



izi= lañ&3

**iqu%LFkkuu ¼fjyksds”ku½ dk foi= ¼fcy½**

**Bill fOR RELOCATION CHARGES**

deZpkjh la[;k@Emp. No --------------------------------------------------------------------------- **dk;kZy; iz;ksx gsrq@For office use only**

uke @ Name ------------------------------------------------------------------------------------------------- *eq[; ctV “kh’kZ@ Major Budget Head…………*

inuke@ Designation --------------------------------------------------------------------------------------- *y?kq ctV “kh’kZ @ Minor Budget Head……….* foHkkx@Ldwy@bdkbZ@ Department/School/Unit ------------------ *ctV dh /kujkf'k@ Budgeted Amount…………*

 *[kpZ /kujkf”k@ Amount Spent----------------------------*

osrueku@osrueku esa osru@,thih@thih

 Pay Band, Pay in Pay Band, AGP/GP------------------  *fcy ds lkFk miyC?k “ks’k /kujkf”k-@* *Balance*

 *available including the bill*------------------

laLFkku esa fu;qfDr dh frfFk

 Date of Joining in the Institute -----------------------------------------------------

i= la[;k ,oa fu;qfDr i= dk fnukad

 Letter No. & Date of Appointment Letter------------------------------------

**;k=k dk fooj.k@ParticularS of journey**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **izLFkku@ Departure** | **vkxeu@ Arrival** | ;k=k dk izdkj ¼jsy@ ok;q@lM+d½Mode of Journey (Rail/Air/Road) | Js.khClass | nwjh fdñehñ esaDistance(in KM) | fdjk;k: esaFare(In Rs.) | mM+ku vkSj jsy dk fooj.kDetails of Flight/Train | fVIi.khRemarks |
| LVs”kuStation | fnukadDate | le;Hour | LVs”kuStation | fnukadDate | le;Hour |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | **;ksx@ Total** |  |  |

1- dqy fdjk;k :0 esa @ Total Fare: Rs ----------------------------------------------------------------------------------------------------------------------------------

2- futh lkeku ds ifjogu esa gqvk O;; ¼:i;s esa½

 Expenditure on account of transportation of Personal Effects: Rs ---------------------------------------------------------------------------------

 (i) futh lkeku dk otu ¼Hkkj& fdyksxzke esa½@ Weight of Personal Effect (in Kg) -------------------------------------------------- (ii) ifjogu % ls@ carriage : From -------------------------------------------------------------------------------------------------------rd To -------------------------------------------------

3- futh okgu ds ifjogu esa O;;% :Ik;s esa

 Expenditure on account of transportation of own conveyance: Rs -------------------------------------------------------------------------------

4. ¼okgu ds izdkj% eksVj Lkbfdy@eksVj dkj½@(Type of conveyance: Motor Cycle/Motor Car)…………………………….

(,d ekg dk osru ftlesa isa bu is cS.M+xzsM is + xSj is”kk HkÙkk “kkfey gSa] ;fn deZpkjh }kjk iwoZ /kkfjr in ij Lohdk;Z gks] iqu%LFkkuuns; ds lkFk nkok fd;k tk;sA@(One month’s Basic Pay which includes Pay in Pay Band + Grade Pay + Non Practicing Allowance, if admissible of previous post held by the employee, is to be claimed along with the Relocation Charges)

 ¼mi;qZDr 1]2 vkSj 3 gsrq ewy nLrkost layXu djsa½@*(Attach original documents for 1, 2 & 3 above)*

**dqy nkok (1+2+3+4)= :ñ esa@ Total Claim (1+2+3+4)= Rs --------------------------------------------------------------------------------------------------------------------**

¼**“kCnksa esa@In words ------------------------------------------------------------------------------------------------------------------------------------------------------------½**

**Ñ-i-m-@P.T.O.**

1 :0eqY; dk jktLo LVkEi layXu djsa vxj /kujkf'k 5000 :0 ls mij gksA@1 **Re**. Stamp to be affixed here if the amount exceed **Rs.** 5000/-

