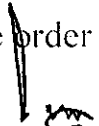


# FORM OF ORDER SHEET

Court of \_\_\_\_\_

Case No. - 2007/2022

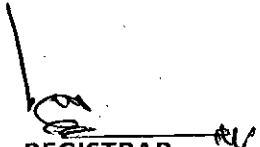
S.No.	Date of order proceedings	Order or other proceedings with signature of judge
1	2	3
1-	28/12/2022	<p>The appeal of Mr. Musharaf Khan resubmitted today by Mr. Rafi Ullah Wazir Advocate. It is fixed for preliminary hearing before Single touring Bench at Swat on _____. Notices be issued to appellant and his counsel for the date fixed.</p> <p>By the order of Chairman</p> <p> REGISTRAR <i>w</i></p>

The appeal of Mr. Musharaf Khan son of Muhammad Yaqub Ex-Senior Instructor received today i.e. on 15.12.2022 is incomplete on the following score which is returned to the counsel for the appellant for completion and resubmission within 15 days.

- 1- Check list is not attached with the appeal.
- 2- Appeal has not been flagged/marked with annexures marks.
- 3- Annexures of the appeal be attested.

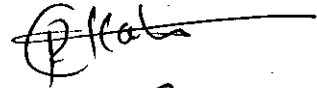
No. 3615 /S.T,

Dt. 16-12 /2022

  
REGISTRAR  
SERVICE TRIBUNAL  
KHYBER PAKHTUNKHWA  
PESHAWAR.

Mr. Rafi Ullah Wazir Adv. Pesh.

28/12/2022 : Needful has been done and re-submitted for further proceedings.

  
Rafi ullah wazir  
Adv

**BEFORE THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL AT  
PESHAWAR.**

Appeal No. 2007 / 2022.

Musharaf Khan

.....Appellant.

**V E R S U S**

Government of KPK & Others.

.....Respondents


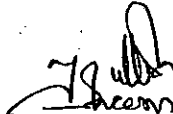
**I N D E X**

Sr. No.	Description of Documents	Annexure	Page No.
1)	Memo of Appeal Along with Affidavit and Addresses of the Parties		1- 7
2)	Copy of Retirement Notification	A	8
3)	Copy of bills for period 2011-2015	B	9-68
4)	Copy of Bills for period 2017 to 2018	C	69-71
5)	Copy of bills for period 2019 to 2021	D	72-85
6)	Copy of the bills for period March 2021 to October 2021	E	86-88
7)	Copy of the appeal	F	89
8)	TA/DA Rules	G	90-97
9)	Waqalat Nama		98

**A P P E L L A N T .**

Dated; 15/12/2022.

Through:-

  
  
**(Rafi Ullah Wazir & Fahim Uallah)**  
Advocate High Court,  
PESHAWAR

Office: FF.30, 5<sup>TH</sup> Floor, Bilour Plaza, Peshawar Cantt, Peshawar.  
Mobile No. 0334-0986886

①

**BEFORE THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL AT  
PESHAWAR.**

Service Appeal No. 2007 / of 2022

Musharaf Khan S/O Muhammad Yaqub (Ex-Senior Instructor  
Physical Education Bs-18) Government Higher Secondary School  
Batara Buner.

.....Appellant

**VERSUS**

1. Government of Khyber Pakhtunkhwa through Secretary elementary & Secondary Education Peshawar.
2. The Director Elementary & Secondary Education Peshawar.
3. The District Education officer (male) Buner.
4. The Accountant General Khyber Pakhtunkhwa Peshawar.

.....Respondents.

**APPEAL U/S 4 OF THE KHYBER  
PAKHTUNKHWA SERVICES TRIBUNAL  
ACT, 1974 AGAINST INACTION OF THE  
RESPONDENTS WHEREBY THE  
APPELLANT HAS NOT BEEN PAID TA/DA  
W.E.F 2011 TILL OCTOBER 2021 AND  
AGASINT NO ACTION ON THE  
DEPARTMENTAL APPEAL OF THE  
APPELLANT BY THE RESPONDENTS  
WITHIN STATUOTORY PERIOD.**

(2)

PRAYER

On acceptance of this instant service appeal, the inaction of the respondents by not paying/releasing TA/DA w.e.f 2011 to October 2021 may kindly be declared as illegal unlawful and without lawful authority and further the respondents may be directed to release/pay TA/DA to the appellant w.e.f 2011 till October 2021 with all consequential back benefits and any other orders deem proper may also be passed in the matter.

Respectfully Sheweth:

- 1) That the appellant served the respondent department for considerable time and stood retired as senior instructor physical education (BPS-18) vide Notification No. AO/E&SE/6-5/LPR/Buner; dated 3<sup>rd</sup> January 2022.  
(Copy of Retirement Notification is attached as annexure "A").
- 2) That during his service tenure, the appellant remained on different position i.e ADO (Sports) in D.E.O office and conducted several visit within and outside district in official capacity and represented the department in Sports and Scout events, attended meetings and played his role in arrangement different tournaments similarly the appellant remained a focal person in polio vaccination program.
- 3) That it is worth mentioning that during his tenure 2011 to 2015, the appellant paid multiple official tours for which the appellant was legally entitled to TA/DA allowances but unfortunately the same was paid by the appellant from his own pocket and never halt the departmental tasks, the expenses which incurred upon such official tours amounts to **Rs-6,30,209/-** which TA/DA is still outstanding against the respondents.  
(Copy of bills for period 2011-2015 are attached as annexures "B").
- 4) That during 2017 to 2018 the appellant posted at G.H.S.S Gadazi, as Instructor Physical Education the appellant attended several official tours in lieu of sports and scout activities and also attended meeting in this respect and the expenses so incurred on such tours was beard by the

(3)

appellant on his own the total of which is **Rs-60,000/-** as TA/DA and the same is outstanding against the department.

**(Copy of Bills for period 2017 to 2018 are attached as annexures "C")**

- 5) That from **2019 till march 2021**, the place of posting of appellant was G.H.S.S Torwasrak as Instructor physical education, and as per his routine duty he represented the concerned school in different scout and sports related events and all the expenses were bore by him with the expectations that the same TA/DA will be paid by the department earlier or later the total of which is **Rs-83,036/-** which is still not paid by the department.

**(Copy of bills for period 2019 to 2021 are attached as annexure "D")**

- 6) That the appellant remained posted at G.H.S.S Batara and during that period, **march 2021 to October 2021**, the appellant paid numerous official Tours outside and inside district and all expenses were paid by the appellant from his own personal budget the sum of which is **Rs-30,000/-** and in this regard a bill for provision of TA/DA was submitted but the same is still not paid by the department.

**(Copy of the bills for period March 2021 to October 2021 is attached as annexure "E")**

- 7) That the total amount in lieu of TA/DA for the preceding years out standing against the respondent department is **Rs.8,03,245/-** for which the respondents are legally bound to pay the same to the appellant.

- 8) That the appellant submitted appeal to the competent authority for verification and sanction the TA/DA allowance of the appellant but no heed was paid to the request of appellant despite lapse of considerable statutory period.

**(Copy of the appeal is attaches as annexure "F")**

- 9) That the appellant now approaches this tribunal against non-payment of the TA/DA allowance and against no action on the appeal of the appellant by the respondent department on the following grounds amongst others.

(4)

## GROUNDS.

- A. That as per law, the appellant is fully entitled for the TA/DA allowance for the tours he conducted and meeting he attended for and on behalf of the department and non-payment of same on the part of the department is illegal, unlawful and amounts to deprivation of the appellant of his due rights.
- B. That the appellant being a civil servant of BPS-17 and stood retired in BPS-18 is fully entitled for TA/DA on his official tours, training and meeting and non-payment of the same on the part of the respondent is illegal and an arbitrary attitude which is not tenable in the eyes of law.  
**(Copy of rules is attached as annexure "G")**
- C. That it is pertinent to mention that instead of appreciating the appellant who bears/pays all expenses of tours, training and meeting on his own but never halted the departmental schedule, the department ironically halted all of his bills and did not sanction the same until his retirement which act of the department shows a very non-serious attitude towards their committed employees.
- D. That during the course of employment the respondent department was very happy with the appellant when he was smoothly running the affairs of the department from his own pocket but when the same expenses in shape of TA/DA were claimed by the appellant, the case of the appellant was made a shuttlecock by sending it to one department from the other but never materialized till date.
- E. That as per rules, the government is responsible for payment of all types of allowances for smoothly running the affairs of their respective departments but in the case of the appellant, the respondent department is depriving the appellant of his hard-earned money by not finalizing/sanctioning the TA/DA bills despite several appeals which is totally illegal and against the rules on the subject.

(5)


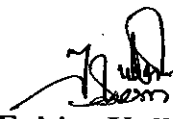
- F. That the appellant has served the department honestly and whole heartedly during his entire service which fact is evident from the fact that beside non-payment of TA/DA timely by the department the appellant never halted departmental task and completed the same from his own pocket but instead of appreciating the same they never pay his due entitlement to the appellant.
- G. That the conduct of the respondents clearly suggests that appellant has highly been discriminated which is not permissible under the constitution of Islamic Republic of Pakistan 1973.
- H. That on the permission of this Hon, able court the appellant may urge other additional ground if any, at the time of arguments.

On acceptance of this instant service appeal, the inaction of the respondents by not paying/releasing TA/DA w.e.f 2011 to October 2021 may kindly be declared as illegal unlawful and without lawful authority and further the respondents may be directed, to release/pay TA/DA to the appellant w.e.f 2011 till October 2021 with all consequential back benefits and any other orders deem proper may also be passed in the matter.

Dated; 15/12/2022

APPELLANT

Through:-

  
  
(Rafi Ullah Wazir & Fahim Uallah)  
Advocate High Court,  
PESHAWAR



(8)

**BEFORE THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL AT PESHAWAR.**

Service Appeal No. \_\_\_\_\_ / of 2022

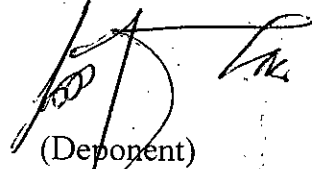
Musharaf Khan .....Appellant

**VERSUS**

**Government of Khyber Pakhtunkhwa through Chief Secretary Civil Secretariat Peshawar & Others.....Respondents**

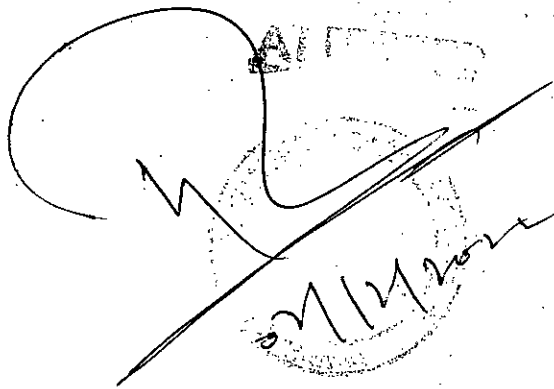
**AFFIDAVIT**

I, **Musharaf Khan** S/O Muhammad Yaqub (Ex-Senior Instructor Physical Education Bs-18) R/O baba tal tor warsak Tehsil Dagar District Buner.do hereby solemnly affirm and states on oath that the contents of accompanying appeal are true and correct to the best of my knowledge and belief and nothing has been concealed from this Hon' able Court.

  
(Deponent)

15101-191-2278-1

03149901973

  
27/12/2022

(7)

**BEFORE THE KHYBER PAKHTUNKHWA SERVICES TRIBUNAL AT  
PESHAWAR.**

Appeal No. \_\_\_\_\_ / 2022.

Musharaf Khan

.....Appellant.

**VERSUS**

Government of KPK & Others.

.....Respondents

**ADDRESSES OF THE PARTIES**

Musharaf Khan S/O Muhammad Yaqub (Ex-Senior Instructor  
Physical Education Bs-18) Government Higher Secondary School  
Batara Buner.

.....Appellant

**VERSUS**

1. Government of Khyber Pakhtunkhwa through Secretary  
elementary & Secondary Education Peshawar.
2. The Director Elementary & Secondary Education Peshawar.
3. The District Education officer (male) Buner.
4. The Accountant General Khyber Pakhtunkhwa Peshawar.

.....Respondents

Dated; 15/12/2022.

