Final Bill

Detailed **TRB** Bill of the Establishment of
PRINCIPAL GOVERNMENT COLLEGE , PANDARIA for the month of **12/2017**.
Head of Account

Classification

Demand No : 44
Major Head : 2202
Sub Major Head : [03]
Minor Head : {103}
Segment Code : 0101
Scheme Code : (0798)
Object Head : #03
Detail Head : 001
Voted/Charged : V

Grant No. : _____
Group Head : _____
Sub-Head or Unit : _____
Appropriation : _____

Sr.No.	Employee Code Name and Pay	GPF/DPF A/C No. IFSC Code Bank A/C No.	Order No. and Order Date Letter of Authority	Gross Claim	Recovery Of Advance	Net Amount Payable	Remarks
1	08380020008 J.L.Kaushik Pay:32200	CED603666 SBIN0002880 11228236506	305 28/12/2017 0838002-PRINCIPAL GOVERNMENT COLLEGE , PANDARIA	3720	0	3720	
Total:						3720	

Net amount required for payment (in words) Rupees : THREE THOUSAND SEVEN HUNDRED AND TWENTY ONLY.

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)
D.D.O.Code No
0838002

Report

Government of Chhattisgarh, Higher Education Department, Office of the Principal Govt.College,
Pandaria, Kabirdham (C.G.) (DDO CODE - 0838002)

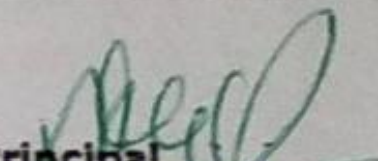
DDOCODE : 0838002

PRINCIPAL GOVERNMENT COLLEGE , PANDARIA

Payroll Type : 1,PAYROLL_GEN

For the month of : 12/2017

Sr. No	Employee Code, Name & Designation	Account No. / IFSC Code	Bank Name / Branch Name	Mobile No.
1	08380020008 J.L.Kaushik Asstt.Grade-III	11228236506 SBIN0002880	STATE BANK OF INDIA PANDARIYA	917869458971


Principal
Govt.College-Pandaria,
Kabirdham (C.G.)
Govt.College-Pandaria
DDO CODE - 0838002
Distt.Kabirdham (C.G.)
D.D.O.Code No
0838002

प्रमाण-पत्र CERTIFICATE

1-प्रमाणित किया जाता है कि मैंने अपना समाधान कर लिया है कि नीचे ब्यौरे वार उल्लिखित रकमों का जिनकी कुल रकम इस बिल में कटौती करके वापस कर दी गई छोड़कर इस तारीख से एक माह/ दो माह / तीन माह के पूर्व निकाले गये बिलों में सम्मिलित रकमें उल्लिखित शासकीय सेवकों में सावितरित कर दी गई तथा उनकी रसीदें इस बिल के कार्यालय प्रति में या एक अलग रसीद बही में ली गई है।

Certified that I have satisfied myself that the amount included in bills drawn over the two months three months previous to this date with the exception of these details below (for which the total amount has been refunded by deduction from this bill) have been disbursed to Government servants their in named & receipts taken in the office copy of the bill or in a separate acquaintance roll.

2-यह प्रमाणित किया जाता है कि वे यात्राएं जिनका बिल भत्ता छत्तीसगढ़ यात्रा नियमों के पूरक नियम 56 के अधिन अराजपत्रित

या लिपिकवर्गीय या चतुर्थ श्रेणी कर्मचारियों के लिए मांगा गया है, मेरे आदेशों के अनुसार सार्वजनिक या किराये के वाहन द्वारा की गई थी।
ALSO that the Journeys for which kilometers has been claimed for the non Gazetted ministrals or class IV Government Servants were made by public of hired conveyance under my orders.

3-यह भी प्रमाणित किया जाता है उन शासकीय सेवकों के लिए जिनका मकान भत्ता मुख्यालयों में निकाला गया है ऐसी मुकाम अवधि में अपनी शिविर सामग्री सम्पूर्णतः या अंशतः संग्रह रखना आवश्यक था तथा यह कि इस पर किया गया खर्च निकाले गये मुकाम भत्ते से कम नहीं था (छ.ग.) का पूरक नियम 52)

ALSO that it was necessary for the Government Servants for whom halting allowance at the head quarter as drawn to keep up the whole or part of their camp equipage during such half & that the expense incurred on this account was not less than the halting allowance drawn.

रु. 3720/- के लिए स्वीकृत रकम प्राप्त हुई Received Contant

रु. Passed of Rs. 3720/- (रुपये Rupees) (के लिए स्वीकृत)

स्थान Station Pandaria

दिनांक Date 17/05/2011

रु. From 3720/- (रुपये Rupees)

मुख्य कार्यालय Head Office

उप-कोषागार से Sub-Treasury

कोषाधिकारी Treasury Officer

उपकोषाधिकारी Sub-Treasury Officer

नियंत्रण अधिकारी Controlling Officer

का भुगतान की लिए

PRINCIPAL Govt. College Pandaria Distt. Kabirdham (C.G.)

अतिरिक्त यात्रा भत्ते के ब्यौरे जो वापस कर दिये गये हैं
Details of undisbursed Travelling Allowance refunded

स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीखें Name of treasury & date of drawals	रकम Amount
1	2	3	4	5

दौरे स्थानांतरण सम्बन्धी उन यात्रा भत्ते अग्रिमों के ब्यौरे जिनका समायोजन कर दिया गया है।
Details of undisbursed Travelling allowance refunded

स्थापना का अनुमान Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीख Name of treasury and date of drawals	समायोजित रकम Amount adjusted	
				दौरे पर On tour	स्थानांतरण On transfer
1	2	3	4	5	6

एक पंक्ति का उपयोग किया जावे तथा दूसरों को काट दीजिए One line to be used and other crossed out, यहां दावे की शुद्ध रकम जो नियंत्रण अधिकारी द्वारा स्वीकृत की जावे, शब्दों और अंकों में दर्शाई जाना चाहिए। The Net amount of the claim in word and figures will be passed by the Controlling Officer Should be shown Here. उस समय भरा जावे जब भुगतान उप-कोषागार से किया जाता हो। To be filled up when payable from a sub Treasury.

Travelling Allowance Back

CERTIFICATE

1. Certified that I have satisfied my self that the amounts included in bills drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below (of which the) have been disbursed to the Government servants therein named and their receipts taken in the office copy of the bill or in a separate acultance roll.

2. Also that the journeys for which mileage has been claimed under S.R.56 of M.P.T.A. Rules for Non-gazetted Ministerial of Class IV Government servants were made by public or hired conveyance under my orders.

3. Also that it was necessary for the government servant for whome halting allowance at the headquarters is drawn, to keep up the whole or part of their camp eqpage during such halt and that the neexpenses incurred on this accounts was not less then the halting allowance drawn (S.R., 52 of M.P.T.A. Rules)

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Distt.Kabirdham (C.G.)

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Distt.Kabirdham (C.G.)

Passed for Rs. : **3720**(Rupees : **THREE THOUSAND SEVEN HUNDRED AND TWENTY** Only.)

Station

Dated

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Distt.Kabirdham (C.G.)

RECEIVED CONTENTS

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Distt.Kabirdham (C.G.)
 Controlling Officer

\$ Pay Rs. : **3720**(Rupees : **THREE THOUSAND SEVEN HUNDRED AND TWENTY** Only.)

from Sub-Treasury.

EXAMINED AND ENTERED

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Distt.Kabirdham (C.G.)

Treasury Officer

Accountant Dated

Sub-Treasury Officer

Details of undisbursed Travelling Allowance refunded				
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount (Rs.)

Details of advances of Travelling Allowance on Tour/Transfer adjusted					
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount Adjusted	
				On tour (Rs.)	On transfer (Rs.)

* One line to be used and the other scored-out.

The net amount of the claim in words and figures, as will be passed by the Controlling Officer should be shown here.

\$ To be filled up when payable from a Sub-Treasury.

Under Rupees : **3721**(**THREE THOUSAND SEVEN HUNDRED AND TWENTY ONE** Only.)

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Distt.Kabirdham (C.G.)

D.D.O.Code No
 0838002

BUDGETED
KWD 002

GOVERNMENT OF CHHATTISGARH

Treasury Voucher Slip

Slip to a company claims for money of disbursing officers on Treasuries
[To be return in original by the Treasury officer]

Grant : 44
 Major Head : 2202
 Sub-Head : 03
 Minor Head : 103
 Segment Code : 0101 Previous Expenditure
 Scheme Code : 0798 Expenditure up-to date
 Voted Charged : V

Bill No. 75 Date 28/12/17
 BTR No. 3618883

Budget Information and Necessary Instruction for
Claim Bill Preparation

BTR No : 3618883
 Bill No. & Date : 75, 28/12/2017
 DDO Code : 0838002
 Grant : 44
 Major Head : 2202
 Sub Major Head : 03
 Minor Head : 103
 Segment Code : 0101
 Scheme Code : 0798
 Object Head : 03
 Detail Head : 001
 Net Amount : 720
 No. of Enclosures :

To THE TREASURY OFFICER
 Please Furnish the Treasury Voucher No. and Date
 of the bill sent herewith for encashment.

Signature
 Drawing Officer
 PRINCIPAL
 Bill Particulars

(To be filled in the Treasury)
 To,
 The
 Returned with Treasury Voucher No. and date as noted
 below .
 Signature
 Treasury Officer

PRINCIPAL
 Govt College Pandaria
 Distt. Kabirdham (C.G.)

Govt. College Pandaria

Distt. Kabirdham (C.G.)

D.D.O. Code No
 0838002

No.
 Signature of Accountants.....

Gross Amount : 720 Amount paid
 Net Amount : 720 Treasury Voucher No.
 Date
 Signature
 Treasury Accountant

Signature
 PRINCIPAL
 Govt College Panda
 Distt. Kabirdham (C.G.)
 D.D.O. Code No
 0838002

3618883

C.G.T.C. 28

[See Subsidiary Rule, 269]

Voucher No

..... List of Payment

For 200

-Ac.-16

TRAVELLING ALLOWANCE BILL

(Non-gazetted Establishment)

Instruction for preparing Travelling Allowance Bills

District

DDO Code : 0838002

- Journeys of different kinds and Journrys and halts should not be entered on the same line, Only one kind of allowance should there fore, be filled in on the same line and its amount carried out saperately into the last money column.
- Permanent travelling conveyance and horse allowances, should be drawn along with the pay of government servant and not in travelling allowance bill.
- Fractions of a kilometre in the total of a bill for any one journey for each person should not be charged for.
- When the first item of a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the "Remarks" columns.
- If daily allowance is claimed respect of a road journey the number of kliometers travelled should be entered in column 9 and the daily allowance in column 12 to 21.
- Journey performed beyond the limits of the State should be indicated parately and the distance travelled should be stated in each case.
- When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in "Remarks" column, whether or not the halt has exeeded ten days.

