

TA and DA

NAME OF THE
MEETING

నమావేశము పేరు

FOR USE IN THE OFFICE

ATTENDANCE

INDEX

Attendance

Sl.No.

నమూనా-ఎ

(13 (2)వ నియమమును చూడుడు)

FORM-A

SEE RULE 13 (2)

ఆంధ్రప్రదేశ్ శాసనసభ సచివాలయము
ANDHRA PRADESH LEGISLATURE SECRETARIAT

(ప్రయాణ భత్యపు బిల్లు తయారుచేయుటకు సభ్యులు పూరించవలసిన నమూనా)
(FORM TO BE FILLED IN BY MEMBERS FOR PREPARING
TRAVELLING ALLOWANCE BILL)

1. పేరు (పెద్ద అక్షరములలో)
Name (in BLOCK LETTERS) :
2. సాధారణ నివాస స్థలము
Usual place of residence (U.P.R.):
3. సాధారణ నివాస స్థలమునకు దగ్గరగా ఉన్న రైల్వే స్టేషను/విమానాశ్రయం
Nearest railway station /Airport from U.P.R.:
4. సాధారణ నివాస స్థలము నుండి బయలు దేరిన తేదీ
Date of departure from U.P.R.:
5. విజయవాడ చేరిన తేదీ
Date of arrival in Vijayawada : Forenoon/Afternoon

(P.T.O.)

6. రోడ్డు మార్గములో సాధారణ నివాస స్థలము నుండి దగ్గర
రైల్వే స్టేషనుకు గల దూరము కి.మీ
Distance by road from Usual Place of residence to nearest railway station :.....
Kilometres

7. ప్రయాణము చేసినది రైలుమీదనా లేక మోటారు మీదనా ?
How to Journey was performed by
Motor or by Rail ?

8. సభ్యుడు సమావేశమునకు హాజరైన తేదీలు
Dates on which the member attended the
Meetings :

9. విజయవాడ నుండి బయలుదేరుటకు
ఉద్దేశింపబడిన తేదీ ఉ. F.N. / సా. A.N.
Intended date of departure from
Vijayawada :

10. తిరుగు ప్రయాణము చేయు సుద్దేశింపబడుచున్నది
మోటారు మీదనా లేక రైలు మీదనా ?
How the return Journey is intended
to be performed by Motor or by Rail ?

11. చెల్లింపు విజయవాడలో జరుగవలయునా లేక ముఫస్సల్
ఖజానాలో జరుగవలయునా ?
Whether payment is required at
Vijayawada or at mufassal treasury ?

I had been to my usual place of residence
on.....A.N. and returned to Velagapudi
on.....F.N. please pay T. A.
or D.A. whichever is higher/lower :

X

సభ్యుడు, ఆంధ్రప్రదేశ్ శాసనసభ
Member, A.P.L.A.

సభ్యుడు, ఆంధ్రప్రదేశ్ శాసనసభ
Member,
Andhra Pradesh Legislaive Assembly.

CAR CERTIFICATE & RECEIPT

Certified that I have travelled.....Kms. by Car bearing No.....
from.....(my UPR) to.....
i.e. nearest Railway Station / Airport to my UPR and from there by Train / Flight to GANNAVARAM
to attend the meeting of the Committee on.....

The return journey also is intended to be performed in the same manner.

Received by Cheque Rupees.....
.....from the Secretary, A. P. State Legislature, Velagapudi
payment of Bill on account of TA & DA.

Signature.....

Member
A.P. Legislative Assembly.

		Rs.	Ps.	
1	Air fare for Single/Two fare @ Rs..... each			* Details for Item 5
2	Railway fare Single/Three AC2Tier-Class fares @Rs....each Half/AC2 Tire-Class: fare @ Rs.....each			
3	Mileage forKilometers@Rs. 15.00 per KM (Tour)-@Rs. 7.50 per K.M.			
4	Daily Allowance fordays @Rs.800.00 per day Gross Claim			
5	*Deduct towards Rent/Electy./Water/LCC			
	Net Claim			

Rupees.....

.....

.....

I certify that, for the days for which daily allowance is claimed in this bill, I have attended the meetings.

Stamp

సభ్యుడు, ఆంధ్రప్రదేశ్ విధాన సభ

Member,

ANDHRA PRADESH LEGISLATIVE ASSEMBLY

Counter signed for Rs.....

(in words) Rupees

.....

Assistant Secretary to
Andhra Pradesh State Legislature

FOR USE IN THE TREASURY

Pay Rs.

.....

For Secretary to State Legislature.

Treasury Officer

FOR USE IN THE ACCOUNTANT - GENERAL'S OFFICE

Total amount of Bill

Details of objection

Admitted

Disallowed

Objected to

FORM-C (See Rule 9)

TRAVELLING ALLOWANCE BILL FORM FOR THE MEMBERS OF THE LEGISLATIVE ASSEMBLY

DISTRICT		Name : Sri / Smt. Designation : Member of Legislative Assembly					This space is reserved for use in Treasury Offices and Accountant General's Office MONTH OF Vr. No. of Account No. of List of Payment	
Usual place of residence		Head of Service			2011-State Legislatures 02-State Legislatures 101-Legislative Assembly (05)-Members 110-Domestic Traval Expenses 111-Travelling Allowance			
Date								
Departure	Arrival	Place of departure	Place of arrival	Kms. for which mileage is claimed	Days of attendance at the meeting or halt at the place of meeting for which daily allowance is claimed	Purpose	Remarks	
1	2	3	4	5	6	7	8	
						To attend the meeting meeting of the		

Instructions for preparing travelling allowance bill :-

- 1 Journeys of different kinds and journeys and halts should not be entered on the same line.
- 2 Number of Kilometres travelled should be entered in all cases of journeys by road or by boat.
- 3 Fractions of a Kilometre in the total of a bill for any one journey should not be charged for.
- 4 The departure or arrival should be indicated by adding along with the date the letters A.N. or F.N. representing afternoon or forenoon as the case may be.