



**BOARD OF INTERMEDIATE & SECONDARY EDUCATION KOHAT**  
**Bannu Road (Near Indus Highway Junction) Kohat. Ph # 0922-554619, 554620, 554621 Fax # 554622**

**TRAVELLING ALLOWANCE BILL**

Before filling the Bill form, please study the rules carefully on the back side of this form.

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Net Pay (Excluding Allowances): \_\_\_\_\_ or Declared Income: \_\_\_\_\_

Purpose of Journey: \_\_\_\_\_

NB. Practical Examiners working as one of the Supervisory Staff should submit their claim in one TA Bill with Duplicate Bill will not be entertained.

Certified that \_\_\_\_\_

of \_\_\_\_\_

Worked as \_\_\_\_\_

At \_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

Attending meeting of \_\_\_\_\_

On \_\_\_\_\_

Asstt      Supdt      Asstt. Controller/Secretary

Declaration:

1. I hereby certify that I have actually travelled by \_\_\_\_\_ for which I have claimed T.A.
2. Certified that I have actually attended meeting on \_\_\_\_\_.
3. Certified that Tanga charges of Rs. \_\_\_\_\_ were actually paid by me (receipt attached).
4. Certified that I am class \_\_\_\_\_ office and I am entitled to draw \_\_\_\_\_ class travelling allowance in my department.

Signature \_\_\_\_\_

Address \_\_\_\_\_

Received Payment

Signature

Fifteen Paisa Revenue Stamp to be affixed here if the amount exceeds Rs.20 and Forty Pisas Rs. Stamp if the amount exceeds Rs.100.

Particulars of Journey						Journey by Rail or Bus				K.M by Road at Paisa per K.M		Daily Allowance at Rs. _____ Per day		Total	
Departure			Arrival			Class & Number of Fares	Rate of single fare Rail/Bus	Amount		No. of K.M	Amount	No. of K.M	Amount		Amount
Station	Date	Hour	Station	Date	Hour			Rs.	Ps.				Rs.	Ps.	
GRAND TOTAL															

Space for Audit

- NB: 1. Gazetted staff who claim T.A by car must submit car registration and Pay slip prior sanction of the Chairman for use of personal car is must.  
 2. Non-gazetted staff may submit the following certificate:

Certified that Mr. \_\_\_\_\_

is drawing basic pay Rs. \_\_\_\_\_

(excluding allowances) in the BPS \_\_\_\_\_