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham (C.G.)

(SPACE FOR PRE-AUDIT ENFACEMENTS IN RESPECT OF GOVT. COLLEGE PANDARIA SUBMITTED FOR PRE-AUDIT)

[FOR USE IN ACCOUNT ANT-GENERAL'S OFFICE]

Heads of account :

44
2202
03
103
0101
0798
03
001

Admited for Rs. 720

Objected to Rs.

Reason for objection

Auditor Seniorr Accountant Gazetted Officer

(To be entered by drawing officer and checked in Accountant General's Office)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham (C.G.)

D.D.O.Code No
0838002

D.D.O. Code - 0838002
Government of Chhattisgarh, Higher Education Department
Office of the Principal Govt. College, Pandaria, Kabirdham (C.G.)
DDO CODE - 0838002

TA BILL
(Non-Gazetted Establishment)

Bill Unit : 2
Bill No. 75
Date 28/12/2017
B.T.R. No. 3618883

Bill Unit : 2
Adjustd by: _____
Voucher No.: _____
Dated, the: _____

TR-Final Bill

Detailed **TRB** Bill of the Establishment of
PRINCIPAL GOVERNMENT COLLEGE , PANDARIA for the month of **12/2017**.
Head of Account

Classification

Demand No : 44
Major Head : 2202
Sub Major Head : [03]
Minor Head : {103}
Segment Code : 0101
Scheme Code : (0798)
Object Head : #03
Detail Head : 001
Voted/Charged : V

Grant No. : _____
Group Head : _____
Sub-Head or Unit : _____
Appropriation : _____

Sr.No.	Employee Code Name and Pay	GPF/DPF A/C No. IFSC Code Bank A/C No.	Order No. and Order Date Letter of Authority	Gross Claim	Recovery Of Advance	Net Amount Payable	Remarks
1	07380050010 Ram Prasad sahu Pay:28800	DPF073800500019 SBIN0003259 11272700668	306 28/12/2017 0838002-PRINCIPAL GOVERNMENT COLLEGE , PANDARIA	720	0	720	
Total:						720	

Net amount required for payment (in words) Rupees : SEVEN HUNDRED AND TWENTY ONLY.

[Signature]
PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)
D.D.O. Code No
0838002

Government of Chhattisgarh, Higher Education Department, Office of the Principal Govt.College,
Pandaria, Kabirdham (C.G.) (DDO CODE - 0838002)

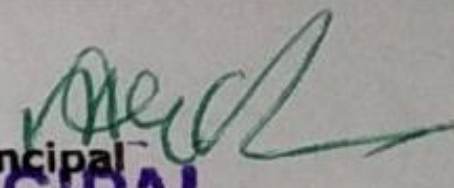
DDOCODE : 0838002

PRINCIPAL GOVERNMENT COLLEGE , PANDARIA

Payroll Type : 1,PAYROLL_GEN

For the month of : 12/2017

Sr. No	Employee Code, Name & Designation	Account No. / IFSC Code	Bank Name / Branch Name	Mobile No.
1	07380050010 Ram Prasad sahu Peon	11272700668 SBIN0003259	STATE BANK OF INDIA LORMI	919302507795


Principal
Govt.College Pandaria,
Kabirdham (C.G.)
Govt.College Pandaria
DDO CODE - 0838002
Distt.Kabirdham (C.G.)
D.D.O.Code No
0838002

के कर्मचारियों के लिए यात्रा भत्ता बिल का फार्म बाबत माह
 Form of Travelling Allowance Bill of the Establishment of
 नाम व पद Name and Designation प्रमुख पी. टी. स्कूल मुख्यालय मुख्यालय

For the month of फरवरी 20
 वास्तविक वेतन Actual Pay 20

प्रस्थान DEPARTURE			आगमन ARRIVAL			यात्रा का प्रयोजन Purpose of Journey	भाड़ा वायुयान रेल/बस Fare Air/Train Bus	उपयोग में ली गई सवारी का विवरण Conveyance used	वास्तविक भुगतान Actual Fare	इस किन्तविल में Distance of K.M.	Head Quarter Allowance			यात्रा Journey			विश्राम भत्ता Halt Allowance			विशेष भत्ता Special Allowance			कुल योग Total of each line	टिप्पणी Remarks
स्थान Place	दिनांक Date	समय Time	स्थान Place	दिनांक Date	समय Time						दिवस	दिवस	दिवस	दिवस	दिवस	दिवस	दिवस	दिवस	दिवस	दिवस	दिवस	दिवस		
पठरिया	9-2	10	कठवा	9-2	11	11	11	शासकीय कार्य	बस	कठवा	30	1/2	80	40	1/2	80							70	
कठवा	9-2	6	पठरिया	9-2	7	7	7	मुखात्मा वापस	बस	कठवा	30	1/2	40	40	1/2	40							110	
पठरिया	29-2	11	कठवा	29-2	12	12	12	शासकीय कार्य	बस	कठवा	30	1/2	40	40	1/2	40							70	
कठवा	29-2	6	पठरिया	29-2	7	7	7	मुखात्मा वापस	बस	कठवा	30	1/2	40	40	1/2	40							110	
पठरिया	27-10	12	कठवा	27-10	11	11	11	शासकीय कार्य	बस	कठवा	30	1/2	40	40	1/2	40							70	
कठवा	27-10	6	पठरिया	27-10	7	7	7	मुखात्मा वापस	बस	कठवा	30	1/2	40	40	1/2	40							110	
पठरिया	13-12	10	कठवा	13-12	11	11	11	शासकीय कार्य	बस	कठवा	30	1/2	40	40	1/2	40							70	
कठवा	13-12	6	पठरिया	13-12	7	7	7	मुखात्मा वापस	बस	कठवा	30	1/2	40	40	1/2	40							70	
											मेरा	240		320		160							720	

अबदा के (यात्रा के लिए खर्च मात्र)

PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

- प्रमाणित किया जाता है कि
- (1) यात्रा नजदीकी रास्ते एवं कम से कम भाड़ा लगने वाले रास्ते से की गई है।
 - (2) राज्य शासन द्वारा दी गई फ्री (लालिंग व बोर्डिंग) सुविधा का उपयोग नहीं किया गया।
 - (3) कोई शासकीय वाहन का उपयोग नहीं किया गया है।
 - (4) इससे पूर्व किसी यात्रा बिल में इस यात्रा का भुगतान नहीं लिया गया है।

CERTIFIED THAT (1) The Journey was performed by the Shortest & the Cheapest rout.
 (2) No free Lodging and Boarding were used not provided by the State Govt.
 (3) No Govt. Vehicle was used in this journey.
 (4) The claim of this T.A. has not been drawn through any of the previous T.A. Bill

स्थान / Station प्रमुख कार्यालय / Head Office
 दिनांक / Date
 PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

घटायें - अतिरिक्त यात्रा भत्ता पृष्ठ भाग पर दिये गए ब्यौरे के अनुसार वापस किया गया रु.
 Deduct - Undisbursed travelling allowance refunded as detailed on the reverse Rs.
 भुगतान के लिए अपेक्षित शुद्ध रकम रु. Net sum required for payment (Rs. 720/-)

प्रमाण-पत्र CERTIFICATE

1-प्रमाणित किया जाता है कि मैंने अपना समाधान कर लिया है कि नीचे ब्योरे वार उल्लिखित रकमों का जिनकी कुल रकम इस बिल में कटौती करके वापस कर दी गई छोड़कर इस तारीख से एक माह/ दो माह / तीन माह के पूरे निकाले गये बिलों में सम्मिलित रकम उल्लिखित शासकीय सेवकों में सावितरित कर दी गई तथा उनकी रसीदें इस बिल के कार्यालय प्रति में या एक अलग रसीद वही में ली गई है।

2-यह प्रमाणित किया जाता है कि वे यात्राएं जिनका बिल भत्ता छत्तीसगढ़ यात्रा नियमों के पूरे नियम 56 के अधिन अराजपत्रित

या लिपिकवर्गीय या चतुर्थ श्रेणी कर्मचारियों के लिए मांगा गया है, मेरे आदेशों के अनुसार सार्वजनिक या किराये के वाहन द्वारा की गई थी। ALSO that the Journeys for which kilometers has been claimed for the non Gazetted ministrals or class IV Government Servants were made by public of hired conveyance under my orders

3-यह भी प्रमाणित किया जाता है उन शासकीय सेवकों के लिए जिनका भत्ता मुख्यालयों में निकाला गया है ऐसी मुकाम अवधि में अपनी शिविर सामग्री सम्पूर्णतः या अंशतः साथ रखना आवश्यक था तथा यह कि इस पूरे किया गया स्वयं निम्नलिखित मुकाम भत्ते से कम नहीं था (छ.ग.) के पूरे नियम 52।

ALSO that it was necessary for the Government Servants for whom halting allowance at the head quarter as drawn to keep up the whole or part of their camp equipage during such halt & that the expense incurred on this account was not less than the halting allowance drawn.

