

Voucher No. \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_

**M.T.C. FORM 52**(Subsidiary Rules 16-a under Treasury 16)  
Travelling Allowance Bill for Non-gazetted establishmentHEAD OF SERVICEMAJOR HEAD  
MINOR HEAD  
SUB HEAD  
DETAILED ACCOUNT HEAD

Head creditable \_\_\_\_\_ Amount \_\_\_\_\_

1. Certified that the amount claimed in the bill was not drawn before.
2. Certified received. Also certified that I have satisfied myself that the amount including in bills drawn \*1 month / 2 month / 3month previous to this date with the exception of those detailed below of which the total amount has been refunded by deduction from this bill have been disbursed the Government Servants in name and their receipts taken in the acquittance rolls in my office with receipt stamps duly cancelled for every payment in excess of Rs.20 also that it was necessary for the officers for whom halting allowance on head quarters in drawn to keep up the whole or part of their camp equipages during such halt and that the expense incurred on this account was not less than the halting allowance drawn.
3. That I have taken pains to ascertain the length of the marks by road or boat for which kilometer is claimed and have shown them accurately to the best of knowledge and belief.
4. That no travelling allowances has been drawn in any case for days of casual leave or for sundays or authorised holidays not actually spent in camp.
5. a) That the journeys were not performed in a borrower conveyance or, if they were that either the cost of its use and propulsion was paid for the Government Servant or the cost of the use and propulsion of his own conveyance which immediately proceeded/followed the borrowed conveyance was paid for by him and  
b) That in any case of the cost of the use and propulsion of the conveyance has been shared with any one and the past of that cost has been recovered from any other person (The certificate is to be given only in the case of claim for kilometer under rules 24-25 of the Tamilnadu Travelling Allowance Rules for road journeys)
6. That the journeys were not made by motor car / motor cycle / scooter (This certificate is to be given in the case of a section for full kilometer for road journeys involving no change of camp or from the one of camp to another by other than the shortest score)
7. That the journeys were not made by motor cycle / Scooter. This certificate is to be given in the case of claim for kilometer 24 paise or 19 paise.
8. That the road journeys was not made by motor car / motor cycle / Scooter and that for journeys between place for which full kilometer is claimed under rule 5(e) of the Tamilnadu Travelling Allowance Rules the places are connected by regular public motor service. (This certificate is to be given in the case of a Govt. Servant of Grade V or below)
9. The concessional rate were not obtainable for the journey's covered by this bill.

or

That the concessional rate obtainable for journey's on \_\_\_\_\_ (date) could not be availed of the following reasons. (This certificate is to be given in the case of a claim for full railway allowance for travel by railway. The form as certificate suited to the circumstance should be used)

10. This for the railway journeys included in this bill the Government Servant conserved travelled by the class for when travelling allowance is claimed.
11. That the journey's on \_\_\_\_\_ between places connected by a public motor service and railway were performed by road in the interest of public service. (This certificate is to be given in the case of all claims for kilometer for a jouneys performed by the vehicle other than regular public motor sevice between two places connected partly by railway and partly by regular public motor service.
12. That for value reasons the personal effects were carried by road or / and cannot and that the sum of Rs. \_\_\_\_\_ claimed in the bill represents the 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 Rs. \_\_\_\_\_ (here specify goods rate) kilogram.
13. That the claims further limited to the amount charged by the transport company at owner's risk.
14. That for the railway journey included in this bill the Government Servants family travelled by the class for which travelling allowance is claimed.
15. That the conveys and personal effects for transport of which claim has been made in this bill actually is the possession of Government Servant at the time of receipt of authoritative intimation of transfer.
16. That the claim in respect of the member fo the Government Servants fakily represent the actual payment made for the purchase of tickets.
17. That claim made for the members of the Government Servants family (daughters and sons) is in respect of those who are actually residing which him and wholly dependent with him.
18. That the repaid marches for which mileage allowance is in matches this bill were in the interest of public service.

\*option for strike out

19. Certified that on the days for which daily allowance at full rates or reuced rate is claimed the Government Servants are not provide with free lodging at the cose of Central or State Government more the cost or local authorities etc., in which Government have invested fund or any elemit house. Inspection Bungalow, Dak Bungalow, Rest Houses etc., and have paid the rent of hire charge at such places.

20. Certified that the Government Servant was not also provided with the boarding at cost of Central or State Govern-ment or local authorities in which Government funds have been invested on the day forf which daily allownce either full or reduced rate is claimed.

## DETAILS OF TRAVELLING ALLOWANCE REFUNDED

Section of Establishment	Name	Period	Amount Rs.	Section of Establishment	Name	Period	Amount Rs.

Please Pay to \_\_\_\_\_

(Head of Office)

Date \_\_\_\_\_ 20\_\_\_\_

Pay Rupees ( in words and figures)

From \_\_\_\_\_ Sub-Treasury

Examined and Entered \_\_\_\_\_

Accountant \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

Treasury Officer  
Sub-Treasury Officer

To be filled up when payable from Sub-Treasury/Treasury