Through:-

  
(Rafi Ullah Wazir)  
Advocate High Court,  
PESHAWAR



②

Annex A

**GOVERNMENT OF KHYBER PAKHTUNKHWA  
ELEMENTARY & SECONDARY EDUCATION  
DEPARTMENT**

Dated Peshawar the January 3<sup>rd</sup>, 2022

**NOTIFICATION**

**NO. 80/E&SE/6-5/LPR/Buner:** In pursuance of Section-13 (2) of Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No. XVIII of 1973), Mr. Musharaf Khan, Senior Instructor Physical Education (BS-16), GHSS Batara, Buner stands retired from Government service w.e.f. 01-10-2021 (A.N) as per his own request.

2. The Competent Authority is further pleased to allow him 365 days encashment of leave in lieu of LPR as admissible to him under the Revised Leave Rules, 1981.

**Chief Secretary  
Khyber Pakhtunkhwa**

**Ends: of even No. & date:**

**Copy forwarded to:**

1. The Director, Elementary & Secondary Education, Khyber Pakhtunkhwa, Peshawar.
2. The District Accounts Officer, Buner.
3. The District Education Officer (Male), Buner.
4. The Director, EMIS Cell, E&SE Department for uploading at official website.
5. The Section Officer (Schools/Male), Elementary & Secondary Education Department.
6. Mr. Musharaf Khan, Ex-Senior Instructor Physical Education (BS-16), GHSS Batara, Buner.
7. Master File.

  
**(ABDUL GHAFFAR)  
SECTION OFFICER (ACCOUNTS)**





BD. 6005 - V. No. 3002946... EDO (E.S.E.) Buncw.  
**TRAVELLING ALLOWANCE BILL**

①

⑨

Armed B

Date:

Employee Details  
 Employee Name:

Mr. Muzharaf Khan

Employee Code:

Employee Designation / Grade:

ADO (S. & J) B-15

Employee Basic Pay:

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> used	Distance <sup>13</sup> covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance In <sup>16</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
Station (from) <sup>8</sup>	Date <sup>7</sup>	Time (hours) <sup>9</sup>	Station (To) <sup>8</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNEY 1</b>													
Sawal	21/11/11	2 pm	Sawal	21/11/11	6 pm	By Bus	75 Km	1/-	75/-				Transit
Sawal	23/11/2011	3 pm	Daggar	29/11/11	7 pm	-do-	75 Km	1/-	75/-	stay for 22/11 to 28/11 (7 days)			Attended the tournament of High School at Sawal & back on 25-11-11
Daggar	11/12/11	3:30 pm	Peshawar	11/12/11	8:30 pm	-do-	150 Km	1/-	150/-	stay for 12/12 to 18/12 (7 days)			Attended the provincial High School at Peshawar & back on 19-12-11
Peshawar	19/12/11	2:30 pm	Daggar	19/12/11	9:30 pm	-do-	150 Km	1/-	150/-				Transit
<b>JOURNEY 2</b>													
Total <sup>20</sup>									450/-				

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
16 days	@ 600/-	9600/-			450 km @ 1/-	450/-	

D.D.O. / D.A.O. / A.G. use only

DDO Code: \_\_\_\_\_

DAO/AG Ref: \_\_\_\_\_


B.D. 6005 V No. 30029404. 1240 (28SE) Buner  
**TRAVELLING ALLOWANCE BILL**


**CERTIFICATE**


TRAVELLING FARE (AIR TICKETS, ETC) Rs. \_\_\_\_\_  
 TRAVELING ALLOWANCE (MILEAGE) 450 Km / Rs. 450/-  
 (16 days @ 28/-) = 448/-  
 TOTAL DAILY ALLOWANCE Rs. 960/-  
 2 DA @ 1 Night 16 x 2 x 600 = 19200/-  
 4. ACTUAL EXPENSES (HOTEL CHARGES) Rs. 10800/-  
 5. OTHER ALLOWANCES Rs. \_\_\_\_\_  
 GRAND TOTAL: Rs. 29250/- = 16650/-  
 6. LESS DEDUCTION (TA ADVANCE) Rs. \_\_\_\_\_  
 NET AMOUNT PAYABLE: Rs. 16650/-

1. Certified that the journey was performed in the interest of Public Service.
2. Certified that I was not on Casual Leave during the journey performed.
3. Certified that I was not provided with Government Vehicle.
4. Certified that the halts for which Daily Allowance have been claimed were essential in Public Interest.
5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.


passed for Rs. 29250/- = 16650/-  
 (Rupees Twenty Nine thousand Two Hundred & Fifty only)

  
 SIGNATURE OF GOVERNMENT SERVANT WHO TRAVELLED

  
 District Officer  
 Elementary & Secy. Educ. Buner

  
 SIGNATURE OF GOVERNMENT SERVANT WHO TRAVELLED

Countersigned  
  
 Executive Director  
 Elementary & Secy. Edu. Buner

  
 Executive Director,  
 Elementary & Secy. Edu. Buner  
 CONTROLLING OFFICER

FOR DDO OFFICE	
ENTITY CODE	09-092-092-09202-Admn.
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE.

APPROPRIATION FOR THE YEAR: Rs. \_\_\_\_\_  
 EXPENDITURE UPTO DATE: Rs. \_\_\_\_\_  
 BALANCE AVAILABLE: Rs. \_\_\_\_\_

**FOR USE IN AUDIT / TREASURY OFFICE**

Admitted: \_\_\_\_\_ Rs. \_\_\_\_\_  
 Objected: \_\_\_\_\_ Rs. \_\_\_\_\_  
 Reason of Objection and \_\_\_\_\_

AUDITOR

ASSTT. ACCOUNT OFFICER

TRAVELLING ALLOWANCE BILL



Date: 11th November, 2010  
~~March 2011~~  
~~July, 2011~~

Employee Details  
 Employee Name: Mr. Musharaf Khan

Employee Code: \_\_\_\_\_

Employee Designation / Grade: ADO (Sports) B-15

Employee Basic Pay: \_\_\_\_\_

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> used	Distance <sup>13</sup> covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance in <sup>16</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
Station (from) <sup>6</sup>	Date <sup>7</sup>	Time (hours) <sup>8</sup>	Station (To) <sup>9</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNEY 1</b>													
Peshawar	31/10/10	2 pm	Peshawar	31/10/10	8 pm	By Bus	150 Km	1/-	150/-				Transit
Peshawar	1/11/11	1 PM	Daggaz	1/11/10	7 pm	do	150 Km	1/-	150/-				Attended the meeting of Sports Tournament at Peshawar & back
Daggaz	29/3/11	3 pm	Peshawar	29/3/11	9 pm	do	150 Km	1/-	150/-				Transit
Peshawar	1/4/11	3:30 pm	Daggaz	1/4/11	9:30 pm	do	150 Km	1/-	150/-	stay for 2 days			Attended the office of Boys Scout Association and back on 1/4/11
Daggaz	2/7/11	2:30 pm	Abbottabad	2/7/11	11 pm	do	225 Km	1/-	225/-				Transit
Abbottabad	10/7/11	3:30 pm	Daggaz	10/7/11	12 pm	do	225 Km	1/-	225/-	stay for 7 days			Attended the Scout Camp at Batsa Abbottabad & back on 10/7/2011
Daggaz	14/7/11	2:30 pm	Takla Abbottabad	14/7/11	10 pm	do	225 Km	1/-	225/-				Transit
<b>JOURNEY 2</b>													
Daggaz	21/7/11	3 pm	Daggaz	21/7/11	9 pm	do	225 Km	1/-	225/-	stay for 7 days			Attended the Scout Camp at Takla Abbottabad & back on 21-7-2011
Daggaz	25/9/10	2:30 pm	Charsaddah	25/9/11	6:30 pm	do	130 Km	1/-	130/-				Transit
Charsaddah	26/9/11	3 pm	Daggaz	26/9/11	7 pm	do	130 Km	1/-	130/-				Attended the Sports meeting at Charsaddah & back
Daggaz	4/11/11	2 pm	Mingora	4/11/11	6 pm	do	75 Km	1/-	75/-				Transit
Mingora, Swat	5/11/11	3 pm	Daggaz	5/11/11	7 pm	do	75 Km	1/-	75/-				Attended the Tournament meeting at Swat & back
Daggaz	27/12/2010	2:30 pm	Peshawar	27/12/11	9:30 pm	do	150 Km	1/-	150/-				Transit
Peshawar	28/12/2010	3:30 pm	Daggaz	28/12/11	9:30 pm	do	150 Km	1/-	150/-				Attended the provincial scout meeting at Peshawar & back
Total <sup>20</sup>													2210/-

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
<del>23 days</del>					2210 Km	1/-	2210
Spl. 23 days	@ 600/-	13800/-					
1 day ad.	@ 500/-	500/-					

D.D.O. / D.A.O. / A.G. use only

DDO Code \_\_\_\_\_

DAO/AG Ref \_\_\_\_\_

# TRAVELLING ALLOWANCE BILL

1. TRAVELLING FARE (AIR TICKETS, ETC) Rs. \_\_\_\_\_
  2. TRAVELING ALLOWANCE (MILEAGE) *2210 kmel* Rs. *2210/-*
  3. TOTAL DAILY ALLOWANCE *16 (23 days splie 600 x 23 = 1 day ard e 500 x 1 =)* Rs. *13800/- 10300/-*
  4. ACTUAL EXPENSES (HOTEL CHARGES) Rs. *500/-*
  5. OTHER ALLOWANCES Rs. \_\_\_\_\_
- GRAND TOTAL: Rs. *16510/- 13010/-*
6. LESS DEDUCTION (TA ADVANCE) Rs. \_\_\_\_\_
- NET AMOUNT PAYABLE Rs. *16510/- 13010/-*

*Passed for Rs. 16510/- = 13010/-*  
*(Rupees Sixteen thousand Five Hundred & Ten only)*

*Dist. Office*  
*Exec. Secy. & Secy. Equip. & Transp.*  
**Countersigned**

*[Signature]*  
 SIGNATURE OF GOVERNMENT SERVANT WHO TRAVELLED

*[Signature]*  
 Executive Distt. Officer,  
 Elementry & Secy. Equip. & Transp.  
 CONTROLLING OFFICER

FOR USE IN AUDIT / TREASURY OFFICE

Admitted: \_\_\_\_\_ Rs. \_\_\_\_\_

Objected: \_\_\_\_\_ Rs. \_\_\_\_\_

Reason of Objection and \_\_\_\_\_

AUDITOR

ASSTT: ACCOUNT OFFICER

# CERTIFICATE

1. Certified that the journey was performed in the interest of Public Service.
2. Certified that I was not on Casual Leave during the journey performed.
3. Certified that I was not provided with Government Vehicle.\*
4. Certified that the halts for which Daily Allowance have been claimed were essential in Public Interest.
5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.

*[Signature]*  
 SIGNATURE OF GOVERNMENT SERVANT WHO TRAVELLED

FOR DDO OFFICE	
ENTITY CODE	
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE.