एक लेखा 16
1 A/c 16

जिला
DISTRICT

का.सं. 002

यात्रा भत्ता बिल
(राजपत्रित शासकीय कर्मचारी)
Travelling Allowance Bill
(Non Gazetted Establishment)

यात्रा भत्ता बिल तैयार करने के लिए अनुदेश
INSTRUCTIONS
For Preparing Travelling Allowance Bill

फॉर्म 28 क
C.G.T.C.28
(सहायक नियम)
(See Subsidiary Rule 269)

वाउचर क्रमांक
Voucher No. _____ के
of

मुगतान की सूची
List of Payment

बाबत
For

रकम में प्राप्त हुई Received Contant
रूपये Rupees _____ (के लिए स्वीकृत)

मुख्य कार्यालय Head Office _____
निर्वाहक अधिकारी Controlling Officer

उप-कोषागार से Sub-Treasury _____
कोषाधिकारी Treasury Officer

जांच की और दर्ज किया Examined are Entered
लेखापाल Accountant _____ तारीख Dated _____
उपकोषाधिकारी Sub-Treasury Officer

अतिरिक्त यात्रा भत्ते के ब्योरे जो वापस कर दिये गये हैं
Details of undisbursed Travelling Allowance refunded

स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीखें Name of treasury & date of drawals	रकम Amount
1	2	3	4	5

दोरे स्थानांतरण सम्बन्धी उन यात्रा भत्ते अग्रिमों के ब्योरे जिनका समायोजन कर दिया गया है।
Details of undisbursed Travelling allowance refunded

स्थापना का अनुमान Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीख Name of treasury and date of drawals	समायोजित रकम Amount adjusted	
				दोरे पर On tour	स्थानांतरण On transfer
1	2	3	4	5	6

- 1-विभिन्न प्रकार की यात्राएं तथा मुकाम एक ही पंक्ति में दर्ज नहीं की जानी चाहिए, इसलिए एक पंक्ति में केवल एक प्रकार के भत्ते को दर्ज किया जाना चाहिए और तत्सम्बन्धी रकम को रकम के अंतिम खाने में अलग से दर्ज किया जाना चाहिए।
Journey of different kinds & Journey and halts should not be entered on the same line only one kind of allowance should therefore, be filled separately into the last money column.
- 2-स्थायी यात्रा, वाहन भत्ते शासकीय सेवक के वेतन के साथ निकाले जाने चाहिए न कि यात्रा बिलों के जरिये।
Permanent travelling conveyance allowance should be drawn along with the pay of the Government Servant and not in Travelling Allowance bills.
- 3-प्रत्येक व्यक्ति को किसी एक यात्रा के लिए बिल के योग से एक किलोमीटर के किसी प्रभाग का किराया नहीं लगाना चाहिए।
Fractions of a kilometer in the total of a bill for any one journey for each person should not charged for.
- 4-जब किसी यात्रा भत्ता, बिल की पहली मद मुकाम हो, तब उस मुकाम को प्रारंभ होने की तारीख अभिव्यक्ति के खाने में लिखी जानी चाहिए।
When the first item of Travelling Allowance is a halt date of Commencement of that halt should be state in the Remark's column.
- 5-सड़क या नाव द्वारा की गई यात्रा की किलोमीटर की संख्या अवश्य लिखा जाना चाहिए।
Number of kilometers travelled should be entered in all cases of journey by road or by boat.
- 6-जब किसी पर्वतीय स्थान को जावे या वहां से लौटने का यात्रा के सम्बन्ध में यात्रा भत्ता मांगा जाय तब अभिव्यक्ति के खाने में यह उल्लेख किया जाना चाहिए कि मुकाम दस दिन से अधिक का रहा है अथवा नहीं।
When Travelling Allowance is claimed in respect of a Journey to or from a hill station if not should be mentioned in the remarks column whether or not the halt has Exceed the day.

(पूर्व लेखा परीक्षक के लिए प्रस्तुत किये गये बिलों के सम्बन्ध में पूर्व लेखा परीक्षा मूल्यांकन के लिए स्थान)
Spaces for Pre-Audit Management in Respect of Bill submitted for Pre-Audit

प्राप्त काल 25/2/2015 - 4280 = 00
दसक राशि - 720 = 00
214 राशि 3560 = 00

महालेखापाल कार्यालय में उपयोग के लिए (FOR USE IN ACCOUNTANT-GENERAL OFFICE)

लेखा शीर्षक
Head of Account

मांग संख्या 44 उच्च शिक्षा
2202 सामान्य शिक्षा
(03) वि.वि. और उच्च शिक्षा
(103) सरकारी कॉलेज और संस्था
(798) कला शिक्षा व वाणिज्य
महाविद्यालय आयोजन

रु. Admitted For Rs. _____ के लिए स्वीकृत
रु. Object for Rs. _____ पर आपत्ति का कारण
आपत्ति का कारण Reason or Objection

लेखा परीक्षक
Auditor

वरिष्ठ लेखापाल
Senior Accountant

राजपत्रित शासकीय कर्मचारी
Gazetted

आहरण अधिकारी द्वारा दर्ज किया जावेगा तथा महालेखापाल के कार्यालय में जांच की जावेगी।
To be entered by drawing officer and checked in Accountant General's Office

एक पंक्ति का उपयोग किया जावे तथा दूसरों को काट दीजिए One line to be used and other crossed out, यहां दावे की शुद्ध रकम जो नियंत्रण अधिकारी द्वारा स्वीकृत की जावे, शब्दों और अंकों में दर्शाई जाना चाहिए। The Net amount of the claim in word and figures as will be passed by the Controlling Officer Should be shown Here. उस समय भरा जावे जब भुगतान उप-कोषागार से किया जाता हो। To be filled up when payable from a sub Treasury.

ing Allowance Back

CERTIFICATE

1. Certified that I have satisfied my self that the amounts included in bills drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below (of which they) have been disbursed to the Government servants therein named and their receipts taken in the office copy bill or in a separate acuitance roll.

2. Also that the journeys for which mileage has been paid under S.R.56 of M.P.T.A. Rules for Non-gazetted Ministerial or Class IV Government servants were made by public or hired conveyance under my orders.

3. Also that it was necessary for the government servant for whome halting allowance at the headquarters is drawn, to keep up the whole or part of their camp eqpage during such halt and that the neexpenses incurred on this accounts was not less then the halting allowance drawn (S.R., 52 of M.P.T.A. Rules)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

Passed for Rs. : 720(Rupees : SEVEN HUNDRED AND TWENTY Only.)

Station
Dated

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

RECEIEVED CONTENTS
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

\$ Pay Rs. : 720(Rupees :SEVEN HUNDRED AND TWENTY Only.)

from Sub-Treasury.

EXAMINED AND ENTERED

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

Treasury Officer

Accountant Dated

Sub-Treasury Officer

Details of undischursed Travelling Allowance refunded				
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount (Rs.)

Details of advances of Travelling Allowance on Tour/Transfer adjusted					
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount Adjusted	
				On tour (Rs.)	On transfer (Rs.)

* One line to be used and the other scored-out.
 # The net amount of the claim in words and figures, as will be passed by the Controlling Officer should be shown here.
 \$ To be filled up when payable from a Sub-Treasury.

Under Rupees : 721(SEVEN HUNDRED AND TWENTY ONE Only.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

D.D.O.Code No
0838002

2018

GOVERNMENT OF CHHATTISGARH

BUDGETED
KWD 002

Treasury Voucher Slip

Slip to a company claims for money of disbursing officers on Treasuries
[To be return in original by the Treasury officer]

Grant : 44
 MajorHead : 2202
 Sub-Head : 03
 MinorHead : 103
 Segment Code : 0101
 Schemecode : 0798
 Voted Charged : V

Bill No.....Date.....
 BTR No.....

Previous Expenditure
 Expenditure up-to date

Budget Information and Necessary Instruction for Claim Bill Preparation

BTR No : 3618883
 Bill No. & Date : 76, 28/12/2017
 DDO Code : 0838002
 Grant : 44
 Major Head : 2202
 Sub Major Head : 03
 Minor Head : 103
 Segment Code : 0101
 Scheme Code : 0798
 Object Head : 03
 Detail Head : 001
 Net Amount : 2739
 No. of Enclousers :

To THE TREASURY OFFICER
 Please Furnish the Treasury Voucher No. and Date
 of the bill sent herewith for encashment.

Signature.....
 Drawing Officer
 Bill Particulars
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

(To be filled in the Treasury)
 To,
 The **PRINCIPAL**
 **Govt.College Pandaria**
 **Distt.Kabirdham (C.G.)**
 Returned with Treasury Voucher No. and date as noted
 below .
 Signature
 Treasury Officer

Gross Amount : 2739
 Net Amount : 2739
D.D.O.Code No
0838002

No.
 Signature of Accountants.....

Amount paid
 Treasury Voucher No.
 Date
 Signature
 Treasury Accountant

Signature.....
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)
D.D.O.Code No
0838002

Allowance Front

https://ekoshonline.cg.nic.in/eBill/Reports/rptTravellingAllowance...

Ac.-16

District

TRAVELLING ALLOWANCE BILL
(Non-gazetted Establishment)
Instruction for preparing Travelling Allowance Bills
DDO Code : 0838002

3618883

C.G.T.C. 28

[See Subsidiary Rule, 269]

Voucher No

..... List of Payment

For 200

1. Journeys of different kinds and Journrys and halts should not be entered on the same line, Only one kind of allowance should be there fore, be filled in on the same line and its amount carried out saperately into the last money column.
2. Permanent travelling, conveyance and horse allowances, should be drawn along with the pay of government servant and not in travelling allowance bills.
3. Fractions of a kilometre in the total of a bill for any one journey for each person should not be charged for.
4. When the first item of a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the "Remarks" columns.
5. If daily allowance is claimed respect of a road journey the number of klometers travelled should be entered in column 9 and the daily allowance in column 12 to 21.
6. Journey performed beyond the limits of the state should be indicated parately and the distance travelled should be mentioned in each case.
7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in "Remarks" column, whether or not the halt has exeded ten days.

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

(SPACE FOR PRE-AUDIT ENFACEMENTS IN RESPECT OF BILLS SUBMITTED FOR PRE-AUDIT)

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

[FOR USE IN ACCOUNT ANT-GENERAL'S OFFICE]

Heads of account :

44
2202
03
103
0101
0798
03
001

Admited for Rs. 2739

Objected to Rs.

Reason for objection

Auditor Seniorr Accountant Gazetted Officer

(To be entered by drawing officer and checked in Accountant General's Office)

[Signature]
PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)
D.D.O.Code No
0838002

D.D.O. Code - 0838002
Government of Chhattisgarh, Principal Govt. College Pandirya
District - Kabirdham (C.G.), DDO CODE - 0838002

TA BILL
(Non-Gazetted Establishment)

Bill Unit : 3
Bill No. 76
Date 28/12/2017
B.T.R. No. 3618883

Bill Unit : 3
Adjusted by: _____
Voucher No.: _____
Dated, the: _____

TR-Final Bill

PRINCIPAL GOVERNMENT COLLEGE, PANDARIA for the month of **12/2017**.
Detailed **TRB** Bill of the Establishment of
Head of Account

Classification

Demand No : 44
Major Head : 2202
Sub Major Head : [03]
Minor Head : {103}
Segment Code : 0101
Scheme Code : (0798)
Object Head : #03
Detail Head : 001
Voted/Charged : V

Grant No. : _____
Group Head : _____
Sub-Head or Unit : _____
Appropriation : _____

Sr.No.	Employee Code Name and Pay	GPF/DPF A/C No. IFSC Code Bank A/C No.	Order No. and Order Date Letter of Authority	Gross Claim	Recovery Of Advance	Net Amount Payable	Remarks
1	08380020016 MADAN LAL KESHYAP Pay:33390	-0 SBIN0003259 30393115078	307 28/12/2017 0838002-PRINCIPAL GOVERNMENT COLLEGE, PANDARIA	2739	0	2739	
Total:						2739	

Net amount required for payment (in words) Rupees : TWO THOUSAND SEVEN HUNDRED AND THIRTY NINE ONLY.

