

**BOARD OF INTERMEDIATE & SECONDARY EDUCATION, SARGODHA**

F.S.16

**Travelling Allowance Bill**

(I):Name and Designation:..... (II): Address:.....

(III):Grade:.....(IV):Purpose of Journey:.....

DEPARTURE			ARRIVAL			MODE OF JOURNEY			AMOUNT		DAILY ALLOWANCE			Total
Station	Date	Hours	Station	Date	Hours	Train	Bus	Kilometers	Rs.	Ps.	Days	Rs.	Ps.	

**CERTIFICATES:**

**I hereby certify that:**

- i. The class actually travelled by me has been charged
- i. No travelling allowance for a part or whole of the journey in respect of this bill has been charged by me from any other source.
- ii. The Journey was performed by road and distance between (Place..... and (Place)..... is.....kilometers which is the shortest route

**Signature of the Officer/Official who Travelled**

(Name:.....)

Identity No. (if any):.....)

**Note: (Please attach Pay slip photo copy)**

**(Prepared by: Muhammad Amin Gujjar, Secrecy Branch)**

**FOR PRACTICAL EXAMINATIONS ONLY**

Certified that I conducted the Practical Secondary School/ Intermediate Examinations on the following dates.

**Date: No. of Session (Morning/Evening)**

1. ....
2. ....
3. ....
4. ....

**(Signature)**

<p><b>REVENUE STAMP</b></p>
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**RECEIVED PAYMENT**

**Signature:.....**

Name:.....

Address:.....

.....

**COUNTERSIGNATURE**

Certified that the basic pay and grade of Mr./Mrs./Miss: \_\_\_\_\_  
on the date of journey was Rs. \_\_\_\_\_ B.S: \_\_\_\_\_

**Head of the Institution.**

(Name.....)

(with stamp)

**(FOR SUPERVISORY STAFF ONLY)**

Certified that Mr./Mrs./Miss:.....

A.P/Lecturer/Headmaster/Headmistress/S.S.T/O.T./D.M./E.S.T./P.T.C.Govt.College/School: \_\_\_\_\_

\_\_\_\_\_ worked as \_\_\_\_\_ at this centre on the following dates:-

He/She reported for duty on (Date) \_\_\_\_\_ at \_\_\_\_\_ A:M/P:M: \_\_\_\_\_

and relieved on (date) \_\_\_\_\_ at \_\_\_\_\_ A:M/P:M \_\_\_\_\_

**Signature of the Superintendent**

Name: \_\_\_\_\_ (Centre Name): \_\_\_\_\_

**DAILY ALLOWANCE**

B.P.S	Ordinary Rate Per day	Special Rate Per day
1 – 4	310	500
5 – 11	390	550
12 – 16	700	900
17 – 18	1250	1600
19 – 20	1550	2050
21	1750	2500
22	1750	3000

**Transportation/Mileage allowance:**

**Public Transport: BPS-1 to 22 Rs—2.50 per K.M:**

**Personal Motor Car Rs.10/- Per K.M**

**Motor Cycle Rs.4/-Per K.M.**

**Note(1):** Special rate of daily allowance shall be admissible:  
at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi,  
Muzaffarbad & Mirpur AJ & K.

**FOR OFFICE USE ONLY**

1. Certified that the bill claimed for Rs: \_\_\_\_\_ is correct  
according to the Government/Board Rules.

**Checked by**

**Verified by**

Dealing Assistant

Superintendent

Deputy/Asst.Secretary (Finance)

2. Sanctioned for payment of Rs: \_\_\_\_\_  
(Rupees: \_\_\_\_\_)

**Secretary**

**Chairman**

3. Passed for payment of Rs: \_\_\_\_\_  
(Rupees: \_\_\_\_\_)

**Auditor**

**Superintendent Audit**

**Audit Officer**