APPROPRIATION FOR THE YEAR: Rs. \_\_\_\_\_

EXPENDITURE UPTO DATE: Rs. \_\_\_\_\_

BALANCE AVAILABLE: Rs. \_\_\_\_\_





# TRAVELLING ALLOWANCE BILL

Date: March, November, 2010  
March 2011  
July, 2011

Employee Details

Employee Name: Mr. Mushtaq Khan

Employee Code: \_\_\_\_\_

Employee Designation / Grade: ADOC (parts) B-15

Employee Basic Pay: \_\_\_\_\_

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ Remarks
DEPARTURE		ARRIVAL				Conveyance <sup>12</sup> used	Distance <sup>13</sup> covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance In <sup>16</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
<b>JOURNEY 1</b>													
Station (From) <sup>8</sup>	Date <sup>7</sup>	Time (hours) <sup>9</sup>	Station (To) <sup>8</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
Peshawar	31/10/10	2 pm	Peshawar	31/10/10	8 pm	By Bus	150 Km	1/-	150/-				Transit
Peshawar	1/11/11	1 PM	Daggaz	1/11/10	7 pm	do	150 Km	1/-	150/-				Attended the meeting of Growth Programme at Peshawar & back
Daggaz	29/3/11	3 pm	Peshawar	29/3/11	9 pm	do	150 Km	1/-	150/-				Transit
Peshawar	1/4/11	3:30 pm	Daggaz	1/4/11	9:30 pm	do	150 Km	1/-	150/-				Transit
Daggaz	27/7/11	2:30 pm	Abbottabad	27/7/11	11 pm	do	225 Km	1/-	225/-	stay for 2 days			Attended the office of Boy Scout Association and back on 1/8/11
Abbottabad	10/7/11	3:30 pm	Daggaz	10/7/11	12 pm	do	225 Km	1/-	225/-	stay for 7 days			Attended the Scout Camp at Baska Abbottabad & back on 10/7/2011
Daggaz	14/7/11	2:30 pm	Daggaz	14/7/11	10 pm	do	225 Km	1/-	225/-				Transit
<b>JOURNEY 2</b>													
Daggaz	21/7/11	3 pm	Daggaz	21/7/11	9 pm	do	225 Km	1/-	225/-	stay for 7 days			Attended the Scout Camp at Tarra Abbottabad & back on 21-7-2011
Daggaz	25/9/11	2:30 pm	Charsaddah	25/9/11	6:30 pm	do	130 Km	1/-	130/-				Transit
Charsaddah	26/9/11	3 pm	Daggaz	26/9/11	7 pm	do	130 Km	1/-	130/-				Attended the sports meeting at Charsaddah & back
Daggaz	4/11/11	2 pm	Mingora	4/11/11	6 pm	do	75 Km	1/-	75/-				Transit
Mingora Boat	5/11/11	3 pm	Daggaz	5/11/11	7 pm	do	75 Km	1/-	75/-				Attended the tournament meeting at Boat 5/11/2011 & back
Daggaz	27/12/2010	2:30 pm	Peshawar	27/12/11	9:30 pm	do	150 Km	1/-	150/-				Transit
Peshawar	28/12/2010	2:30 pm	Daggaz	28/12/11	9:30 pm	do	150 Km	1/-	150/-				Attended the provincial scout meeting at Peshawar & back
Total <sup>20</sup>									2210/-				

Days	Rate <sup>21</sup>	Amount <sup>22</sup>	Description <sup>23</sup>	Amount <sup>24</sup>	Description <sup>25</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
23 days	600/-	13800/-			2210 Km	1/-	2210
1 day	500/-	500/-					

D.O./D.A.O./A.G. use only  
 DDO Code \_\_\_\_\_  
 DDO/AG Ref \_\_\_\_\_

## TRAVELLING ALLOWANCE BILL

TRAVELLING FARE (AIR TICKETS, ETC)	Rs. _____
TRAVELLING ALLOWANCE (MILEAGE) 2210 Km @ Rs. 22/10/-	Rs. 2210/-
TOTAL DAILY ALLOWANCE 163 days @ Rs. 100 x 23 =	Rs. 13800/-
1 day @ Rs. 500 x 1 =	Rs. 500/-
ACTUAL EXPENSES (HOTEL CHARGES)	Rs. _____
OTHER ALLOWANCES	Rs. _____
GRAND TOTAL:	Rs. 16510/-
LESS DEDUCTION (TA ADVANCE)	Rs. 13010/-
NET AMOUNT PAYABLE	Rs. 16510/-

Passed for Rs. 16510/- = 13010/-  
 (Rupees Sixteen thousand Five Hundred & Ten only)

*[Signature]*  
 District Officer  
 District Office  
 Counter Signed

*[Signature]*  
 SIGNATURE OF GOVERNMENT SERVANT  
 WHO TRAVELLED

*[Signature]*  
 Executive Distt. Officer  
 Elementary & Secy. Edu. Deptt.  
 CONTROLLING OFFICER

FOR USE IN AUDIT / TREASURY OFFICE

Admitted:	Rs. _____
Objected:	Rs. _____

Reason of Objection and \_\_\_\_\_

AUDITOR \_\_\_\_\_ ASSTT. ACCOUNT OFFICER \_\_\_\_\_

## CERTIFICATE

1. Certified that the journey was performed in the interest of Public Service.
2. Certified that I was not on Casual Leave during the journey performed.
3. Certified that I was not provided with Government Vehicle.
4. Certified that the halts for which Daily Allowance have been claimed were essential in Public interest.
5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.

*[Signature]*  
 SIGNATURE OF GOVERNMENT SERVANT  
 WHO TRAVELLED

FOR DDO OFFICE	
ENTITY CODE	_____
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE

APPROPRIATION FOR THE YEAR:	Rs. _____
EXPENDITURE UPTO DATE:	Rs. _____
BALANCE AVAILABLE:	Rs. _____

Name & Designation	Head-quarter	Actual Pay	Particulars of journey and list						Kind of journey by rail (Mail or Passenger), Steamer, Road or Trolley	Railway Steamer fare			Carriage by rail or trolley			Daily Allowance			Actual expenses		Purpose of journey	Total of each line	REMARKS																			
			Departure			Arrival				Class	No. of Fares	Amount	No. of Fares	Date	Amount	No. of Fares	Date	Amount	Particulars	Amount																						
			Station	Date	Hours	Station	Date	Hours																																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24																			
1145/1104 15/11/27 1 Doe special BPS-16 DEO office Dasser									18:2 Am 19:1 Am by bus	250 km	full day	9.00								attended the Regional Sports Tournament - Saket Dec 12.	1150/-	Appropriation																				
									Stay in Dist. Swath... 24/12											Dec 12 2012 (7 days)																						
Swath 12/20/12									8 Am DEO office Bunder	250 km	11 days	450								900 x 7 = 6300 - 6300	450/- 250/-	Expenses including																				
① Certified that that amount of this bill has not been drawn before ② Certified that the journey was made in interest of public service.																																										
																			7800	7700	7800																					
Total:-																																										

Deduct:- Un-disbursed (travelling) Allowance refunded as detailed on the reverse.

Net (in words) sum required for payment

Station: \_\_\_\_\_  
 Dated: \_\_\_\_\_

Contents received

BD 6000

V. No. 302944

Voucher No. \_\_\_\_\_  
 List of Payment  
 for \_\_\_\_\_ 19\_\_

Instructions for preparing Travelling Allowance Bills.

- Journeys of different kinds and journeys and halts should not be entered on the same line only entered of allowance should, therefore, in the same line and its amount carried out separately into the last money column.
- Permanent travelling, conveyance and house allowance should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills.
- Fractions of mile in the total bill of any one journey for each person should not be charged for.
- When the first item of Travelling Allowance Bills is a halt, the date of commencement of the halt should be stated in the "Remarks" column.
- Daily Allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and the daily allowance in columns 17 to 19.
- Journey performed beyond Pakistan Territory should be indicated separately and the distance travelled should be stated in each case.
- When Travelling Allowance is claimed in respect of journey to or from a Hill Station, should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

8/1/65  
 Budget Enforced  
 17030  
 17-6

(Space for pre-audit enforcements in respect of Bills submitted for pre-audit)

**FOR USE IN ACCOUNTANT GENERAL'S OFFICE**

Head of service chargeable:— AOS = Educ. Soc. Educ. A03805 FA DA	Admitted for Rs. _____ Objected to Rs. _____ Reasons of Objections:—  Senior Accountant G.O.
---	--

**CERTIFICATE**

\*Certified that I have satisfied myself that all emoluments included in the bills drawn 1 month/2 months/3 months previous of this date, with the exception of these details given below which the amount has been returned by deduction from this bill/have been disbursed to the Government servants named therein and their receipt taken in Acquittance Roll filed in my office with receipt stamp duly cancelled for every payment in excess of Rs. 20/-.

\*\*Also that the journey for which mileage has been claimed under Supplementary Rule is for Non-Gazetted ministerial or menial Government Servants were made by public or hired conveyance under my order.

\*\*\*Also that it was necessary for the Government Servant for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance shown (Supplementary Rule 91).

**Details of Travelling Allowance refunded:**

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

Rs. 7700/- Seven thousand seven hundred only  
 Passed for Rs. \_\_\_\_\_  
 (Head of Office)

Dated.....19\_\_

Pay Rupees \_\_\_\_\_

From.....(Sub-Treasury) \_\_\_\_\_ (Treasury Officer)

Examined and entered. \_\_\_\_\_ (Sub-Treasury Officer)

Accountant \_\_\_\_\_ (Incorporated in District)

Dated.....19\_\_ \_\_\_\_\_  
 Accountant

*(Signature)*  
 DISTRICT EDUCATION OFFICER (A)  
 BUREAU Controlling Officer

\*One only to used and others scored out.  
 \*\*Clauses should be scored out with one when no entries claimed under Clause...

(22)



ATTENDANCE CERTIFICATE\*

(10)

It is certified that Mr. Musharraf Khan Post ADD Sports  
Of GHSS/GHS FDD F/SE Distt: Buner has attended the Regional I High/Higher  
Secondary Schools' Tournament Game Swat at District Swat w.e.f. 25/4/2012  
to 11/2/2012

General Secretary,  
Regional High/Higher Secondary Schools Sports Tournament  
District Swat.

(28)

Takya, Abbottabad

ATTENDANCE CERTIFICATE

WENTURE



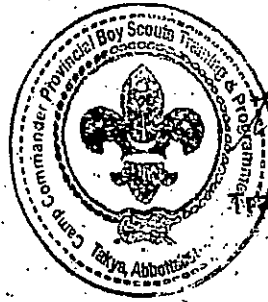
Certified that Mr. Mushtaq Khan ADD(sports)

of RITE/GHSS/GHS/GMS/GPS of E.D. Buner

District Buner attended the wood badge/ scouts leader/ boy  
scouts leader training camp held at provincial boy scouts Training &  
Programme centre, Takya, Abbottabad W.E. From 06/09/2012

to 12/09/2012

It is further added that boarding & lodging facilities were not  
provided to individual concerned.

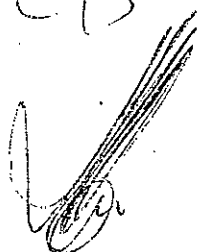


Te  
CAMP COMMANDER  
Provincial Boy Scouts  
Training & Programme Centre  
Takya Abbottabad

Dated 12/9/2012

29

It is to certify that Mr./Mrs/Miss Muhammad Shafiq Khan of District Dera Is  
has attended / participated the meeting regarding sports tournament for the year 2012-2013 at Govt:  
Higher Secondary School No. 1 Peshawar City at 10:00 am on 15/09/2012.

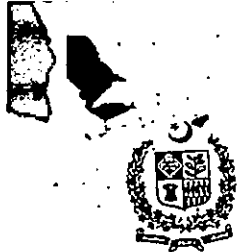
C/S  
  
D.O (M) Pesh

  
Principal

G.H.S.S No. 1 Peshawar City







# TRAVELLING ALLOWANCE BILL

Date<sup>1</sup>

(98) (31)

Employee Details  
 Employee Name<sup>2</sup> MR. MUSHARAF KAHN ADD SPORTS Employee Code<sup>3</sup> Employee Designation / Grade<sup>4</sup> Employee Basic Pay<sup>5</sup>

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ <sup>19</sup> Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> used	Distance <sup>13</sup> Covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance In <sup>16</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
Station (from) <sup>6</sup>	Date <sup>7</sup>	Time (hours) <sup>8</sup>	Station (To) <sup>9</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNEY 1</b>													
Daggar	05/9/2012	0800am	Abbottabad	05/9/2012	0200 PM	By road	30 km 265		750/-	01	900/-	1650/-	
Abbottabad	13/9/2012	1200pm	Daggar	13/9/2012	0500 PM	-do-	30 " 275		750/-	07	6300/-	7050/-	Attended Scout Camp
Daggar	15/9/2012	0800am	Peshawar	15/9/2012	1200PM	-do-	15 "		375/-	01	900/-	1275/-	Attended sports meeting
Peshawar	15/9/2012	1200pm	Daggar	16/9/2012	500 PM	-do-	15 "		375/-			275/-	
Daggar	16/9/2012	0800 am	Dargai	16/9/2012	1100 am	-do-	12 "		300/-	01	700/-	1000/-	Attended Bach camp
Dargai	16/9/2012	1200 pm	Daggar	16/9/2012	0300 PM	-do-	12 "		300/-	05	2100/-	2400/-	
<b>JOURNEY 2</b>													
Total <sup>20</sup>						10 KM		2850/-	14 days 10900/-	10 days 8800/-	213750/-	116500/-	

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
9 days	900/-	8100/-					
4 "	780/-	2800/- ✓	1140 KM	2850/-			
14		10900/- ✓		2850/-		113750/-	116500/-

D.D.O. / D.A.O. / A.G. use only

DDO Code \_\_\_\_\_

DAO/AG Ref \_\_\_\_\_

131. 6005 30029404.  
**TRAVELLING ALLOWANCE BILL**

- 1. TRAVELLING FARE (AIR TICKETS, ETC) Rs. \_\_\_\_\_
- 2. TRAVELING ALLOWANCE (MILEAGE) 1160 KM Rs. 2850/-
- 3. TOTAL DAILY ALLOWANCE @ Rs. 2750 PKM Rs. 10900/-
- 4. ACTUAL EXPENSES (HOTEL CHARGES) Rs. \_\_\_\_\_
- 5. OTHER ALLOWANCES Rs. \_\_\_\_\_
- GRAND TOTAL:- Rs. 13750/-
- 6. LESS DEDUCTION (TA ADVANCE) Rs. \_\_\_\_\_
- NET AMOUNT PAYABLE Rs. 13750/-

17029  
1776

17/16 Budget

13700/-

Thirteen thousand seven hundred only.