Princ
PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

D.D.O. Code No
0838002

Report

Government of Chhattisgarh, Principal Govt.College Pandarya, District - Kabirdham (C.G.),
DDO CODE - 0838002 (-)

PRINCIPAL GOVERNMENT COLLEGE , PANDARIA

Payroll Type : 2,PAYROLL_GEN_CPS

DDOCODE : 0838002

For the month of : 12/2017

Sr. No	Employee Code, Name & Designation	Account No. / IFSC Code	Bank Name / Branch Name	Mobile No.
1	08380020016 MADAN LAL KESHYAP Assistant Professor	30393115078 SBIN0003259	STATE BANK OF INDIA LORMI	919753462238


Principal
Govt. College Pandarya
District - Kabirdham (C.G.)
DDO CODE - 0838002
Dist. Kabirdham (C.G.)
D.D.O.Code No
0838002

प्रमाण-पत्र CERTIFICATE

1- प्रमाणित किया जाता है कि मैंने अपना समाधान कर लिया है कि नीचे दिये वार उल्लिखित रकमों को जिनकी कुल रकम इस बिल में कटौती करके वापस कर दी जायेगी इस तारीख से एक माह/ दो माह / तीन माह के पूर्व निकाले गये बिलों में सम्मिलित रकमों उल्लिखित शासकीय सेवकों में आवंटित कर दी गई तथा उनकी रसीदें इस बिल के कार्यालय प्रति में या एक अलग रसीद वही में ली गई है।

2- यह प्रमाणित किया जाता है कि वे यात्राएं जिनका बिल भत्ता अलग रसीद वही में ली गई है।

या लिपिकवर्गीय या चतुर्थ श्रेणी कर्मचारियों के लिए मांगा गया है, मेरे आदेशों के अनुसार सार्वजनिक या निजी वाहन द्वारा की गई थी। ALSO that the Journeys for which kilometers has been claimed for the non-Gazetted officials or class IV Government Servants made by public of hired conveyance under my orders.

3- यह भी प्रमाणित किया जाता है उन शासकीय सेवकों के लिए जिनका भत्ता मुख्यालयों में निकाला गया है ऐसी मुकाम अवधि में अपनी शिबिर सामग्री सम्पूर्णतः या अंशतः साथ रखना आवश्यक था तथा यह कि इस पर किया गया खर्च निकाले गये मुकाम भत्ते से कम नहीं था (छ. ग.) का पूरक नियम 56।

ALSO that it was necessary for the Government Servants for whom travelling allowance at the head quarter as drawn to keep up a portion or part of their camp equipment in such half & that the expense incurred on this account was not less than the halting allowance drawn.

रु. Passed of Rs. Two thousand Seven hundred and thirty nine only (रुपये Rupees) (के लिए स्वीकृत)

स्थान Station Head Office रकम प्राप्त हुई Received Contant

दिनांक Date 27/09/2011 मुख्य कार्यालय Head Office

रु. Pay Rs. 2739 (रुपये Rupees) नियंत्रण अधिकारी Controlling Officer

From Sub-Treasury उप-कोषागार से Sub-Treasury Govt. College Pandaria Distt. Kabirdham (C.G.)

जांच की और दर्ज किया Examined are Entered कोषाधिकारी Treasury Officer

लेखापाल Accountant 27/09/2011 तारीख Dated उपकोषाधिकारी Sub-Treasury Officer

अतिरिक्त यात्रा भत्ते के ब्यौरे जो वापस कर दिये गये हैं
Details of undisbursed Travelling Allowance refunded

स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीख Name of treasury & date of drawals	रकम Amount
1	2	3	4	5

दोरे स्थानांतरण सम्बन्धी उन यात्रा भत्ते अधिमों के ब्यौरे जिनका समायोजन कर दिया गया है।
Details of undisbursed Travelling allowance refunded

स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीख Name of treasury and date of drawals	समायोजित रकम Amount adjusted	
				दोरे पर On tour	स्थानांतरण On transfer
1	2	3	4	5	6

पंक्ति का उपयोग किया जावे तथा दूसरों को काट दीजिए One line to be used and other crossed out, यहां दावे की शुद्ध रकम जो अधिकारी द्वारा स्वीकृत की जावे, शब्दों और अंकों में दर्शाई जाना चाहिए। The Net amount of the claim in word and figures as passed by the Controlling Officer should be shown here उस समय भरा जावे जब भुगतान उप-कोषागार से किया जाता हो। To be entered up when payable from a sub Treasury.

एक लेखा 16
1 A/c 16

जिला DISTRICT
KWD 002

यात्रा भत्ता बिल
(राजपत्रित शासकीय कर्मचारी)
Travelling Allowance Bill
(Non Gazetted Establishment)
यात्रा भत्ता बिल तैयार करने के लिए अनुदेश
INSTRUCTIONS
For Preparing Travelling Allowance Bill

फार्म 28 क. C.G.T.C.28 (सहायक नियम) (See Subsidiary Rule 269)

वाउचर क्रमांक Voucher No. के of

मुगतान की सूची List of Payment

बाबत For

1- विभिन्न प्रकार की यात्राएं तथा मुकाम एक ही पंक्ति में दर्ज नहीं की जानी चाहिए, इसलिए एक पंक्ति में केवल एक प्रकार के भत्ते खाने में अलग से दर्ज किया जाना चाहिए।
Journey of different kinds & Journey and halts should not be entered on the same line only one kind of allowance should therefore, be filled separately into the last money column.

2- स्थायी यात्रा, वाहन भत्ते शासकीय सेवक के वेतन के साथ निकाले जाने चाहिए न कि यात्रा बिलों के जरिये। Permanent travelling conveyance allowance should be drawn along with the pay of the Government Servant and not in Travelling Allowance bills.

3- प्रत्येक व्यक्ति को किसी एक यात्रा के लिए बिल के योग से एक किलोमीटर के किसी प्रमाण का किराया नहीं लगाना चाहिए। Fractions of a kilometer in the total of a bill for any one journey for each person should not charged for.

4- जब किसी यात्रा भत्ता बिल की पहली मद मुकाम हो, तब उस मुकाम को प्रारंभ होने की तारीख अभियुक्त के खाने में लिखी जानी चाहिए।
When the first item of Travelling Allowance is a halt date of Commencement of that halt should be state in the Remark's column.

5- सड़क या नाव द्वारा की गई यात्रा की किलोमीटर की संख्या अवश्य लिखा जाना चाहिए।
Number of kilometers travelled should be entered in all cases of journey by road or by boat.

6- जब किसी पर्यटन स्थान को जांचे या वहां से लौटने का यात्रा के सम्बन्ध में यात्रा भत्ता मांगा जाय तब अभियुक्त के खाने में यह उल्लेख किया जाना चाहिए कि मुकाम दस दिन से अधिक का रहा है अथवा नहीं।
When Travelling Allowance is claimed in respect of a Journey to or from a hill station if not should be mentioned in the remarks column whether or not the halt has Exceed the day.

(पूर्व लेखा परीक्षक के लिए प्रस्तुत किये गये बिलों के सम्बन्ध में पूर्व लेखा परीक्षा मूल्यांकन के लिए स्थान)
(Spaces for Pre-Audit Enforcement in Respect of bill submitted for Pre. (Audit))

यात्रा का बिल - 8000 = ₹
शोध का बिल - 3560 = ₹
दोरे पर का बिल - 2739 = ₹

PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

महालेखापाल कार्यालय में उपयोग के लिए (FOR USE IN ACCOUNTANT-GENERAL OFFICE)

लेखा शीर्ष
Head of Account

रु. Admitted For Rs. के लिए स्वीकृत
रु. Object for Rs. पर आपत्ति की गई
आपत्ति का कारण Reason or Objection

लेखा परीक्षक वरिष्ठ लेखापाल राजपत्रित अधिकारी
Auditor Senior Accountant Gazetted Officer

आहरण अधिकारी द्वारा दर्ज किया जावेगा तथा महालेखापाल के कार्यालय में जांच की जावेगी।
To be entered by drawing officer and checked in Accountant General's Office

Allowance Back

CERTIFICATE

1. Certified that I have satisfied my self that the amounts included in bills drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below (of which the) have been disbursed to the Government servant concerned and their receipts taken in the office copy of the bill or in a separate acultance roll.

2. Also that the journeys for which allowance has been claimed under S.R.56 of M.P.T.A. Rules for Non-gazetted Ministerial or Class IV Government servants were made by public or hired conveyance under my orders.

3. Also that It was necessary for the government servant for whom halting allowance at the headquarters is drawn, to keep up the whole or part of their camp equipage during such halt and that the neexpenses incurred on this account was not less than the halting allowance drawn (S.R., 52 of M.P.T.A. Rules)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

Passed for Rs. : **2739**(Rupees : TWO THOUSAND SEVEN HUNDRED AND THIRTY NINE Only.)

Station

Dated

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

RECEIVED CONTENTS
Head of Office
PRINCIPAL
Govt.College Pandaria
Controlling Officer
Distt.Kabirdham (C.G.)

\$ Pay Rs. : **2739**(Rupees : TWO THOUSAND SEVEN HUNDRED AND THIRTY NINE Only.)

from Sub-Treasury.

EXAMINED AND ENTERED

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

Treasury Officer

Accountant

Dated

Sub-Treasury Officer

Details of undisbursed Travelling Allowance refunded				
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount (Rs.)

Details of advances of Travelling Allowance on Tour/Transfer adjusted					
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount Adjusted	
				On tour (Rs.)	On transfer (Rs.)

* One line to be used and the other scored-out.

The net amount of the claim in words and figures, as will be passed by the Controlling Officer should be shown here.

\$ To be filled up when payable from a Sub-Treasury.

Under Rupees : **2740**(TWO THOUSAND SEVEN HUNDRED AND FOURTY Only.)

PRINCIPAL
Govt.College Pandaria
Distt.Kabirdham (C.G.)

D.D.O.Code No
0838002

Voucher Slip

Bill. 114

Treasury Voucher Slip

Slip to a company claims for money of disbursing officers on Treasuries
[To be return in original by the Treasury officer]

Grant : 44
 MajorHead : 2202
 Sub-Head : 03
 MinorHead : 103
 Segment Code : 0101 Previous Expenditure
 Schemecode : 0798 Expenditure up-to date
 Voted Charged : V

Budget Information and Necessary Instruction for
Claim Bill Preparation

BTR No : 3618900
 Bill No. & Date : 114, 20/03/2018
 DDO Code : 0838002
 Grant : 44
 Major Head : 2202
 Sub Major Head : 03
 Minor Head : 103
 Segment Code : 0101
 Scheme Code : 0798
 Object Head : 03
 Detail Head : 001
 Net Amount : 800
 No. of Enclousers :

(To be filled in the Treasury)

To THE TREASURY OFFICER
Please Furnish the Treasury Voucher No. and Date
of the bill sent herewith for encashment.