 Hkqxrku izkIr fd;k@ RECEIVED PAYMENT

layXudksa dh la[;k@ No. of Enclosures -------------------------

**ikfjokfjd lnL;ksa dk fooj.k@ Details of Family Members**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  **Øñ lañ****S.No** | **uke****Name** | **tUe frfFk****Date of Birth** | **mez****Age** | **lEcU/k****Relationship** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

**;k=k HkÙkk fcyksa dks rS;kj djus ds fy, vuqns”k@ Instructions for preparing travelling allowance bills**

1. fofHkUu izdkj dh ;k=k vkSj foJke ¼gkYV½ ,d gh iafDr esa ntZ ugha fd;k tkuk pkfg,A

Journeys of different kinds and halts should not be entered on the same line.

1. foi= ¼fcy½ Bhd ls rS;kj fd;k tk;s vkSj ;k=k@ futh lkeku ds] LFkkukarj.k ¼f”kf¶Vax½ ds iwjk gksus ds 30 fnu ds Hkhrj izLrqr fd;k tkuk pkfg,A

Bill must be properly prepared and submitted within 30 days of completion of journey/shifting of personal effects

1. /ku izkfIr;k¡ vkSj fVdV la[;k foi= ¼fcy½ ds lkFk izLrqr fd;k tkuk pkfg,A

Money Receipts/Ticket numbers should be furnished along with the Bill.

**izek.k i=@ Certificate**

**izekf.kr fd;k tkrk gS fd@ Certified THAT**

1. eSusa okLro esa ml Js.kh esa ;k=k dh ftldk eSa gdnkj gw¡A

I actually travelled in the class to which I am entitled.

1. eSaus ;k=k fu%“kqYd ;k fcuk Hkqxrku ds iwjh ugha dhA

I did not perform the journey free of charges or without payment.

1. dksbZ ljdkjh okgu futh lkeku ,oa futh lk/ku ¼okgu½ ds ifjogu ds fy, iznku ugha fd;k x;k ,oa nkok dh xbZ /kujkf”k okLro esa esjs }kjk Hkqxrku fd;k x;k gSA

No Govt transport was provided for carriage of personal effects & transportation of own conveyance and the amount claimed has been actually paid by me.

1. lHkh ifjokj ds lnL; ftudk fdjk;k bR;kfn nkok fd;k tk jgk gaS] esjs lkFk jgrs gS vkSj iw.kZr% eq> ij vkfJr gSa vkSj lHkh lzksrksa ls O;fDrxr vk; isa”ku lfgr] bl m|s”; gsrq fu/kkZfjr lhek ls vf/kd ugha gSA

All family members for whom fares etc have been claimed are residing with me and are wholly dependent on me and individual income from all sources including pension does not exceed the prescribed limit for the purpose.

 ¼tks ykxw u gksa mls dkV nsa½ (score out which is not applicable)

fnukad% Date: ------------------------------------------- gLRkk{kj Signature ----------

**vxzlkfjr (foHkkxk/;{k@bdkbZ ds izHkkjh) Forwarded by (HoD/CoS/Incharge of unit)**

**Hkqxrku gsrq ikfjr :i;s- Passed for Rs -------------------------------------------------------------------------------------------------------------------------**

**¼“kCnksa esa :i;s½**(In words Rs) **------------------------------------------------------------------------------------------------------------------------------------------**

 dk;Z lgk;d vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

Dealing Assistant SO AR DR Registrar

 **Ukdn Hkqxrku/psd la0 Paid in Cash/Cheque No -----------------------------------------------------------------------fnukad Dated ----------------------------------------------------------------------**

 Lkgk;d@[ktk¡ph vuqHkkx vf/kdkjh lgk;d dqylfpo mi dqylfpo dqylfpo

 Asst/Cashier SO AR DR Registrar