D/c

Signature of Government Servant who travelled

DISTRICT EDUCATION OFFICER (A) BUNER  
 CONTROLLING OFFICER

**FOR USE IN AUDIT / TREASURY OFFICE**

Admitted: \_\_\_\_\_ Rs. \_\_\_\_\_

Objected: \_\_\_\_\_ Rs. \_\_\_\_\_

Reason for Objection: \_\_\_\_\_

Auditor: \_\_\_\_\_

ASSTT. ACCOUNT OFFICER

131. 6005 30029404.  
**CERTIFICATE**

1. Certified that the journey was performed in the interest of Public Service.
2. Certified that I was not on Casual Leave during the journey performed.
3. Certified that I was not provided with Government Vehicle.
4. Certified that the halts for which Daily Allowance have been claimed were essential in Public interest.
5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.

Part cost center of vendor no m.c. he

Signature of Government Servant who travelled

FOR DDO OFFICE	
ENTITY CODE	
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE

APPROPRIATION FOR THE YEAR: Rs. \_\_\_\_\_

EXPENDITURE UPTO DATE: Rs. \_\_\_\_\_

BALANCE AVAILABLE: Rs. \_\_\_\_\_

32

03

ATTENDANCE CERTIFICATE

Certified that Mr. Mushraf Khan Office of the DEO (M)

At ended Scout camp/Workshop/Meeting at GPS Ahmad A.S. with effect from

17/05/2013 to 23/05/2013

Dahiy

  
ASSISTANT DISTRICT OFFICER  
SPORTS, SCOUT SECRETARY  
ELEM. & SECY. EDU. BUNES

Asstt. Dist. Officer  
Elementary & Secondary, Bunes

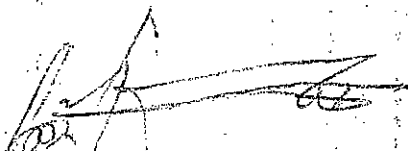
23/5/2013

(33)

(09)

ATTENDANCE CERTIFICATE

Certified that Mr. Muhammad Khan Office of the DEO (M)  
Attended Scout camp/Workshop/Meeting at CHSS Batawa with effect from  
24/5/2013 to 30/05/2013.

  
ASSISTANT DISTRICT OFFICER  
SPORTS/SCOUT SECRETARY  
ELEM. & SECY. EDUC. BUNIA

Asst. Dist. Officer  
Elementary & Secondary Education  
30/5/2013

(9) (34)

# Travelling Allowance Bill — (Gazetted Government Servants)

District	Name	Head of Service Chargeable	Month of
Head Quarter	Designation		Voucher No. of list
	Pay		Payment for

Particulars of Journeys and Halts						*Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley		Number of days for which allowance is claimed	Actual Expenses		Purpose of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible			Allowance admissible	Particulars				Amount
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1400	10000																	
1000																		
1000																		
1000																		
1000																		
1000																		
1000																		

1400  
10000

1000  
10000

1000  
10000

1000  
10000

1000  
10000

1000  
10000

1000  
10000

Rs. per km 850

12:Am By bus 50km Rs-125/- full day

stay in scout camp GPS Ahmad throy w.e.f 17<sup>3</sup>/<sub>13</sub> to 23<sup>3</sup>/<sub>13</sub> (7 days)

12:pm by bus 50km Rs-125/- H.I.

100km G.P. Total Rs 250/-

D.A 700/-

Boys Scout Camp 01  
GPS Ahmad A.S. Dahiya

700 x 7 = 4900/-

08 days

08 days

825/-

4900/-

125/-

4950/-

6150/-

5850/-

**INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILL**

- (1) Journeys of different kinds and journeys and halts should not be entered on the same line.
- (2) Permanent travelling conveyance and horse allowance as should be drawn along with the pay of the Government servant and not in Travelling Allowance Bill.
- (3) Fractions of a miles/in the total of a bill for any one journey should not be charged for.
- (4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.
- (5) Against each entry in column 13 there should be corresponding entry in column 14.
- (6) A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154 framed by the President-in-Council.
- (7) When travelling allowance is claimed in respect of journey to or from a hill station, it should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enforcement in respect of rolls submitted for pre-audit)

For use in Accountant-General's Office

Head of Service Chargeable: \_\_\_\_\_

Admitted for Rs. \_\_\_\_\_

Objected to Rs. \_\_\_\_\_

Reasons of objection \_\_\_\_\_

**CERTIFICATE**

Pay for Rupces ( _____ ) Date _____		Treasury Officer _____	
Passed for Rupces ( _____ ) Date _____		Controlling Officer _____	
Rupces _____		Balance: <i>Rs 5800/-</i>	
Net Claim _____		Expenditure including this Bill. _____	
Other Deductions: _____		Appropriation for 20 _____	
Supplementary Rules 184 issued by the President-in-Council _____		MEMO.	
Deduct—Hire due to Government _____		Signature of the Officer who travelled, _____	
Supplementary Rules 67 and 68 issued by the President-in-Council _____		Date _____	
Deduct—Single/Double P.T.A. for days. _____		Office _____	
Total: _____		Stamp _____	
Actual Expenses (Col. 16) _____		(Contents received) _____	
is claimed (Col. 14) at <i>Rs. 700/-</i> days for which allowance _____		_____	
Miles at _____		_____	
Miles at _____		_____	
Mileage <i>Rs 1000/- @ Rs. 100/-</i> _____		_____	
Railway and Steamer Fare (Col. 10) _____		_____	

35

4

Tentative Program in r/o Mr, Musharaf Khan ADEO (SPORTS),  
for the Month of August , September and October  
2013.

<u>S.NO DATED</u>	<u>NAME</u>	<u>&amp;</u>	<u>SCHOOL VISITED</u>
1. 05/08/2013	GHS Budal,		GMS Koz shamnal
2. 06/08/2013	GHSS Batara,		AL-Farooq Public School, GMS Chalndary
3. 07/08/2013	GHS Tangora,		GMS Barshmnal
4. 14/08/2013	GHS Dawana Baba,		GHS Gokand
5. 15/08/2013	GMS Kalil,		GMS Kot,
6. 16/08/2013	GHS Hasir,		GHS Bagara
7. 25/08/2013	GHS Bajkata		GHS Pandir,
8. 26/08/2013	GMS Gombat,		GHS Gulbandi
9. 27/08/2013	GHS Maradu,		GHS Ghanshal
10. 02/09/2013	GMS Langow,		GMS Malka Amazi Public School
11. 03/09/2013	GHS Khararai,		GMS Jaba,
12. 04/09/2013	GHSS Charaorai,		GMS Mandow
13. 16/09/2013	GHSS Nagari,		GMS Chanal
14. 17/09/2013	GHS KH: Dahiry,		GMS Kozkale Fuji Public school
15. 23/09/2013	GMS Mana Kadal		GHSS Jangai Buner Public school
16. 24/09/2013	GHSS Nawagai,		GHS Nawagai Lasani Public School
17. 25/09/2013	GHS Ambila,		GHS Kowga, Lasni Public School Ambil
18. 07/10/2013	GHS Asharai,		GMS Dandi Kot
19. 08/10/2013	GHS Marzaki,		GHSS Changali, Al-Usmani Public schol
20. 09/10/2013	GMS Kalan,		GMS Swavi, GHS Bagah
21. 21/10/2013	GHS Dakara,		GHS Mangal Tahna
22. 22/10/1013	GHSS Totali,		GHSS Ghorghushto,
23. 23/10/2013	GHS Dagai,		GMS Jangdahra,

Approved  
DEO (M) District Buner

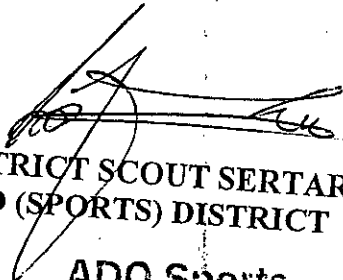
Musharaf Khan  
ADEO (Sprts)

(36)

(07)

ATTENDANCE CERTIFICATE

certified that Mr Musharaf Khan Post ADO (Sports) o/o the  
DEO (M) District Buner attended the SHAHEEN UNIT  
LEADER COURSE At GHSS Batara District Buner with  
effect from 06/09/2013 to 12/09/2013.



DISTRICT SCOUT SERTARY/  
ADO (SPORTS) DISTRICT BUNER

ADO Sports  
Distt: Buner



(37)

Accountant-General No. 2

## Travelling Allowance Bill (Gazetted Govt Servants)

District			Name			Head of Service Chargeable to			Month of									
Head Quarters			Designation			Pay			Voucher No. of list									
Particulars of journeys and Halts			*Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.			Railway/Steamer Fares			Distance travel road or by trolley		Number of days for which allowance is claimed		Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL			Class	No. of fares	Amount	For which mis admissi:		Allowance admissible	Particulars	Amount	17	18	19		
Station	Date	Hours	Station	Date	Hours				At ordinary rates	ies							13	14
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
10 Bumer	5/8/2013	8AM	GHS Budal	07/08	07/08	25km	Rs-62/-	And Back	25km	Rs-62	H/day	Rs-350/-	474/-					
11	06/8/2013	8AM	Gms Jalandhar	do	do	30km	Rs-75/-	And Back	30km	Rs-75	H/day	Rs-350/-	500/-					
11	7/8/2013	8AM	Gms Banchamal	do	do	30km	Rs-75/-	And Back	30km	Rs-75	H/day	Rs-350/-	500/-					
11	14/08/2013	8AM	Gms Bhand	do	do	30km	Rs-75	And Back	30km	Rs-75	H/day	Rs-350/-	500/-					
11	15/8/2013	8AM	Gms Bot	do	do	30km	Rs-75	And Back	30km	Rs-75	H/day	Rs-350/-	500/-					
11	16/8/2013	8AM	Gms Bhand	do	do	25km	Rs-62	And Back	25km	Rs-62	H/day	Rs-350/-	474/-					
11	25/8/2013	8AM	Mandla	do	do	30km	Rs-75/-	Full day					775/-					
			Stay and check at GHS Pandari			Gms Pandari		Gms Pandari			25-27/13 (3 days)	700 x 3 =	2100/-					
Bhand	25/8/2013	8AM	o/a DECCM	30km	Rs-75	H/day	350/-						425/-					
o/a DECCM	26/8/2013	7AM	GHS Bhand	30km	Rs-75	Full day							775/-					
			Stay and check at GHS Bhand			Gms Bhand		Gms Bhand			27/9/2013 (3 days)		2100/-					
Bhand	27/9/2013	7AM	o/a DECCM	30km	Rs-75	H/day	350/-						775/-					
o/a DECCM	16-9-2013	8AM	GHS Nagari	30km	Rs-75	And Back	Rs-75	H/day	350/-				500/-					
do	17 <sup>9</sup> / <sub>13</sub>	8AM	GHS Bhand	25km	Rs-62	And Back	Rs-62	H/day	350/-				474/-					
do	23 <sup>9</sup> / <sub>13</sub>	8AM	Gms Bhand	25km	Rs-62	And Back	Rs-62	H/day	350/-				474/-					
do	24 <sup>9</sup> / <sub>13</sub>	8AM	GHS Nagari	20km	Rs-50/-	And Back	Rs-50	H/day	350/-				400/-					