To,
 The
 Returned with Treasury Voucher No. and date as noted
 below .
 Signature
 Treasury Officer

Signature.....
 PRINCIPAL
 Drawing Officer
 Govt.College Pandaria
 Distt.Kabirdham(C.G.)

D.D.O.Code No
 0838002

Gross Amount : 800 Amount paid
 Net Amount : 800 Treasury Vocuher No.
 No. Date
 Signature
 Signature of Accountants..... Treasury Accountant

Signature.....
 PRINCIPAL
 Govt.College Par
 Distt.Kabirdham

D.D.O.Code N
 0838002

D.D.O. Code - 0838002
Government of Chhattisgarh, Higher Education Department
Office of the Principal Govt. College, Pandaria, Kabirdham (C.G.)
DDO CODE - 0838002

TA BILL
(Non-Gazetted Establishment)

Bill Unit : 1
Bill No. 114
Date 20/03/2018
B.T.R. No. 3618900

Bill Unit : 1
Adjustd by: _____
Voucher No.: _____
Dated, the: _____

TR-Final Bill

Detailed **TRB** Bill of the Establishment of

PRINCIPAL GOVERNMENT COLLEGE , PANDARIA for the month of **03/2018**.
Head of Account

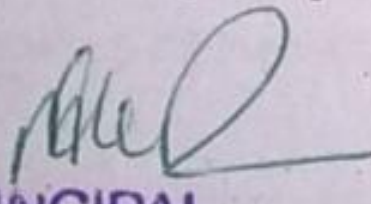
Classification

Demand No :44
Major Head :2202
Sub Major Head :[03]
Minor Head :{103}
Segment Code :0101
Scheme Code :(0798)
Object Head :#03
Detail Head :001
Voted/Charged :V

Grant No. : _____
Group Head : _____
Sub-Head or Unit : _____
Appropriation : _____

Sr.No.	Employee Code Name and Pay	GPF/DPF A/C No. IFSC Code Bank A/C No.	Order No. and Order Date Letter of Authority	Gross Claim	Recovery Of Advance	Net Amount Payable	Remarks
1	08380020008 J.L.Kaushik Pay:32200	CED603666 SBIN0002880 11228236506	102 09/01/2018 0838002-PRINCIPAL GOVERNMENT COLLEGE , PANDARIA	800	0	800	
Total:						800	

Net amount required for payment (in words) Rupees : **EIGHT HUNDRED ONLY.**


PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

D.D.O. Code No
0838002

allowance Front

3618900

C.G.T.C. 28

[See Subsidiary Rule, 269]

Voucher No

..... List of Payment

For 200

TRAVELLING ALLOWANCE BILL

(Non-gazetted Establishment)

Instruction for preparing Travelling Allowance Bills

DDO Code : 0838002

I-Ac.-16

District

1. Journeys of different kinds and Journrys and halts should not be entered on the same line, Only one kind of allowance should there fore, be filled in on the same line and its amount carried out saperately into the last money column.
2. Permanent travelling, conveyance and horse allowances, should be drawn along with the pay of government servant and not in travelling allowance bills.
3. Fractions of a kilometre in the total of a bill for any one journey for each person should not be charged for.
4. When the first item of a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the "Remarks" columns.
5. If daily allowance is claimed respect of a road journey the number of kliometers travelled should be entered in column 9 and the daily allowance in column 12 to 21.
6. Journey performed beyond the limits of the state should be indicated parately and the distance travelled should be stated in each case.
7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in "Remarks" column, whether or not the halt has exceeded ten days.

(SPACE FOR PRE-AUDIT ENFACEMENTS IN RESPECT OF BILLS SUBMITTED FOR PRE-AUDIT)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham(C.G.)

[FOR USE IN ACCOUNT ANT-GENERAL'S OFFICE]

Heads of account :

44

2202

03

103

0101

0798

03

001

Admitted for Rs. 800

Objected to Rs.

Reason for objection

Auditor Seniorr Accountant Gazetted Officer

(To be entered by drawing officer and checked in Accountant General's Office)

PRINCIPAL

Govt.College Pandaria
Distt.Kabirdham(C.G.)

D.D.O.Code No
0838002

Government of Chhattisgarh, Higher Education Department, Office of the Principal Govt.College,
Pandaria, Kabirdham (C.G.) (DDO CODE - 0838002)
PRINCIPAL GOVERNMENT COLLEGE , PANDARIA

Payroll Type : 1,PAYROLL_GEN

DDOCODE : 0838002

For the month of : 03/2018

Sr. No	Employee Code, Name & Designation	Account No. / IFSC Code	Bank Name / Branch Name	Mobile No.
1	08380020008 J.L.Kaushik Asstt.Grade-III	11228236506 SBIN0002880	STATE BANK OF INDIA PANDARIYA	917869458971

[Signature]
PRINCIPAL
 Govt.College Pandaria
 Kabirdham (C.G.)
 DDO CODE - 0838002

D.D.O.Code No
0838002

111

जनवरी 2018

के कर्मचारियों के लिए यात्रा भत्ता बिल का फार्म बाबत माह

Form of Travelling Allowance Bill of the Establishment of

For the month of

नाम व पद Name and Designation जे. एल. वैशिक एकाई 03 मुख्यालय

Head Quarter पठरिया

वास्तविक वेतन Actual Pay

यात्रा का विवरण PARTICULARS OF JOURNEY & HALT						यात्रा का प्रयोजन Purpose of Journey	भाड़ा वायुयान रेल/बस Air/Train Bus	उपयोग में लयी गई सवारी का विवरण Means of Conveyance used	वास्तविक किराया Actual Fare	दूरी किलोमीटर में Distance of K.M.	Head Quarter Allowance			यात्रा Journey			विश्राम भत्ता Halt Allowance			विशेष भत्ता Special Allowance			कुल योग Total of each line	टिप्पणियाँ Remarks			
प्रस्थान DEPARTURE			आगमन ARRIVAL								रकम Amount	घंटों की अवधि Duration of D.A.	भत्ते की सीमा Extent of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	भत्ते की सीमा Extent of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	भत्ते की सीमा Extent of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	भत्ते की सीमा Extent of D.A.			रकम Amount		
स्थान Place	दिनांक Date	समय Time	स्थान Place	दिनांक Date	समय Time																						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
पठरिया	10/18	7Am	डुर्ग	10/18	12Am	शासकीय कार्य	बस	कस	120	135	1/2	80/-	40/-	-	-	-	-	-	-	-	-	-	-	-	-	-	60=-
डुर्ग	10/18	5Pm	पठरिया	10/18	10Pm	मुख्यालय कार्य	बस	कस	120	135	1/2	40/-	13/-	1	80	80/-	-	-	-	-	-	-	-	-	-	-	240=-
पठरिया	19/18	7Am	राठपुर	19/18	12Am	शासकीय कार्य	बस	कस	120	135	1/2	40/-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	160=-
राठपुर	19/18	6Pm	पठरिया	19/18	11Pm	मुख्यालय कार्य	बस	कस	120	135	1/2	40/-	16/-	1	80	-	-	-	-	-	-	-	-	-	-	-	240=-
							योग					160			160												800=-

राठपुर के (उत्तर से लपेटे मास)

[Signature]

प्रमाणित किया जाता है कि (1) यात्रा नजदीकी रास्ते एवं कम से कम भाड़ा लगने वाले रास्ते से की गई है।

प्रमाण-पत्र CERTIFICATE

1-प्रमाणित किया जाता है कि मैंने अपना समाधान कर लिया है कि नीचे ब्यौरे पर उल्लिखित रकमों का जिनकी कुल रकम इस बिल में कटौती करके वापस कर दी गई छोड़कर इस तारीख से एक माह / दो माह / तीन माह के पूर्व निकाले गये बिलों में उल्लिखित रकम उल्लिखित शासकीय सेवकों में सावितरित कर दी गई तथा उनकी रसीदें इस बिल के कार्यालय प्रति में या एक अलग रसीद बही में ली गई है।

या लिपिकवर्गीय या चतुर्थ श्रेणी कर्मचारियों के लिए मांगा गया है, मेरे आदेशों के अनुसार सार्वजनिक या किराये के वाहन द्वारा की गई थी। ALSO that the Journeys for which kilometers has been claimed for the non Gazetted ministrals or class IV Government Servants were made by public of hired conveyance under my orders.

3-यह भी प्रमाणित किया जाता है उन शासकीय सेवकों के लिए जिनका मकान भत्ता मुख्यालयों में निकाला गया है ऐसी मुकाम अवधि में अपनी शिविर सामग्री सम्पूर्णतः या अंशतः साथ रखना आवश्यक था तथा यह कि इस पर किया गया खर्च निकाले गये मुकाम भत्ते से कम नहीं था (छ.ग.) का पूरक नियम 52)

ALSO that it was necessary for the Government Servants for whom halting allowance at the head quarter as drawn to keep up the whole or part of their camp equipage during such half & that the expense incurred on this account was not less than the halting allowance drawn.

Certified that I have satisfied myself that the amount included in bills drawn one month/two months three months previous to this date with the exception of these details below (for which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants their in named & receipts taken in the office copy of the bill or in a separate acquaintance roll.

2-यह प्रमाणित किया जाता है कि वे यात्राएं जिनका बिल भत्ता छत्तीसगढ़ यात्रा नियमों के पूरक नियम 56 के अधिन अराजपत्रित

रु. Passed of Rs. ३००१/-	(रुपये Rupees ३००१/-) के लिए स्वीकृत
स्थान Station Remuda	रकम प्राप्त हुई Received Contant
दिनांक Date २०/३/१६	मुख्य कार्यालय Head Office
रु. Pay Rs. ३००१/-	(रुपये Rupees ३००१/-) के लिए स्वीकृत
From	उप-कोषागार से Sub-Treasury
जांच की और दर्ज किया Examined are Entered	कोषाधिकारी Treasury Officer
लेखापाल Accountant	तारीख Dated
	उपकोषाधिकारी Sub- Treasury Officer

अतिरिक्त यात्रा भत्ते के ब्यौरे जो वापस कर दिये गये हैं
Details of undisbursed Travelling Allowance refunded

स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीखें Name of treasury & date of drawals	रकम Amount
1	2	3	4	5

दोरे स्थानांतरण सम्बन्धी उन यात्रा भत्ते अग्रिमों के ब्यौरे जिनका समायोजन कर दिया गया है।

Details of undisbursed Travelling allowance refunded

स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीख Name of treasury and date of drawals	समायोजित रकम Amount adjusted	
				दोरे पर On tour	स्थानांतरण On transfer
1	2	3	4	5	6

एक पंक्ति का उपयोग किया जावे तथा दूसरों को काट दीजिए One line to be used and other crossed out, यहां दावे की शुद्ध रकम जो नियंत्रण अधिकारी द्वारा स्वीकृत की जावे, शब्दों और अंकों में दर्शाई जाना चाहिए। The Net amount of the claim in word and figures as Will be passed by the Controlling Officer Should be shown Here. उस समय भरा जावे जब भुगतान उप-कोषागार से किया जाता हो। To be filled up when payable from a sub Treasury.

