

ATOMIC ENERGY EDUCATION SOCIETY(REGD.)
ANUSHAKTINAGAR, MUMBAI-400 094.

TRAVELLING ALLOWANCE BILL FOR TRANSFER/RETIREMENT

Computer Code No.....

1.Name

2.Designation

3. Basic Pay at the time of transfer/retirement

4.School/Central Office

5.Headquarters (a) Old
(b) New

6. Residential address (a) Old
(b) New

7. Particulars of the members of the family as on the date of transfer/retirement vide S.R.2(8)

S.No	Name	Age	Relationship with the employee
1			
2			
3			
4			
5			
6			

8. Details of journey performed by the employee as well as members of his/her family.

Departure		Arrival		Mode of travel & class of accommodation used	No. of fares	Fare paid	Distance in K.M.
Date & Time	From	Date & Time	To				

Contd...../2

:2:

9. Distance in Kms. by road:
Old Headquarters(from residence to station) : _____
New Headquarters(from station to residence) : _____
10. Nearest Railway station
Old Headquarters : _____
New Headquarters : _____
11. Transportation charges of personnel effects(money receipts to be attached)

Date	Mode	Station		Weight in Kgs.	Rate Rs.	Amount Rs.	Remarks
		From	To				

12. Transportation charges of personal conveyance(money receipts to be attached).

Date	Mode	Station		Scooter/ Car	Regn.No.	Amount Rs.	Remarks
		From	To				

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

Date	From	To	Fare paid

14. Amount of Transfer TA advance drawn if any
at AECS..... Rs.....

Certified that the information given above is true to the best of my knowledge and belief.

Signature of the employee
Date:

Encl:

1. A copy of transfer order/notification
2. Railway/Bus tickets
3. Consignee copy of LR showing the number of packages transported and weight of the consignment.
4. Packing list of item.
5. Cash receipt for transportation of personal effects
6. Cash receipt for transportation of personal conveyance.
7. Copy of Relieving order/Joining Report

Contd.../3

-: 4 :-

Shri/Smt/Kum _____ has submitted the claim within the stipulated period. Chairman LMC, AECS/AEJC, Mumbai may please sanction a sum of Rs. _____ (Rupees _____ only) from Society Account, towards the settlement of his/her Transfer TA/Retirement TA claim subject to availability of funds.

Member Secretary

Chairman LMC, AECS/AEJC, Mumbai