# Travelling Allowance Bill — (Gazetted Government Servants)

(04) (38)

District	Name <i>Mushraf Khan</i>	Head of Service Chargeable to	Month of
Head Quarters	Designation <i>ADDC Sports</i>		Voucher No. of list
	Pay <i>RS-</i>		Payment for 19


Particulars of journeys and Halts						*Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley		Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage admissible			Allowance admissible	Particulars				Amount
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<i>DECM</i>	<i>16-09-2013</i>	<i>6AM</i>	<i>Peshawar</i>	<i>150km</i>	<i>RS-375/-</i>	<i>By Bus And Back</i>	<i>150km</i>	<i>RS-275/-</i>	<i>attended the provincial sports meeting</i>	<i>M/DARs-450/-</i>	<i>RS-1190/-</i>							
<i>DECM</i>	<i>05-09-2013</i>	<i>4pm</i>	<i>GHSS Batura</i>	<i>By Bus</i>	<i>40km</i>	<i>RS-100/-</i>	<i>Full day</i>	<i>RS-700/-</i>	<i>stay at GHSS Batura w.e. 06/09/03 to 12/09/2013 And 13/09/2013 to 19/09/2013 (7 days) 14 x 700 =</i>							<i>900/-</i>	<i>Attended 800 and Shaker's unit leader course at GHSS Batura w.e. 6-19/09/13</i>	
<i>GHSS Batura</i>	<i>20-09-2013</i>	<i>6am</i>	<i>01/09/2013</i>	<i>9:AM</i>	<i>By Bus</i>	<i>40km</i>	<i>RS-100/-</i>	<i>H/day</i>	<i>RS-450/-</i>								<i>98.00/-</i>	
															<i>Total No 2</i>	<i>11250/-</i>		
															<i>Total 00</i>	<i>RS-12440/-</i>		

39

07

**ATTENDENCE CERTIFICATE**

certified that Mr Musharaf Khan Post ADO (Sports)  
of the DEO (M) District Buner attended the BASIC SCOUT  
UNIT LEADER COURSE At GHSS Batara District Buner  
with effect from 13/09/2013 to 19/09/2013.

  
DISTRICT SCOUT SERTARY/  
ADO (SPORTS) DISTRICT BUNER  
ADO Sports  
Distt. Buner

40

ATTENDANCE CERTIFICATE

07

✓ Certified that Mr. / Mst. Muhammad Afshan DEO  
(Male/Female)/ADO Sports/General Secretary District Buner  
has attended the Annual District/Provincial Sports Tournament Meeting  
2013/14 at Girl Guides House Dabgari Garden Peshawar On 16-09-2013.

Muhammad Afshan  
Assistant Director (PE&S)  
Elementary & Secondary Education  
Khyber Pakhtunkhwa Peshawar

41

ob

Attendance Certificate

Mr. Muhammad Khan Principal/HM/SST/CT/PET/DM, GHS/GHSS

DEO (M) A.P.O. 3 District Buner has attended/ Participated

in the event of \_\_\_\_\_ in c/w Provincial Govt. High/Higher  
Secondary School Tournament Khyber Pakhtunkhwa 2013 w.e.f. 2/12/2013 to  
10/12/2013 at Haripur.

*(Signature)*  
**(Dr. Tariq Mehmood Khan)**  
GENERAL SECRETARY  
Provincial Govt: High/Higher  
Secondary Schools Tournament  
Haripur 2013.

Dated: 09 - 12 - 2013

&  
Principal  
GCMHS Turbela Township  
Haripur

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**Khyber Pakhtunkhwa Boy Scouts Association**  
 Phase -IV Hayatabad Town Peshawar  
 Tel: 091-9217137 Fax: 091-9217138  
 E-mail: [khyberpakhtunkhwabsa@gmail.com](mailto:khyberpakhtunkhwabsa@gmail.com)

**ATTENDANCE CERTIFICATE**

This is to Certify that Mr. Muhammad Khan  
ADD Sports Banni  
 attended the District Scout Secretaries meeting held at Provincial Headquarters Khyber  
 Pakhtunkhwa phase IV Hayatabad Peshawar on 26.12.2013 to 27/12/13

*[Signature]*  
 Deputy Secretary 28/12/13

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(28) (43)

# Travelling Allowance Bill — (Gazetted Government Servants)

District Head Quarters	Name <u>Mushraf Khan</u> Designation <u>AOO (Sports)</u> Pay	Head of Service Chargeable to	Month of Voucher No. of list. Payment for <u>19</u>
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Particulars of Journeys and Halts						*Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travel by road or by trolley			Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS							
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which miles is admissible		Allowance admissible		Particulars	Amount										
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At rates								Particulars	Amount					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19							
DEO(M)	4 <sup>11</sup> / <sub>2013</sub>	8AM	Jowar Ground			By Bus 40km	Rs-100/-	H/day	Rs-350/-	And Back 40km	Rs-100/-			Attend cricket match	Rs-550/-										
"	5 <sup>11</sup> / <sub>2013</sub>	8AM	—do—			By Bus 40km	Rs-100/-	H/day	Rs-350/-	And Back 40km	Rs-100/-			—do—	Rs-550/-										
10 DEO(M)	7 <sup>16</sup> / <sub>2013</sub>	8AM	BHS Dandi Kot			—do— 30km	Rs-75/-	H/day	Rs-350/-	And Back 30km	Rs-75/-				Rs-500/-										
—do—	8 <sup>10</sup> / <sub>2013</sub>	8AM	BHS Muzakki			—do— 30km	Rs-75/-	H/day	Rs-350/-	And Back 30km	Rs-75/-				Rs-500/-										
—do—	9 <sup>10</sup> / <sub>2013</sub>	8AM	BHS Swabi			—do— 30k	Rs-75/-	H/day	Rs-350/-	And Back 30km	Rs-75/-				Rs-500/-										
—do—	20 <sup>10</sup> / <sub>2013</sub>	4pm	BHS Mangal Thame			40km	Rs-100/-	Full day	Rs-700/-						Rs-800/-										
						stay and check BHS Mangal Thame																			
						C. AS Dargi, BHS Chamsuro w.e.f 21-23/10/13 (3 day)																			
21-23/10/13	24 <sup>10</sup> / <sub>2013</sub>	7AM	DEO(M)			40km	Rs-100/-	H/day	350/-						Rs-450/-										
<b>TOTAL</b>																						<b>4350/-</b>			

44

# Travelling Allowance Bill - (Gazetted Government Servants)

District	Name <i>Mushraf Khan</i>	Head of Service Chargeable to	Month of
Head Quarters	Designation <i>AO (Sports)</i>		Voucher No. of list.
	Pay		Payment for 19

Particulars of journeys and Halts						* Kind of journey i.e. by (rail mail or passenger) steam, road or trolley.	Railway/Steamer Fare \$			Distance travelled by road or by trolley			Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible		Allowance admissible		Particulars	Amount				
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
<i>EO (M)</i>	<i>25/12/2013</i>	<i>8:AM</i>	<i>Scout Head Quarters Peshawar</i>	<i>Scout Head Quarters Peshawar</i>	<i>26/12/2013</i>	<i>8:AM</i>	<i>by bus</i>	<i>140km</i>	<i>Rs-350/-</i>	<i>Spl-900/-</i>					<i>1250/-</i>	<i>Attended the Dist. Scout Secretary Meeting w.e.f 26-27/12/13</i>			
			<i>Stay at provincial Head Quarters Peshawar w.e.f 26-27/12/2013 (2 days)</i>											<i>900x2 = 1800/-</i>					
<i>EO (M)</i>	<i>27/12/2013</i>	<i>8:AM</i>	<i>EO (M) Dera</i>	<i>EO (M) Dera</i>	<i>28/12/2013</i>	<i>8:AM</i>	<i>by bus</i>	<i>140km</i>	<i>Rs-350/-</i>	<i>H/day Rs-450/-</i>					<i>800</i>				
															<b>(i) Total =</b>	<b>3850/-</b>			
<i>EO (M)</i>	<i>23/1/13</i>	<i>8AM</i>	<i>Mingora Swat</i>	<i>Mingora Swat</i>	<i>24/1/2013</i>	<i>8AM</i>	<i>by bus</i>	<i>80km</i>	<i>Rs-200/-</i>	<i>Spl Full day Rs-900/-</i>					<i>1100/-</i>	<i>Attended the Divisional tournament 2013 at Mingora Swat w.e.f 24-28/1/13</i>			
			<i>Stay at Mingora Swat w.e.f 24/1/2013 to 28/1/2013 (5 days)</i>											<i>900x5 = 4500/-</i>					
<i>EO (M)</i>	<i>29/1/2013</i>	<i>8AM</i>	<i>EO (M) Buner</i>	<i>EO (M) Buner</i>	<i>30/1/2013</i>	<i>8AM</i>	<i>By bus</i>	<i>80km</i>	<i>Rs-200/-</i>	<i>H/day Rs-450/-</i>					<i>650/-</i>				
															<b>(ii) Total =</b>	<b>Rs-6250/-</b>			
<i>EO (M)</i>	<i>01/12/2013</i>	<i>12PM</i>	<i>Hasepura</i>	<i>Hasepura</i>	<i>02/12/2013</i>	<i>12PM</i>		<i>180km</i>	<i>Rs-450/-</i>	<i>Full day Rs-700/-</i>					<i>1150/-</i>	<i>Attended Provincial tournament 2013 at Hasepura</i>			
			<i>Stay at Hasepura w.e.f 02/12/2013 to 09/12/2013 (8 days)</i>											<i>700x8 = 5600/-</i>					
<i>EO (M)</i>	<i>10/12/2013</i>	<i>8AM</i>	<i>EO (M) Buner</i>	<i>EO (M) Buner</i>	<i>11/12/2013</i>	<i>8AM</i>		<i>180km</i>	<i>Rs-450/-</i>	<i>H/day Rs-350/-</i>					<i>800/-</i>				
															<b>(iii) Total =</b>	<b>7550/-</b>			
															<b>(iv) Total =</b>	<b>Rs-17150/-</b>			



TRAVELLING ALLOWANCE BILL



Employee Details  
Employee Name<sup>2</sup>

Mushraf Khan

Employee Code<sup>3</sup>

131

Employee Designation / Grade<sup>4</sup>

ADO (Sports)

Employee Basic Pay<sup>5</sup>

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS			INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ Remarks	
DEPARTURE			ARRIVAL			Conveyance used <sup>12</sup>	Distance covered <sup>13</sup>	Class <sup>14</sup>	Amount <sup>15</sup>	Distance in Km <sup>16</sup>	Rate <sup>17</sup>		Amount <sup>18</sup>
Station (from) <sup>8</sup>	Date <sup>7</sup>	Time (hours) <sup>6</sup>	Station (To) <sup>9</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNALS</b>													
01/0 DEC (M)	18/05/14	9:30 AM	BUS Mandu	18/05/14	12/PM	BY BUS	60km	2.50	RS-150	60km	RS-2.50	RS-150/-	Boys Scouts
02/0 DEC (M)	stay at BUS Mandu U.E.F					19/05/2014 TO 25/05/2014 (8 days)			700 x 8 =			RS-5600/-	camp at BH S
BUS Mandu	26/05/14	12:30 AM	01/0 DEC (M)	26/05/14	6/PM	BY BUS	60km	2.50	RS-150/-				
												RS-5900/-	
01/0 DEC (M)	26/05/14	2:00 PM	BHSS Nagri	26/05/14	05:00 PM	BY BUS	60km	2.50	RS-150/-	60km	RS-2.50	150/-	RS-850/-
<b>JOURNALS</b>													
stay at BHSS Nagri U.E.F													
02/0 DEC (M)	27/05/14	8:00 PM	01/0 DEC (M)	27/05/14	11/PM	BY BUS	60km	2.50	RS-150/-				RS-3500/-
												RS-500/-	
												RS-4850/-	
01/0 DEC (M)	15/06/14	12:00 PM	BHSS Nagri	15/06/14	4/PM	BY BUS	60km	2.50	RS-150	1 day	RS-700		RS-850/-
stay at BHSS Nagri U.E.F													
BHSS Nagri	21/06/14	8:00 AM	01/0 DEC (M)	21/06/14	11/AM	BY BUS	60km	2.50	RS-150/-	6 days	700 x 6 =		RS-4800/-
												RS-500/-	
												RS-5550/-	
												RS-16300/-	

Total<sup>20</sup>

(3) = Total  
Total Journey No (1-3)

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>25</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>

D.D.O. / D.A.O. / A.G. use only

DDO Code \_\_\_\_\_

DAO/AG Ref \_\_\_\_\_

*[Handwritten Signature]*

46

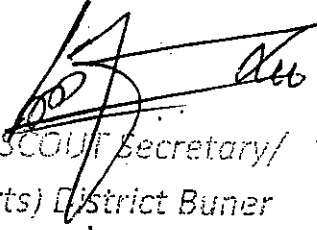
13

ATTENDANCE CERTIFICATE

It is certified that Mr. Mu Sharaf Khan

Post ADEo School GHSS/GHS/GMS DEo Office attended

the boys scout camp at GHSS Nagari w.e.f 27/05/2014 to 01/06/2014.