एक लेखा 16

1 A/c 16

२० दिनांक

यात्रा भत्ता बिल

(राजपत्रित शासकीय कर्मचारी)
Travelling Allowance Bill
(Non Gazetted Establishment)

यात्रा भत्ता बिल तैयार

करने के लिए अनुदेश
INSTRUCTIONS

For Preparing Travelling Allowance Bill

जिला
DISTRICT
Kashiridham

फार्म 28 क.
C.G.T.C.28
(सहायक नियम)
(See Subsidiary Rule 269)

वाउचर क्रमांक के
Voucher No. of
..... भुगतान की सूची
List of Payment
वाबत
For

1-विभिन्न प्रकार की यात्राएं तथा मुकाम एक ही पंक्ति में दर्ज नहीं की जानी चाहिए, इसलिए एक पंक्ति में केवल एक प्रकार के भत्ते को दर्ज किया जाना चाहिए और तत्सम्बंधी रकम को रकम के अंतिम खाने में अलग से दर्ज किया जाना चाहिए।

Journey of different kinds & Journey and halts should not be entered on the same line only one kind of allowance should therefore, be filled separately into the last money column.

2-स्थायी यात्रा, वाहन भत्ते शासकीय सेवक के वेतन के साथ निकाले जाने चाहिए न कि यात्रा बिलों के जरिये। Permanent travelling conveyance allowance should be drawn along with the pay of the Government Servant and not in Travelling Allowance bills.

3-प्रत्येक व्यक्ति को किसी एक यात्रा के लिए बिल के योग से एक किलोमीटर के किसी प्रभाग का किराया नहीं लगाना चाहिए। Fractions of a kilometer in the total of a bill for any one journey for each person should not charged for.

4-जब किसी यात्रा भत्ता, बिल की पहली मद मुकाम हो, तब उस मुकाम को प्रारंभ होने की तारीख अभियुक्ति के खाने में लिखी जानी चाहिए।

When the first item of Travelling Allowance is a halt date of Commencement of that halt should be state in the Remark's column.

5-सड़क या नाव द्वारा की गई यात्रा की किलोमीटर की संख्या अवश्य लिखा जाना चाहिए। Number of kilometers travelled should be entered in all cases of journey by road or by boat.

6-जब किसी पर्वतीय स्थान को जावे या यहां से लौटने का यात्रा के सम्बन्ध में यात्रा भत्ता मांगा जाय तब अभियुक्ति के खाने में यह उल्लेख किया जाना चाहिए कि मुकाम दस दिन से अधिक का रहा है अथवा नहीं।

When Travelling Allowance is claimed in respect of a Journey to or from a hill station if not should be mentioned in the remarks column whether or not be halt has Exceed the day.

(पूर्व लेखा परीक्षक के लिए प्रस्तुत किये गये बिलों के सम्बन्ध में पूर्व लेखा परीक्षा मूल्यांकन के लिए स्थान)
(Spaces for Pre. Audit Enfacement in Respect of bill submitted for Pre. (Audit)

महालेखापाल कार्यालय में उपयोग के लिए (FOR USE IN ACCOUNTANT-GENERAL OFFICE)

लेखा शीर्ष Head of Account	रु. Admitted For Rs. के लिए स्वीकृत रु. Object for Rs. पर आपत्ति की गई आपत्ति का कारण Reason or Objection
लेखा परीक्षक Auditor	वरिष्ठ लेखापाल Senior Accountant
	राजपत्रित अधिकारी Gazetted Officer

आहरण अधिकारी द्वारा दर्ज किया जावेगा तथा महालेखापाल के कार्यालय में जांच की जावेगी।
To be entered by drawing officer and checked in Accountant General's Office

1

CERTIFICATE

1. Certified that I have satisfied my self that the amounts included in bills drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below (of which the) have been disbursed to the Government servants therein named and their receipts taken in the office copy of the bill or in a separate acuitance roll.
 2. Also that the journeys for which mileage has been claimed under S.R.56 of M.P.T.A. Rules for Non-gazetted Ministerial or Class IV Government servants were made by public or hired conveyance under my orders.

3. Also that it was necessary for the government servent for whome halting allowance at the headquarters is drawn, to keep up the whole or part of their camp eqipage during such halt and that the neexpenses incurred on this accounts was not less then the halting allowance drawn (S.R., 52 of M.P.T.A. Rules)

[Signature]
PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

Passed for Rs. : **800** (Rupees : **EIGHT HUNDRED** Only.)

Station

Dated

[Signature]
PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

RECEIVED CONTENTS

Head of Office

Controlling Officer

\$ Pay Rs. : **800** (Rupees : **EIGHT HUNDRED** Only.)

from Sub-Treasury.

[Signature]
PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

Treasury Officer

Accountant

Dated

Sub-Treasury Officer

Details of undisbursed Travelling Allowance refunded				
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount (Rs.)

Details of advances of Travelling Allowance on Tour/Transfer adjusted					
Section of establishment	Name	Period	Name of treasury and date of drawal	Amount Adjusted	
				On tour (Rs.)	On transfer (Rs.)

* One line to be used and the other scored-out.

The net amount of the claim in words and figures, as will be passed by the Controlling Officer should be shown here.

\$ To be filled up when payable from a Sub-Treasury.

Under Rupees : **801** (**EIGHT HUNDRED AND ONE** Only.)

[Signature]
PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

[Signature]
PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

D.D.O. Code No
 0838002

Treasury Voucher Slip

Slip to a company claims for money of disbursing officers on Treasuries
[To be return in original by the Treasury officer]

Grant : 44
 MajorHead : 2202
 Sub-Head : 03
 MinorHead : 103
 Segment Code : 0101
 Schemecode : 0798
 Voted Charged : v

Bill No. Date
 BTR No.

Previous Expenditure
 Expenditure up-to date

Budget Information and Necessary Instruction for Claim Bill Preparation

BTR No : 3859617
 Bill No. & Date : 51, 05/10/2018
 DDO Code : 0838002
 Grant : 44
 Major Head : 2202
 Sub Major Head : 03
 Minor Head : 103
 Segment Code : 0101
 Scheme Code : 0798
 Object Head : 03
 Detail Head : 001
 Net Amount : 3000
 No. of Enclosures :

To
 THE TREASURY OFFICER
 Please Furnish the Treasury Voucher No. and Date
 of the bill sent herewith for encashment.
 Signature.....
 PRINCIPAL
 Govt. College Pardaria
 Distt. Kabirdham(C.G.)
 Drawing Officer
 Bill Particulars

(To be filled in the Treasury)
 To,
 The
 Returned with Treasury Voucher No. and date as noted
 below .
 Signature
 Treasury Officer

Gross Amount : 3000 Amount paid
 Net Amount : 3000 Treasury Voucher No.
 No. Date
 Signature
 Signature of Accountants..... Treasury Accountant

Signature
 PRINCIPAL
 Govt. College Pardaria
 Distt. Kabirdham(C.G.)

D.D.O.Code No
 0838002

D.D.O. Code - 0838002
Government of Chhattisgarh, Higher Education Department
Office of the Principal Govt. College, Pandaria, Kabirdham (C.G.)
DDO CODE - 0838002

TA BILL
(Non-Gazetted Establishment)

Bill Unit : 1
Bill No. 51
Date 05/10/2018
B.T.R. No. 3859617

Bill Unit : 1
Adjusted by: _____
Voucher No.: _____
Dated, the: _____

TR-Final Bill

Detailed **TRB** Bill of the Establishment of
PRINCIPAL GOVERNMENT COLLEGE , PANDARIA for the month of **10/2018**.
Head of Account

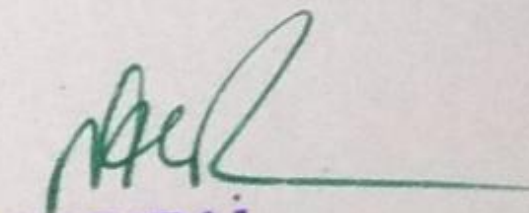
Classification

Demand No :44
Major Head :2202
Sub Major Head :[03]
Minor Head :{103}
Segment Code :0101
Scheme Code :(0798)
Object Head :#03
Detail Head :001
Voted/Charged :V

Grant No. : _____
Group Head : _____
Sub-Head or Unit : _____
Appropriation : _____

Sr.No.	Employee Code Name and Pay	GPF/DPF A/C No. IFSC Code Bank A/C No.	Order No. and Order Date Letter of Authority	Gross Claim	Recovery Of Advance	Net Amount Payable	Remarks
1	08380020008 J.L.Kaushik Pay:33200	CED603666 SBIN0002880 11228236506	310 28/09/2018 0838002-PRINCIPAL GOVERNMENT COLLEGE , PANDARIA	3000	0	3000	3000
Total:							

Net amount required for payment (in words) Rupees : **THREE THOUSAND ONLY.**


PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

Government of Chhattisgarh, Higher Education Department, Office of the Principal Govt.College,
Pandaria, Kabirdham (C.G.) (DDO CODE - 0838002)

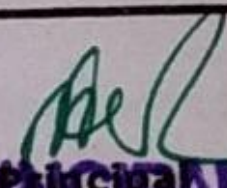
DDO CODE : 0838002

PRINCIPAL GOVERNMENT COLLEGE , PANDARIA

Payroll Type : 1,PAYROLL_GEN

For the month of : 10/2018

Sr. No	Employee Code, Name & Designation	Account No. / IFSC Code	Bank Name / Branch Name	Mobile No.
1	08380020008 J.L.Kaushik Asstt.Grade-III	11228236506 SBIN0002880	STATE BANK OF INDIA PANDARIYA	917869458971


PRINCIPAL
Govt. College Pandaria,
Kabirdham (C.G.)
DDO CODE 0838002

3859617

C.G.T.C. 28

[See Subsidiary Rule, 269]

Voucher No

..... List of Payment

For 200

TRAVELLING ALLOWANCE BILL

(Non-gazetted Establishment)

Instruction for preparing Travelling Allowance Bills

DDO Code : 0838002

District

1. Journeys of different kinds and Journeys and halts should not be entered on the same line, Only one kind of allowance should there fore, be filled in on the same line and its amount carried out saperately into the last money column.
2. Permanent travelling, conveyance and horse allowances, should be drawn along with the pay of government servant and not in travelling allowance bills.
3. Fractions of a kilometre in the total of a bill for any one journey for each person should not be charged for.
4. When the first item of a travelling allowance bill is a halt, the date of commencement of that halt should be stated in the "Remarks" columns.
5. If daily allowance is claimed respect of a road journey the number of kilometers travelled should be entered in column 9 and the daily allowance in column 12 to 21.
6. Journey performed beyond the limits of the state should be indicated parately and the distance travelled should be stated in each case.
7. When travelling allowance is claimed in respect of a journey to or from a hill station, it should be mentioned in "Remarks" column, whether or not the halt has exeeded ten days.

