

R.P.R 14A
[See para 2.7(2) of Subsidiary Instructions]
TA Claim-cum-bill for Tour

Token No.....Token Date.....

(In case of other than e-claim, this bill should be prepared in duplicate-one for payment and the other as office copy)

column 1 to 14 for office purpose:[autofilled in e-claims. Columns 8-9 not for manual bills]

1.Bill/e-Bill No.	2. Bill/e-Bill date	3. Bill Amount (Rs.)	4.DDO Name & Code	
5.Sanctioning Authority (PD) Name & Code	6. Sanction/e-sanction No.	7.Sanction/e-sanction date	8.Claim Reference No.	9.e-Claim Date
10. F.Y	11.Grant No	12.Category (V/C)	13.Head of Account	14. Object Head Description

Part A (to be filled up by the claimant)

1. Claimant details

Employee Code/Unique id

(i)Name of the claimant	(ii)Designation	(iii)Name of the Office	(iv)Pay level	(v)Pay
(vi)Mobile No.	(vii)E mail id	(viii)Bank Name	(ix)Bank A/c No	(x)Bank IFSC Code

2.Details of journey:

- I. Purpose of journey
- II. Headquarters :
- III. Places to be visited :

3.Whether advance taken earlier: Yes/No

If yes, provide the details as under :-

In case of e-claim through PFMS		Amount claimed	Amount received
Claim Reference No.	Claim date		
			Total A

4.Details of journey (s) performed by the Govt. employee :

Departure		Arrival		Distance in Km. for road Mileage	Mode of travel	Travelled		Duration of Halt		Ticket No/ PNR No.		
Date and Time		From	Date and Time			To	Class				Fare Paid Rs.	
(a)		(b)	(c)		(d)	(e)	(f)	(g)	(h)	(i)= (c-a)	(j)	
Date	hr		Date	hr						Days	Hrs	
								Total B				

5. Details of journey (s) performed by road between places connected by rail

Date	Name of place		Mode of travel	Distance in km	Actual Fare paid	#Bus Ticket Number
	From	To				
(a)	(b)	(c)	(d)	(e)	(f)	(g)
					TOTAL C:	

6. Whether Air/Rail ticket arranged by self : Yes/No

If No, specify

7. Dates of absence from place of halt on account of:-

(i) R. H. and C.L.

(ii) Not being actually in camp on Sundays and holidays

8. Dates on which free board and/or lodging provided by the State or any organization financed by State funds:-

(i)	Boarding only	
(ii)	Lodging only	
(iii)	Boarding and Lodging	

9. Daily Allowance on Tour

(i) Hotel accommodation charges

Period of Stay		If stay in Class X city (Y/N)	Name of the hotel	Daily rate of lodging charged	No. of days	Total amount paid	#Invoice	
From	To						No.	Date
a	b	c	d	e	f	g=e *f	h	i
						Total D		

Note 1 : For pay levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. For stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be on production of vouchers/invoice.

(ii) Travelling Charges at the camp station:

Date and Time	Place		Mode of conveyance	Distance Kms.	Fare Paid Rs.	@Rate per km	Vehicle Number	Mileage allowance
	From	To						
a	b	c	d	e	f	g	h	i=e*g
					Total E			

@ Prescribed specific rates of the Place by the Directorate of Transport of the concerned State or of the neighbouring States:

The amount of claim (up to the ceiling) may be paid against self-certified claim only.

(iii) Food charges:

Length of Absence	Lumpsum entitlement per day	Amount
		Total F

10. Total amount claimed (col: 4B + 5C + 9(i)D+ 9(ii) E + 9(iii) F)=Rs.....

11. Net amount claimed =Total amount claimed less advance taken(Col.10-3A) =
Rs.....

12. Self declaration certificate (Tick in appropriate box)

- (i) The information as given above is true to the best of my knowledge and belief.
- (ii) I further declare that I have neither claimed nor I will claim part or full of this claim for this journey from any other source/office.
- (iii) I have indeed travelled upto the declared place of visit.
- (iv) I was neither allowed free transit by Rail under free pass nor otherwise provided with means of communication at expense of the State or Local Bodies journey for which T.A. has been claimed in the bill.
- (v) I did not perform the road journey for which the kilometer allowance has been claimed at the higher rates prescribed in SR 46 by taking a single seat in a taxi motor or mini bus or lorry plying for hire.

Date:

Signature/e-sign/DSC of claimant

Countersigned (Signature & Designation of the controlling officer)

Supporting documents :

- (i) Ticket /e-Ticket
- (ii) Boarding pass in case of Journey by Air or requisite certificate
- (iii) Approved tour programme
- (iv) If the journey(s) by higher class accommodation has been performed with the approval of the competent authority, a copy of the approval may be attached.
- (v) Hotel invoice/Self certificate
- (vi) Travelling at the camp station – self certificate