  
DISTRICT SCOUT Secretary/  
ADO(Sports) District Buner

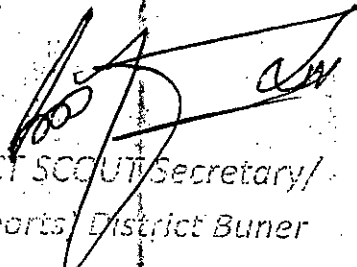
Asstt; Distt; Officer  
Elementry & Eccc; Edu; Buner

ATTENDANCE CERTIFICATE

It is certified that Mr. MUSHARAF KHAN

Post ADEo School GHSS/GHS/GMS DEo Office attended

the boys scout camp at GHSS Nagari w.e.f 16/5/2014 to 21/06/2014.

  
DISTRICT SCOUT Secretary/  
ADC(Sports) District Buner

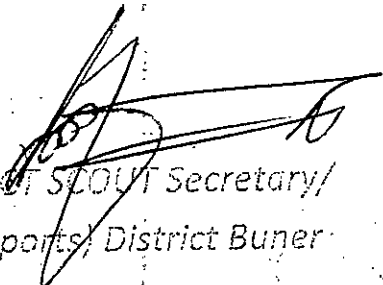
Asstt; Distt; Officer  
Elementry & Eccc; Edu; Buner

47

73

ATTENDANCE CERTIFICATE

It is certified that Mr. Musharaf Khan  
Post ADEO School GHSS/GHS/GMS DEO Office attended  
the boys scout camp at GHS Maradu w.e.f 19/05/2014 to 25/05/2014.

  
DISTRICT SCOUT Secretary/  
ADO(Sports), District Buner  
Asstt. Distt. Officer.  
Elementry & Secy. Edu. Buner

48

12

No.	Schools	committee members	Date of visit.	Remarks
10	1. Kharana 2. Malka	1. Mr. Gul Rahuman Principal GHSS Naqarai	20/12/2012	
		2. Mr. Naji Gul SET GHS Bawagai		
		3. Mr. Khalid Ali SET GHS Kh. Qheri		
		3. Muhammad Zahid PET GHS Jangal		
		4. Mr. Far Jamal AGSI; EDO Office		
5. Mr. Azhar Saeed EDO Office.				

SA  
EXECUTIVE DISTRICT OFFICER  
ELEMENTARY & SECONDARY  
EDUCATION BUNER

Ends: 11/12/12 Dated: 8/12/2012  
Copy for information is forwarded to the:  
1. PA to Secretary E & S Education Khyber Pakhtunkhwa Peshawar.  
2. PA to Director E & S Education Khyber Pakhtunkhwa Peshawar.  
3. District Coordination Officer Buner.  
4. All Committee Members.  
5. All Concerned Schools.

*[Signature]*  
EXECUTIVE DISTRICT OFFICER  
ELEMENTARY & SECONDARY  
EDUCATION BUNER



# TRAVELLING ALLOWANCE BILL

Date<sup>1</sup>

ab

49

Employee Details  
Employee Name<sup>2</sup>

Mushraf Khan

Employer Code<sup>3</sup>

Employee Designation / Grade<sup>4</sup>  
A00C(Sports)

Employee Basic Pay<sup>5</sup>

PARTICULARS OF TRAVEL / JOURNEY						INTERCITY / INTERNATIONAL TRAVELLING DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ Remarks <sup>19</sup>
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> used	Distance covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance in <sup>16</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
Station (from) <sup>6</sup>	Date <sup>7</sup>	Time (hours) <sup>8</sup>	Station (to) <sup>9</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNEY 1</b>	1/8/14	7AM	GHS GhurghusTo	1/8/14	10AM	by BUS	40km @ 2.50	Rs=100	H/day	Rs=350/-	And Back Rs=100	Rs=550	
DEO(M) Dera	2/8/14	7AM	GHS TotaDi	2/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350/-	And Back Rs=100	Rs=600	
DEO(M) Dera	7/8/14	7AM	GHS BhogikoT	7/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350/-	And Back Rs=100	Rs=600	
-do-	8/8/14	7AM	GHS bhovari	8/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350/-	And Back Rs=100	Rs=600	
-do-	9/8/14	7AM	GHS bhovari	9/8/14	10AM	by BUS	40km @ 2.50	Rs=100	H/day	Rs=350	And Back Rs=100	Rs=550	
-do-	13/8/14	7AM	GHS chavari	13/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350	And Back Rs=125	Rs=600	
-do-	15/8/14	7AM	GHS mandow	15/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350	And Back Rs=125	Rs=600	
<b>JOURNEY 2</b>	16/8/14	7AM	BUS Ambika	16/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350	And Back Rs=125	Rs=600	
-do-	21/8/14	7AM	BUS Chanshal	21/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350	And Back Rs=125	Rs=600	
-do-	22/8/14	7AM	BUS masadu	22/8/14	10AM	by BUS	50km @ 2.50	Rs=125	H/day	Rs=350	And Back Rs=125	Rs=600	
-do-	23/8/14	7AM	BUS Topi	23/8/14	11AM	by BUS	60km @ 2.50	Rs=150	H/day	Rs=350	And Back Rs=150	Rs=650	
-do-	29/8/14	7AM	BUS Jowar	29/8/14	10AM	by BUS	30km @ 2.50	Rs=75	H/day	Rs=350	And Back Rs=75	Rs=500	
-do-	30/8/14	7AM	BUS kamsal	30/8/14	10AM	by BUS	30km @ 2.50	Rs=75	H/day	Rs=350	And Back Rs=75	Rs=500	
Total <sup>20</sup>						Total = 6650/-							

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
Total = 6650/-							

D.D.O./D.A.O./A.G. use only

DDO Code \_\_\_\_\_

DAO/AG Ref \_\_\_\_\_

/

# TRAVELLING ALLOWANCE BILL

- 1. TRAVELLING FARE (AIR TICKETS, ETC) Rs. \_\_\_\_\_
  - 2. TRAVELLING ALLOWANCE (MILEAGE) Rs. \_\_\_\_\_
  - 3. TOTAL DAILY ALLOWANCE Rs. \_\_\_\_\_
  - 4. ACTUAL EXPENSES (HOTEL CHARGES) Rs. \_\_\_\_\_
  - 5. OTHER ALLOWANCES Rs. \_\_\_\_\_
- GRAND TOTAL: Rs. \_\_\_\_\_
- LESS DEDUCTION (TA ADVANCE) Rs. \_\_\_\_\_
- NET AMOUNT PAYABLE Rs. 6650/-

\_\_\_\_\_  
 SIGNATURE OF GOVERNMENT SERVANT  
 WHO TRAVELLED.

\_\_\_\_\_  
 CONTROLLING OFFICER.

## FOR USE IN AUDIT / TREASURY OFFICE

Admitted: ..... Rs. \_\_\_\_\_

Objected: ..... Rs. \_\_\_\_\_

Reason of Objection and \_\_\_\_\_

\_\_\_\_\_  
 AUDITOR

\_\_\_\_\_  
 ASSTT. ACCOUNT OFFICER

# CERTIFICATE

- 1. Certified that the journey was performed in the interest of Public Service.
- 2. Certified that I was not on Casual Leave during the journey performed.
- 3. Certified that I was not provided with Government Vehicle.
- 4. Certified that the halts for which Daily Allowance have been claimed were essential in Public interest.
- 5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.

\_\_\_\_\_  
 SIGNATURE OF GOVT. SERVANT  
 WHO TRAVELLED.

FOR DDO OFFICE	
ENTITY CODE	
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE.

APPROPRIATION FOR THE YEAR: Rs. \_\_\_\_\_

EXPENDITURE UPTODATE: Rs. \_\_\_\_\_

BALANCE AVAILABLE: Rs. \_\_\_\_\_

شو ماہی

# Travelling Allowance Bill — (Gazetted Government Servants)

Name: Mustafa Khan  
 Designation: AD 2 (Sports Office of D.E.D.M) Bank  
 Head of Service Chargeable to: \_\_\_\_\_  
 Month: \_\_\_\_\_  
 Voucher No. of Est.: \_\_\_\_\_  
 Payment for: 20

Particulars of Journeys and Halls						Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.			Railway/Steamer Fares			Distance travelled by road or by trolley			Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halls	Date of last visit	REMARKS
DEPARTURE			ARRIVAL			Class	No. of fares	Amount	For which mileage is admissible		Allowance admissible	Particulars	Amount							
Station	Date	Hours	Station	Date	Hours				As ordinary rates	As other rates				11	12	13	14	15	16	17
	26/9/2014	6:00 PM	Pashawar	26/9/2014	9:00 AM	By Road	150 km	2/50	375/-	1 Spl.	900/-	900/-	Room Rent @ 2 DA	2700/-	Submission of Regt. Affidavit fee	3075-				
	27/9/14	1:00 PM	Daggal	27/9/14	5:00 PM	do	150 km	2/50	375/-							375-				
	13/10/14	2:00 PM	Pashawar	13/10/14	6:00 PM	do	150 km	2/50	375/-	1 Spl.	900/-	900/-	Room Rent @ 2 DA	2700/-	Attended Scout Meeting	3075-				
	14/10/14	2:00 PM	Daggal	14/10/14	6:00 PM	do	150 km	2/50	375/-							375-				
	13/10/14	6:00 AM	Swat	13/10/14	8:00 AM	do	60 km	2/50	150/-	1 Spl.	900/-	900/-	Room Rent @ 2 DA	2700/-	Attended District Sports Meeting in GHS Balochistan Swat	2850-				
	14/10/14	12:00 PM	Daggal	14/10/14	2:00 PM	do	60 km	2/50	150/-							150-				
	1/12/14	5:00 AM	Dharam	1/12/14	8:00 AM	do	150 km	2/50	375/-	1 Spl.	900/-	900/-	Room Rent @ 2 DA	2700/-	Submission of Regt. Affidavit fee	3075-				
	2/12/14	12:00 PM	Daggal	2/12	4:00 PM	do	150 km	2/50	375/-							375-				
	12/12/14	9:00 AM	Mirpur Math	13/12/14	3:00 PM	do	1000 km	2/50	4000/-	2 ordinary	1400/-	1400/-	2 night @ 2 DA	4200/-	For Scout Jamboree	8200-				
						Stay at Mirpur Math	14/12/14 to 24/12/14	11 days			700/-	700/-	10 nights			21700-				
	25/12/14	8:00 AM	Daggal	26/12/14	3:00 PM	By Road	1600 km	2/50	4000/-	1	700/-	700/-	A.R. 14 1/2 P.N			5400-				
							4220 km	2/50	10550/-				1450/-			48050/-				

middle school Tournament

(51)

**Travelling Allowance Bill — (Gazetted Government Servants)**

District: \_\_\_\_\_ Name: Muhammad Khan  
 Head Quarters: \_\_\_\_\_ Designation: ADO (Sports) Head of Service Chargeable: \_\_\_\_\_  
 Month of: \_\_\_\_\_ Voucher No. of list: \_\_\_\_\_  
 Payment for: \_\_\_\_\_ 20