(SPACE FOR PRE-AUDIT ENFACEMENTS IN RESPECT OF BILLS SUBMITTED FOR PRE-AUDIT)

[FOR USE IN ACCOUNT ANT-GENERAL'S OFFICE]

Heads of account :

44
2202
03
103
0101
0798
03
001

Admited for Rs. 3000

Objected to Rs.

Reason for objection

Auditor Seniorr Accountant Gazetted Officer

(To be entered by drawing officer and checked in Accountant General's Office)

[Signature]
PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham(C.G.)



Bill No. Date
BTR No.

फार्म 28 क्र.
C.G.T.C.28
(सहायक नियम)
(See Subsidiary Rule 269)

जिला
DISTRICT

यात्रा भत्ता बिल

(राजपत्रित शासकीय कर्मचारी)
Travelling Allowance Bill
(Non Gazetted Establishment)

यात्रा भत्ता बिल तैयार
करने के लिए अनुदेश
INSTRUCTIONS
For Preparing Travelling Allowance Bill

वाउचर क्रमांक के
Voucher No. of
..... भुगतान की सूची
List of Payment
बाबत
For

विभिन्न प्रकार की यात्राएं तथा मुकाम एक ही पंक्ति में दर्ज नहीं
जानी चाहिए, इसलिए एक पंक्ति में केवल एक प्रकार के भत्ते
दर्ज किया जाना चाहिए और तत्सम्बंधी रकम को रकम के अंतिम
में अलग से दर्ज किया जाना चाहिए।

Journey of different kinds & Journey and halts
should not be entered on the same line only one
of allowance should therefore, be filled separately
to the last money column.

स्थायी यात्रा, वाहन भत्ते शासकीय सेवक के वेतन
साथ निकाले जाने चाहिए न कि यात्रा बिलों के जरिये।
Permanent travelling conveyance allowance should
be drawn along with the pay of the Government
servant and not in Travelling Allowance bills.

प्रत्येक व्यक्ति को किसी एक यात्रा के लिए बिल के योग से एक
किलोमीटर के किसी प्रभाग का किराया नहीं लगाना चाहिए।
Charges of a kilometer in the total of a bill for any
journey for each person should not be charged for.

4-जब किसी यात्रा भत्ता, बिल की पहली मद मुकाम हो, तब उस
मुकाम को प्रारंभ होने की तारीख अभियुक्ति के खाने में लिखी जानी
चाहिए।

When the first item of Travelling Allowance is a halt
date of Commencement of that halt should be state
in the Remark's column.

5-सड़क या नाव द्वारा की गई यात्रा की किलोमीटर की संख्या
अवश्य लिखा जाना चाहिए।
Number of kilometers travelled should be entered in
all cases of journey by road or by boat.

6-जब किसी पर्वतीय स्थान को जावें या वहां से लौटने का यात्रा के
सम्बन्ध में यात्रा भत्ता मांगा जाय तब अभियुक्ति के खाने में यह
उल्लेख किया जाना चाहिए कि मुकाम दस दिन से अधिक का रहा
है अथवा नहीं।

When Travelling Allowance is claimed in respect of a
Journey to or from a hill station if not should be
mentioned in the remarks column whether or not be
halt has Exceed the day.

(पूर्व लेखा परीक्षक के लिए प्रस्तुत किये गये बिलों के सम्बन्ध में पूर्व लेखा परीक्षा मूल्यांकन के लिए स्थान)
(Spaces for Pre. Audit Enforcement in Respect of bill submitted for Pre. (Audit))

कान 29/1/14 - 3000 = 00
3000 = 00
शेख - निरंक

PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham(C.G.)

महालेखापाल कार्यालय में उपयोग के लिए (FOR USE IN ACCOUNTANT-GENERAL OFFICE)

Account

रु. Admitted For Rs. के लिए स्वीकृत
रु. Object for Rs. पर आपत्ति की गई
आपत्ति का कारण Reason or Objection

लेखा परीक्षक Auditor वरिष्ठ लेखापाल Senior Accountant राजपत्रित अधिकारी Gazetted Officer

वृत्तीय प्रमाण

के कर्मचारियों के लिए यात्रा भत्ता बिल का फार्म बाबत माह

Form of Travelling Allowance Bill of the Establishment of

For the month of

दिसम्बर 2017

नाम व पद Name and Designation

जीवन लाल कोशिरा

मुख्यालय

Head Quarter

पंडरिया

वास्तविक वेतन

Actual Pay

32200/-

20

20

यात्रा का विवरण PARTICULARS OF JOURNEY & HALT						यात्रा का प्रयोजन Purpose of Journey	भाड़ा वायुयान रेल/बस Fare Air/Train Bus	उपयोग में लायी गई सवारी का विवरण Means of Conveyance used	वास्तविक किया गया वास्तविक फेरा Actual Fare	Head Quarter Allowance			यात्रा Journey			विश्राम भत्ता Halt Allowance			विशेष भत्ता Special Allowance			कुल योग Total of each line	टिप्पणियाँ Remarks				
प्रस्थान DEPARTURE			आगमन ARRIVAL							रकम Amount	घंटों की अवधि Duration of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	रकम Amount	घंटों की अवधि Duration of D.A.	रकम Amount							
स्थान Place	दिनांक Date	समय Time	स्थान Place	दिनांक Date	समय Time																						
1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
पंडरिया	4-12	7:30 AM	बिलासपुर	4-12-17	10 AM	शासकीय कार्य	बस		70	1	80	40						1	80	40					150		
बिलासपुर	4-12-17	4:15 PM	भोपाल	4-12-17	9:30 AM	उ.प.स. मिरगा कार्य	रेल		460	1	80	40													500		
भोपाल	5-12-17	12:15 PM	बिलासपुर	5-12-17	6:15 PM	वापसी	रेल		531	1	80	40	26	01	80	80				80	80					673	
पंडरिया	9-1-18	5:45 AM	दुर्ग	9-1-18	10 AM	कि.कि.दुर्ग	बस		750	1	80	40														190	
दुर्ग	9-1-18	5:00 AM	पंडरिया	9-1-18	9:30 PM	वापसी			750	1	80	40	16	01	80	80										370	
पंडरिया	20-1-18	5:00 AM	दुर्ग	20-1-18	10 AM	कि.कि.दुर्ग	बस		150	1	80	40														190	
दुर्ग	20-1-18	5:00 PM	पंडरिया	20-1-18	9:00 PM	वापसी			150	1	80	40	16	01	80	80										370	
पंडरिया	23-1-18	5:30 AM	दुर्ग	23-1-18	10 AM	शासन कार्य	बस		150	1	80	40														190	
दुर्ग	23-1-18	5:30 PM	पंडरिया	23-1-18	9:00 PM	वापसी			150	1	80	40	16	01	80	80										370	
पंडरिया	25-1-18	5:30 AM	दुर्ग	25-1-18	10 AM	शासन कार्य			150	1	80	40														190	
दुर्ग	25-1-18	5:30 PM	पंडरिया	25-1-18	9:00 PM	वापसी			150	1	80	40	16	01	80	80										370	
Total -													440				500			120					3200		

Principal
Govt. College Pandara
Distt. Kabiraham (C.G.)

प्रमाणित किया जाता है कि (1) यात्रा नजदीकी रास्ते एवं कम से कम भाड़ा लगने वाले रास्ते से की गई है।
(2) राज्य शासन द्वारा दी गई फ्री (लाजिंग व बोर्डिंग) सुविधा का उपयोग नहीं किया गया।
(3) कोई शासकीय वाहन का उपयोग नहीं किया गया है।
(4) इससे पूर्व किसी यात्रा बिल में इस यात्रा का भुगतान नहीं लिया गया है।

CERTIFIED THAT (1) The Journey was performed by the Shortest & the Cheapest rout.
(2) No free Lodging and Boarding were used not provided by the State Govt.
(3) No Govt. Vehicle was used in this journey.
(4) The claim of this T.A. has not been drawn through any of the previous T.A. Bill.

घटाये - अतिरिक्त यात्रा भत्ता पृष्ठ भाग पर दिये गए ब्योरे के अनुसार वापस किया गया रु.
Deduct - Undisbursed travelling allowance refunded as detailed on the reverse Rs. 3000/-

शासकीय कर्मचारी के हस्ताक्षर
Sign. of the Govt. Employee

प्रमाण-पत्र CERTIFICATE

1-प्रमाणित किया जाता है कि मैंने अपना समाधान कर लिया है कि नीचे ब्यौरे वार उल्लिखित रकमों का जिनकी कुल रकम इस बिल में कटौती करके वापस कर दी गई छोड़कर इस तारीख से एक माह/ दो माह / तीन माह के पूर्व निकाले गये बिलों में सम्मिलित रकम उल्लिखित शासकीय सेवकों में सावितरित कर दी गई तथा उनकी रसीदें इस बिल के कार्यालय प्रति में या एक अलग रसीद बही में ली गई हैं।

Certified that I have satisfied myself that the amount included in bills drawn one month/two months three months previous to this date with the exception of these details below (for which the total amount has been refunded by deduction from this bill) have been disbursed to the Government servants their in named & receipts taken in the office copy of the bill or in a separate acquittance roll.