Particulars of Journeys and Halts						Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trol.		Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible			Particulars	Amount				
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							Allowance admissible
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
187 201	04/14	7 AM	Jangalera Khudki	04/14	4 PM	50 km @ 2.50	2.50	Rs-125/-	Full day	Rs-700/-	A	825/-	Attend middle school Tournament 20/14					
			Stay at Jangalera Khudki till 05/14 to 08/14 (4 days) 700 x 4 = 2800/-															
189	09/14	6 AM	DEO (M) Daggan	09/14	9 AM	50 km @ 2.50	2.50	Rs-125/-	1/2 day	Rs-350/-		475/-						
			Total → 4100/-															
191 201	13/10/14	3 PM	Peshawar	13/10/14	6 PM	150 km @ 2.50	2.50	Rs-375/-	Full day	Rs-700/-		1075/-	Attend provincial Scout Head Quarters					
			one day stay at Head Quarters Boy Scout Peshawar 04/10/14 Rs-700/-															
192 201	15/14	6 AM	DEO (M) Daggan	15/14	10 AM	150 km @ 2.50	2.50	Rs-375/-	1/2 day	Rs-350/-		725/-						
			Total Bill No 2 → Rs-2500/-															
192 201	12/14	8 PM	Sulat	12/14	6 PM	100 km @ 2.50	2.50	Rs-250/-	Full day	Rs-900/-		1150/-						
			stay one day stay at Mangera on 13/14 Rs-700/-															
193 201	14/14	6 AM	DEO OFFICE	14/14	9 AM	100 km	2.50	Rs-250/-	1/2 day	Rs-350/-		600/-						
			Total Bill No 3 → Rs-2750/-															



(52)

High Schools

Tournament 2014

Travelling Allowance Bill - (Gazetted Government Servants)

District	Name	Head of Service Chargeable to	Month of
Head Quarters	Designation		Voucher No. of list
	Pay		Payment for

Mushtaq Khan  
ADD (Sports)

(Signature)

Month of  
Voucher No. of list  
Payment for 20

Particulars of journey and halts						*Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley		Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS		
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible			Allowance admissible	Particulars				Amount	
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
27	23/10/14	3pm	GHS Ghughhsto	23/10/14	6pm	100km	Rs=250/-		Full day	Rs=700/-				Rs=950/-					High Schools Tournament 2014
<p>Attended High/Higer Secondary School Tournament 2014 at GHS Ghughhsto</p> <p>Use of 23/10/2014 To 26/10/14 (4 days) 700x4 =</p>																			
28	26/10/14	3pm	DEO off. Dera	26/10/14	6pm	100km	Rs=250/-							Rs=250/-					
Total													Rs=1100/-						
29	27/10/14	6AM	Jowar	9AM	30km	Rs=75		and Back 30km	Rs=75	H/day = 350				500/-					(Attended Fae quarter Final Match) at Jowar Ground
30	31/10/14	6AM	Amnawar	9AM	30km	Rs=75		and Back 30km	Rs=75	H/day = 350				500/-					(Attended quarter Final) at Amnawar
31	02/11/14	6AM	GHS Karpur US	9AM	30km	Rs=75		and Back 30km	Rs=75	H/day = 350				500/-					Attended GHS Karpur US GHS Ghughhsto match
32	28/11/14	6AM	GHS Karpur US	9AM	30km	Rs=75		and Back 30km	Rs=75	H/day = 350				500/-					
Total													Rs=5500/-						



# TRAVELLING ALLOWANCE BILL

Date:

(46) (53)

Employee Details  
Employee Name: Mushraf Khan

Employee Code: \_\_\_\_\_

Employee Designation / Grade:  
ADOC SPORTS

Employee Basic Pay: \_\_\_\_\_

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey/ Remarks <sup>19</sup>
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> used	Distance <sup>13</sup> covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance in <sup>16</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
Station (from) <sup>8</sup>	Date <sup>7</sup>	Time (hours) <sup>6</sup>	Station (to) <sup>9</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNEY 1</b>	7/8/14	7 AM	BHSS Ghurkusto	7/8/14	10 AM	BY BUS	40 km	@ 2.50	Rs. 100	H/day Rs. 350/-	And Back Rs. 100	Rs. 550	
DEOCM Dues	21/8/14	7 AM	BHSS Totoli	21/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
DEOCM Dues	7/8/14	7 AM	BHSS Bhagkot	7/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
do	8/8/14	7 AM	BHSS Khoriari	8/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
do	9/8/14	7 AM	BHSS Ghurkusto	9/8/14	10 AM	BY BUS	40 km	@ 2.50	Rs. 100	H/day Rs. 350/-	And Back Rs. 100	Rs. 550	
do	13/8/14	7 AM	BHSS Chauri	13/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
do	15/8/14	7 AM	BHSS Mandai	15/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
<b>JOURNEY 2</b>	16/8/14	7 AM	BUS Ambala	16/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
do	21/8/14	7 AM	BUS Phonsal	21/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
do	22/8/14	7 AM	BUS Mandai	22/8/14	10 AM	BY BUS	50 km	@ 2.50	Rs. 125	H/day Rs. 350/-	And Back Rs. 125	Rs. 600	
do	23/8/14	7 AM	BUS Topi	23/8/14	11 AM	BY BUS	60 km	@ 2.50	Rs. 150	H/day Rs. 350/-	And Back Rs. 150	Rs. 650	
do	23/8/14	7 AM	BUS Jauhar	23/8/14	10 AM	BY BUS	30 km	@ 2.50	Rs. 75	H/day Rs. 350/-	And Back Rs. 75	Rs. 500	
do	30/8/14	7 AM	BUS Khergaon	30/8/14	10 AM	BY BUS	30 km	@ 2.50	Rs. 75	H/day Rs. 350/-	And Back Rs. 75	Rs. 500	
Total												6650/-	

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
Total				6650/-			

D.D.O./D.A.O./I.A.G. use only

DDO Code: \_\_\_\_\_

DAO/I.A.G. No: \_\_\_\_\_

*[Signature]*

54

Travelling Allowance Bill — (Gazetted Government Servants)

District Head Quarters	Name Designation Pay	Head of Service Chargeable	Month of Voucher No. of list. Payment for 20
---------------------------	----------------------------	----------------------------	--

Particulars of journeys and Habs						Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled (road or by trolly)			Number of days for which allowance is claimed	Annual Expenses		Purposes of journey or hats	Date of last visit	REMARKS
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage admissible		Allowance admissible		Particulars	Amount			
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
o(m) "Bass"	15/14	3pm	Bathinda Malindir	15/14	7pm	100km	Rs = 300		Full day	Rs = 700/-							Rs 300/- 950/-	
																	Rs = 10500/-	
land ney	30/14	7am	Malakand Dera	16/14	10am	200km			(15 days) Attended sports (Galla.)	15 x 700 =							Rs = 850/-	
																	Rs = 500/-	
																	Rs = 19200/-	
o(m) gga.	23/14	2pm	mingol Swat	23/14	6pm	100km	Rs = 250/-		Full day	Rs = 900/-							Rs = 1150/-	
																	Rs = 5400/-	
																	Rs = 700/-	
																	Rs = 7000/-	
																	Rs = 19500/-	

9/4

Total (1) (11)

(55)

3039  
17/11/14

**OFFICE OF THE DISTRICT EDUCATION OFFICER (M) SWAT**

No: 4992-97

Date: 5/11/2014

To:

1. DEO (M) (E&S) Education Distt: Shangla
2. DEO (M) (E&S) Education Distt: Buner
3. DEO (M) (E&S) Education Distt: U. Dir.
4. DEO (M) (E&S) Education Distt: L. Dir.
5. DEO (M) (E&S) Education Distt: Malakand
6. DEO (M) (E&S) Education Distt: Chitral

**SUBJECT: ANNAUL INTER DISTRICTS SCHOOL TOURNAMENT 2014-15**

I am directed to refer to the subject and to state that a meeting regarding inter district school sports tournament for the year 2014-15 has been scheduled on 13-14-2014 at GHSS Balogram distt. Swat, on 10:00 AM.

In this regard you are requested to attend the meeting along with G.S sports and ADEO sports of your distt. On schedule date and time.

Other necessary discussion shall be done on the spot for further planning and strengthen the discipline during the tournament.

Mohammad Gul ADEO (Sports)  
Distt. Swat

Endst: No. \_\_\_\_\_

Copy forwarded to the -

1. Assistant Director (Sports & physical Education) KPK (E & S) Education Peshawar
2. Principal GHSS Balogram Swat with the request to make necessary arrangement for the participants of the meeting
3. Mr. Mohammad Javed Khan G.S (Sports) distt. Swat.
4. PA to DEO (M) local office.
5. O/C

Sd -  
Asst. Distt. Edu. Officer (Sports)  
Distt Swat

ADD (Sports)  
11/11/14  
15/11/14

(56)

AGENDA FOR THE ANNUAL INTER-DISTRICTS SPORTS TOURNAMENT MEETING

S/No.	AGENDA / TOPICS
01.	RECITATION FROM THE HOLY QURAN
02	NAAT SHARIF
03	GENERAL SECRETARY BRIEFING
04	FIXTURE FORMATION PROCESS
05	DISTRICT EDUCATION OFFICER SB ; ADDRESS
06	DUA

Mat

As

1<sup>st</sup> Oct 09 / 10 AM

(Ballia)

(57)

# Travelling Allowance Bill — (Gazetted Government Servants)

District	Name <b>Mushraf Khan</b>	Head of Service Chargeable to	Month of
Head Quarters	Designation <b>ADD (Sports)</b>		Voucher No. of list
	Pay		Payment for <b>20</b>

Particulars of journeys and Halts						*Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley		Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS		
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible			Allowance admissible	Particulars				Amount	
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	12-07-14	2pm	Taky	13-07-14	7am	200km	Q. 2.50/per km	200 x 2.50 =	Rs. 500/-	Full day	Rs. 700/-	Rs. 1200/-							
			Stay at Taky Abbottabad							13-07-14 to 20-07-14 (8 days)	700 x 8 =	Rs. 5600/-							
	21-07-14	8am	DEO Office	21-07-14	12pm	300km	"	"	"	"	"	Rs. 500/-	Holiday	Rs. 350/-	Rs. 850/-				
													Total	Rs. 7650/-					
	28-09-14	2pm	C.S. Maradul	28-09-14	5pm	60km	Rs. 150/-	Full day	Rs. 700/-			Rs. 850/-							
			Stay at C.S. Maradul							29/9/14 to 3/10/14 (5 days)	700 x 5 =	3500/-							
	4-10-14	7am	DEO Office	4-10-14	10am	60km	Rs. 150/-	Holiday	Rs. 500/-			500/-							
													Total	Rs. 4500/-					
													<b>Total</b>	<b>Rs. 12500/-</b>					



BD 6005 V. No. 30029404 (Access) Buner

58

**CERTIFICATE**

TRAVELLING FARE (AIR-TICKETS, ETC) Rs. \_\_\_\_\_  
 TRAVELLING ALLOWANCE (MILEAGE) 150 Km @ Rs. 4.50/-  
 TOTAL DAILY ALLOWANCE Rs. 9600/-  
 16 days @ 600/-  
 2 DA @ INMT 16 x 600 =  
 ACTUAL EXPENSES (HOTEL CHARGES) Rs. 19200/-  
 OTHER ALLOWANCES Rs. \_\_\_\_\_  
 GRAND TOTAL Rs. 29250/-  
 LESS DEDUCTION (TA ADVANCE) Rs. \_\_\_\_\_  
 NET AMOUNT PAYABLE Rs. 29250/-

1. Certified that the journey was performed in the interest of Public Service.
2. Certified that I was not on Casual Leave during the journey performed.
3. Certified that I was not provided with Government Vehicle.
4. Certified that the halts for which Daily Allowance have been claimed were essential in Public interest.
5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.