2-यह प्रमाणित किया जाता है कि वे यात्राएं जिनका बिल भत्ता छत्तीसगढ़ यात्रा नियमों के मुद्देक नियम 5 6 के अधिन अराजपत्रित

या लिपिकवर्गीय या चतुर्थ श्रेणी कर्मचारियों के आदेशों के अनुसार सार्वजनिक या किराये के वाहन से निकाले गये हैं।

ALSO that the Journeys for which kilometers has been claimed for the non Gazetted ministerials of class IV Government Servants were made by public or hired conveyance under my orders.

3-यह भी प्रमाणित किया जाता है उन शासकीय सेवकों के लिए जिनका भत्ता मुख्य कार्यालय में निकाला गया है ऐसी मुकाम अवधि में अपनी शक्ति का उपयोग करके यात्रा के साथ रखना आवश्यक था तथा यह कि प्रमाणित किया गया है कि निकाले गये मुकाम भत्ते से कम नहीं था (ज.ग.) का पूरक नियम 52)

ALSO that it was necessary for the Government Servants for whom halting allowance at the head quarter as drawn to keep up the whole or part of their camp equipage during such half & that the expense in cured on this account was not less than the halting allowance drawn.

रु. Passed of Rs. <u>3000</u> (रुपये Rupees) (के लिए स्वीकृत)	स्थान Station <u>मुख्य कार्यालय Head Office</u> रकम प्राप्त हुई Received Contant			
दिनांक Date <u>12/12/14</u> मुख्य कार्यालय Head Office	नियंत्रण अधिकारी Controlling Officer <u>Govt College Pandaria Distt. Kabirdham (C.G.)</u>			
रु. Pay Rs. <u>3000</u> (रुपये Rupees)	From <u>उप-कोषागार से Sub-Treasury</u> जांच की और दर्ज किया Examined are Entered कोषाधिकारी Treasury Officer			
लेखापाल Accountant <u>IPAL</u>	तारीख Dated <u>12/12/14</u> उपकोषाधिकारी Sub-Treasury Officer			
अतिरिक्त वापस कर दिये गये हैं Details of undischursed Travelling Allowance refunded				
स्थापना का अनुभाग Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीखें Name of treasury & date of drawals	रकम Amount
1	2	3	4	5

दौरे स्थानांतरण सम्बन्धी उन यात्रा भत्ते अग्रिमों के ब्यौरे जिनका समायोजन कर दिया गया है।
Details of undischursed Travelling allowance refunded

स्थापना का अनुमान Section of Establishment	नाम Name	अवधि Period	कोषालय का नाम तथा आहरण की तारीख Name of treasury and date of drawals	समायोजित रकम Amount adjusted	
				दौरे पर On tour	स्थानांतरण On transfer
1	2	3	4	5	6

एक पंक्ति का उपयोग किया जावे तथा दूसरों को काट दीजिए One line to be used and other crossed out, यहां दावे की शुद्ध रकम जो नियंत्रण अधिकारी द्वारा स्वीकृत की जावे, शब्दों और अंकों में दर्शाई जाना चाहिए। The Net amount of the claim in word and figures as Will be passed by the Controlling Officer Should be shown Here. उस समय भरा जावे जब भुगतान उप-कोषागार से किया जाता हो। To be filled up when payable from a sub Treasury.

फार्म 28 क्र. C.G.T.C.28 (सहायक नियम) (See Subsidiary Rule 269)

यात्रा भत्ता बिल
(राजपत्रित शासकीय कर्मचारी)
Travelling Allowance Bill
(Non Gazetted Establishment)
यात्रा भत्ता बिल तैयार करने के लिए अनुदेश
INSTRUCTIONS
For Preparing Travelling Allowance Bill

जिला DISTRICT

वाउचर क्रमांक के Voucher No. of

..... भुगतान की सूची List of Payment

बाबत For

- विभिन्न प्रकार की यात्राएं तथा मुकाम एक ही पंक्ति में दर्ज नहीं की जानी चाहिए, इसलिए एक पंक्ति में केवल एक प्रकार के भत्ते को दर्ज किया जाना चाहिए और तत्सम्बंधी रकम को रकम के अंतिम खाने में अलग से दर्ज किया जाना चाहिए।
Journey of different kinds & Journey and halts should not be entered on the same line only one kind of allowance should therefore, be filled separately into the last money column.
- स्थायी यात्रा, वाहन भत्ते शासकीय सेवक के वेतन के साथ निकाले जाने चाहिए न कि यात्रा बिलों के जरिये। Permanent travelling conveyance allowance should be drawn along with the pay of the Government Servant and not in Travelling Allowance bills.
- प्रत्येक व्यक्ति को किसी एक यात्रा के लिए बिल के योग से एक किलोमीटर के किसी प्रभाग का किराया नहीं लगाना चाहिए। Fractions of a kilometer in the total of a bill for any one journey for each person should not be charged for.
- जब किसी यात्रा भत्ता, बिल की पहली मद मुकाम हो, तब उस मुकाम को प्रारंभ होने की तारीख अभियुक्त के खाने में लिखी जानी चाहिए।
When the first item of Travelling Allowance is a halt date of Commencement of that halt should be state in the Remark's column.
- सड़क या नाव द्वारा की गई यात्रा की किलोमीटर की संख्या अवश्य लिखा जाना चाहिए।
Number of Kilometers travelled should be entered in all cases of journey by road or by boat.
- जब किसी पर्वतीय स्थान को जायें या वहां से लौटने का यात्रा के सम्बन्ध में यात्रा भत्ता मांगा जाय तब अभियुक्त के खाने में यह उल्लेख किया जाना चाहिए कि मुकाम दस दिन से अधिक का रहा है अथवा नहीं।
When Travelling Allowance is claimed in respect of a Journey to or from a hill station if not should be mentioned in the remarks column whether or not be halt has Exceed the day.

(पूर्व लेखा परीक्षक के लिए प्रस्तुत किये गये बिलों के सम्बन्ध में पूर्व लेखा परीक्षा मूल्यांकन के लिए स्थान)
(Spaces for Pre. Audit Enforcement in Respect of bill submitted for Pre. (Audit))

3000 = 00
3000 = 00
3000 = 00

PRINCIPAL
 Govt. College Pandaria
 Distt. Kabirdham (C.G.)

महालेखापाल कार्यालय में उपयोग के लिए (FOR USE IN ACCOUNTANT-GENERAL OFFICE)

लेखा शीर्ष Head of Account	रु. Admitted For Rs. के लिए स्वीकृत
	रु. Object for Rs. पर आपत्ति की गई
	आपत्ति का कारण Reason or Objection
लेखा परीक्षक Auditor	वरिष्ठ लेखापाल Senior Accountant
	राजपत्रित अधिकारी Gazetted Officer

आहरण अधिकारी द्वारा दर्ज किया जायेगा तथा महालेखापाल के कार्यालय में जांच की जावेगी।
To be entered by drawing officer and checked in Accountant General's Office

CERTIFICATE

1. Certified that I have satisfied my self that the amounts included in bills drawn 1 month/2 months/3 months previous to this date with the exception of those detailed below (of which the) have been disbursed to the Government servants therein named and their receipts taken in the office copy of the bill or in a separate acuitance roll.

2. Also that the journeys for which mileage has been claimed under S.R.56 of M.P.T.A. Rules for Non-bazetted Ministerial or Class IV Government servants were made by public or hired conveyance under my orders.

3. Also that it was necessary for the government servent for whom halting allowance at the headquarters is drawn, to keep up the whole or part of their camp equipage during such halt and that the neexpenses incurred on the accounts was not less then the halting allowance drawn (S.R., 52 of M.P.T.A. Rules)

[Signature]
PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

Passed for Rs. : **3000** (Rupees : **THREE THOUSAND** Only.)

Station .

Dated

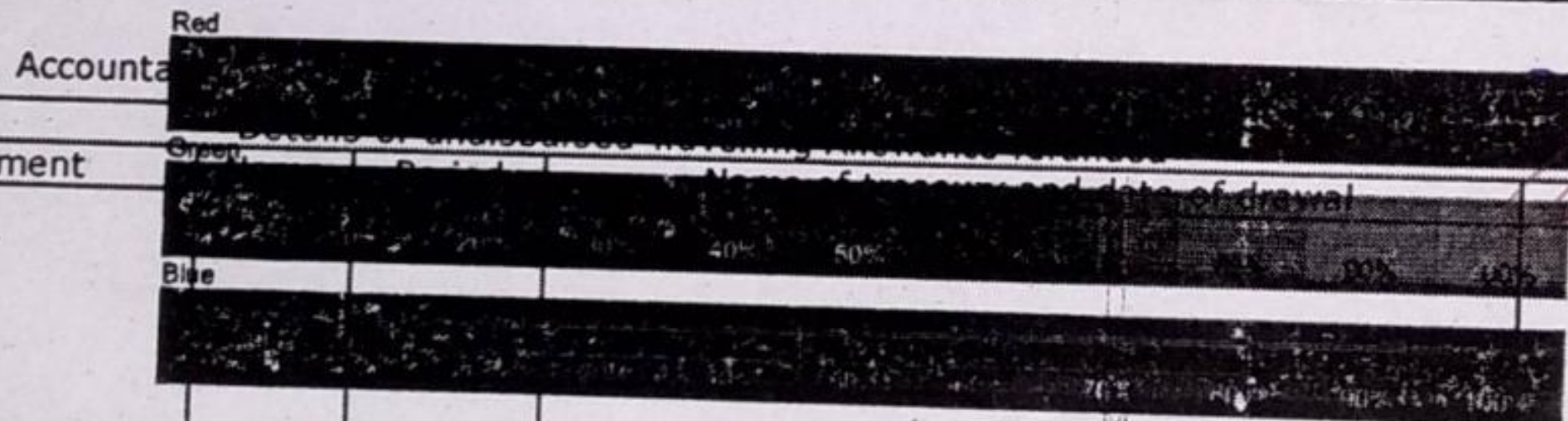
RECEIVED CONTENTS

[Signature]
Head of Office
PRINCIPAL

Govt. College Pandaria
Distt. Kabirdham (C.G.)

\$ Pay Rs. : **3000** (Rupees : **THREE THOUSAND** Only.)

from Sub-Treasury.



Officer *[Signature]*
PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

Section of establishment	Name	Period	Name of treasury and date of drawal	Amount Adjusted
				On tour (Rs.) In transfer (Rs.)

- * One line to be used and the other scored-out.
- # The net amount of the claim in words and figures, as will be passed by the Controlling Officer should be shown here.
- \$ To be filled up when payable from a Sub-Treasury.

Under Rupees : **3001** (THREE THOUSAND AND ONE Only.)

[Signature]
PRINCIPAL
Govt. College Pandaria
Distt. Kabirdham (C.G.)

D.D.O. Code No
0838002