*[Signature]*

SIGNATURE OF GOVERNMENT SERVANT WHO TRAVELLED

FOR DDO OFFICE	
ENTITY CODE	09-092-0921-092102-Admn
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE

*[Signature]*  
 District Officer  
 Elementary & Secy. Edu. Buner

*[Signature]*  
 SIGNATURE OF GOVERNMENT SERVANT WHO TRAVELLED

Countersigned  
*[Signature]*

*[Signature]*  
 Executive District Officer  
 Elementary & Secy. Edu. Buner  
 CONTROLLING OFFICER

APPROPRIATION FOR THE YEAR: Rs. \_\_\_\_\_  
 EXPENDITURE UPTO DATE: Rs. \_\_\_\_\_  
 BALANCE AVAILABLE: Rs. \_\_\_\_\_

FOR USE IN AUDIT / TREASURY OFFICE

Admitted: Rs. \_\_\_\_\_  
 Objected: Rs. \_\_\_\_\_  
 Reason of Objection: \_\_\_\_\_

AUDITOR

ASSTT. ACCOUNT OFFICER



BD 6005 - V.No. 30029404 (EDo (ESSE) B. Unit)  
**TRAVELLING ALLOWANCE BILL**

01

Date \_\_\_\_\_

Employee Details

Employee Name: Mr. Muhammad Khan

Employee Code: \_\_\_\_\_

Employee Designation / Grade: ADO (Sports) B-15

Employee Basic Pay: \_\_\_\_\_

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey / Remarks
DEPARTURE			ARRIVAL			Conveyance used	Distance covered	Class	Amount	Distance in Km	Rate	Amount	
Station (from)	Date	Time (hours)	Station (To)	Date	Time (hours)								
<b>JOURNEY 1</b>													
Sweet	21/11/11	2 pm	Sweet	21/11/11	6 pm	By Bus	75 Km	1/-	75/-				Transit
Sweet	22/11/11	3 pm	Daggaz	22/11/11	7 pm	do-	75 Km	1/-	75/-	stay for 22/11 to 28/11 (7 days)			Attended the Tournament of Hockey School at Sialkot & back on 25-11-11
Daggaz	11/12/11	3:30 pm	Peshawar	11/12/11	8:30 pm	do-	150 km	1/-	150/-				Transit
Peshawar	13/12/11	2:30 pm	Daggaz	13/12/11	9:30 pm	do-	150 km	1/-	150/-	stay for 12/12 to 18/12 (7 days)			Attended the provincial High School at Peshawar & back on 17-12-2011
<b>JOURNEY 2</b>													
Total									450/-				

Days	Rate	Amount	Description	Amount	Description	Rate	Amount
16 days	@ 600/-	9600/-			450 Km @ 1/-	450/-	

D.D.O. / D.A.O. / A.G. use only  
 DDO Code \_\_\_\_\_  
 DAO/AG Ref. \_\_\_\_\_



59

Subject: DEMAND OF TA/DA (Details of Bills & Amount)

S.NO	Nature of Journey	Amount	Bill No	Remarks
1	sports Activities	9600	01	
2	sports Activities	14300	02	
3	Scout Camp	12500	03	
4	Scout Camp	19550	04	
5	Sports	5500	05	
6	Inspection	6650	06	
7	Sports & Scouts	9350	07	
8	Meeting	48050	08	
9	Meeting	15900	09	
10	Sports	11700	10	
Total Amount		141400		
		ایک لاکھ اکتالیس ہزار چار سو روپے		

مندرجہ بالا بلز کے آرینٹل بلز موجود ہے لیکن ریکارڈ موجود نہیں ہے

60

# Travelling Allowance Bill — (Gazetted Government Servants)

District	Name <b>Mulhaat Khan</b>	Head of Service Chargeable	Month of
Head Quarters	Designation <b>ADO (Sports)</b>		Voucher No. of list.
	Pay		Payment for 20

Particulars of journeys and flats						Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley		Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible			Allowance admissible	Particulars				Amount
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
20M 1997	12-07-2014	2PM	Taky Abottabad	12-07-14	7PM	200km	Q-2	50/per km	200x50 =	200x50 =	Rs=500/-	Full day	Rs=700	Rs=1200/-				
			Stay at Taky Abottabad W.e.f 13-07-14 to 20/7/14 (8 days)									700x8 =	Rs=5600/-					
Abottabad	21-07-14	8AM	DEO Dessa Office	21-07-14	12PM	200km	11	"	"	"	"	Rs=500/- H/day	Rs=350/-	Rs=850/-				
										Bill No. 1		Total		Rs=7650/-				
20M 20 1997	28-09-14	9PM	GHS Maradli	28-09-14	5PM	60km						Rs=150/- Full day	Rs=700/-	Rs=850/-				
			Stay at GHS Maradli W.e.f 29/9/14 to 3/10/14 (5 days)									700x5 =	3500/-					
15 Maradli	4-10-14	7AM	DEO Office Dessa	4-10-14	10AM	60km						Rs=150/- H/day	Rs=350/-	500/-				
										Bill No. 2		Total		Rs=4250/-				
												G: Total =		Rs=12500/-				

Railway and Steamer Fare (Col. 10)		(Contents received)
Mileage		Stamp
Miles at (Col. 11)		Signature of the Officer who travelled.
Miles at (Col. 12)		Office
.....days for which daily allowance is claimed (Col. 14) at		Date
Actual Expenses (Col. 16)		MEMO.
Total:—		(a)
Deduct— Single/Double P.T.A. for days.		Appropriation for
Supplementary Rules 67 and 68 issued by President-in-Council		20 20.
Deduct— Hire due to Government		
..... Supplementary Rules 184 issued by the President-in-Council		
Other Deduction:—		
Net Claim		Expenditure including this Bill.
Rupees		Balance:—
Passed for Rupees (Date)		
		Controlling Officer
Pay for Rupees (Date)		
		Treasury Officer

CERTIFICATE

COAL

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILL.

- (1) Journeys of different kinds and journeys and halt should not be entered on the same line.
- (2) Permanent travelling conveyance and horse allowance as should be drawn along with the pay of the Government servant and not in Travelling Allowance Bill.
- (3) Fractions of a miles/in the total of a bill for any one journey should not be charged for.
- (4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.
- (5) Against each entry in column 13 there should be corresponding entry in column 14.
- (6) A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154 framed by the President-in-Council.
- (7) When travelling allowance is claimed in respect of journey to or from a hill station, it should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enforcement in respect of rolls submitted for pre-audit)

For use in Accountant-General's Office

Head of Service Chargeable:—	Admitted for Rs.....
	Objected to Rs.....
	Reasons of objection.....

Travelling Allowance Bill — (Gazetted Government Servants)

(08) (61)

Name			Designation			Head of Service Chargeable to			Month of									
Bund			Mushora Khan			ADo (Sports Office of D&DM) Bund			Month of									
Head Quarters			Pay			Head of Service Chargeable to			Voucher No. of list.									
Daggar			Rs. 24000						Payment for 20									
Particulars of Journeys and Halts						*Kind of journey i.e. by (rail) mail or passenger steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley			Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible		Allowance admissible		Particulars	Amount			
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
ggr	26/9/14	6:00 AM	Pashawar	26/9/14	9:00 AM	By Road	150 km	2/50	375/-	1 Spl.	900/-	—	900/-	Room Rent @ 2 DA	2700/-	Submission of Register & Affiliation fee	3075-	
anwar	27/9/14	1:00 PM	Daggar	27/9/14	5:00 PM	do	150 km	2/50	375/-	—	—	—	—	—	—	—	375-	
ggr	13/10/14	2:00 PM	Pashawar	13/10/14	6:00 PM	do	150 km	2/50	375/-	1 Spl.	900/-	—	900/-	Room Rent @ 2 DA	2700/-	Attended Scout Meeting	3075-	
anwar	14/10/14	2:00 PM	Daggar	14/10/14	6:00 PM	do	150 km	2/50	375/-	—	—	—	—	—	—	—	375-	
ggr	13/10/14	6:00 AM	Swat	13/10/14	6:00 AM	do	60 km	2/50	150/-	1 Spl.	900/-	—	900/-	Room Rent @ 2 DA	2700/-	Attended Divisional Sports Meeting in G.H.S Balogram Swat	2850-	
anwar	14/10/14	12:00 PM	Daggar	14/10/14	2:00 PM	do	60 km	2/50	150/-	—	—	—	—	—	—	—	150-	
ggr	11/12/14	5:00 AM	Pashawar	11/12/14	8:00 AM	do	150 km	2/50	375/-	1 Spl.	900/-	—	900/-	Room Rent @ 2 DA	2700/-	Submission of Register & Affiliation fee	3075-	
anwar	2/12/14	12:00 PM	Daggar	2/12	4:00 PM	do	150 km	2/50	375/-	—	—	—	—	—	—	—	375-	
ggr	12/12/14	8:00 AM	Mirpur Mills Swat	13/12/14	3:00 PM	do	1600 km	2/50	4000/-	2 ordinary	1400/-	—	1400/-	2 night @ 2 DA	4200/-	For Scout Journals	8200-	
anwar	25/12/14	8:00 AM	Daggar	26/12/14	3:00 PM	By Road	1600 km	2/50	4000/-	11 days ordinary	700/-	—	700/-	10 nights @ Rs. 1400/- P.N	14000/-	do	21700-	
ggr							4220 km	2/50	10550/-	18							48050/-	

1 A 9

Travelling by road includes travelling by sea or river in a steam launch or in any such other steamer and transportation.

Railway and Steamer Fare (Col. 10)	(Contents received) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Stamp</div> Signature of the Officer who travelled Office Date
Mileage	
Miles at (Col. 11)	
Miles at (Col. 12)	
.....days for which daily allowance is claimed (Col. 14) at	
Actual Expenses (Col. 16)	MEMO.
Total:---	(a)
Deduct— Single/Double P.T.A. for days. Supplementary Rules 67 and 68 issued by President-in-Council	Appropriation for 20                      20
Deduct— Hire due to Government	
Supplementary Rules 184 issued by the President-in-Council	
Other Deduction:---	
Net Claim	Expenditure including this Bill.
Rupees	Balance:---
Passed for Rupees ( Date )	Controlling Officer
Pay for Rupees ( Date )	Treasury Officer

**CERTIFICATE**

**INSTRUCTIONS FOR PREPARING TRAVELLING**

- (1) Journeys of different kinds and journeys and halt should not be entered.
- (2) Permanent travelling conveyance and horse allowance as should be drawn alongw. Government servant and not in Travelling Allowance Bill.
- (3) Fractions of a miles/in the total of a bill for any one journey should not be charged for.
- (4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.
- (5) Against each entry in column 13 there should be corresponding entry in column 14.
- (6) A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154 framed by the President-in-Council.
- (7) When travelling allowance is claimed in respect of journey to or from a hill station, it should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enforcement in respect of rolls submitted for pre-audit)

**For use in Accountant-General's Office**

Head of Service Chargeable:---	Admitted for Rs. ....
	Objected to Rs. ....
	Reasons of objection.....

Travelling  
 P.O. M/FP Accountant-General No. 2

1. A. Sir

# Travelling Allowance Bill — (Gazetted Government Servants)

(63)

*(Signature)*

District	Name Mushtaq Khan	Head of Service Chargeable	Month of
Head Quarters	Designation Ado. Sports		Voucher No. of list
	Pay		Payment for 20

Particulars of journeys and Halts						Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fares			Distance travelled by road or by trolley		Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS	
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible			Allowance admissible	Particulars				Amount
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
SO (M) 9902	04/14	1 PM	Jangdana Khandwal	04/14	4 PM	50 km @ 2.50	2.50	Rs-125/-	Full day	Rs-700	A	825/-	Attend middle school tournament 2014					
	Stay at Jangdana Khandwal eat w.e.f 05/14 to 08/11/14 (4 days) 700 x 4 = 2800/-																	
9da19	09/14	6 AM	DEO (M) Daggai	09/14	9 AM	50 km @ 2.50	2.50	Rs-125/-	4/day	Rs-350		475/-						
22 (M) 9901	13/10/14	3 PM	Peshawar	13/10/14	6 PM	150 km @ 2.50	2.50	Rs-375/-	Full day	Rs-700/-		4100/-	Attended provincial Scout Head Quarter					
	one day stay at Head Quarter Boy Scout Peshawar dated 12/10/14 Rs-700/-																	
shahwar	15/14	6 AM	DEO (M) Daggai	15/14	10 AM	150 km @ 2.50	2.50	Rs-375/-	4/day	Rs-350/-		Rs-725/-						
	Total Bill No 2 - Rs-2500/-																	
SO (M) 9901	12/14	8 PM	Sulat	12/14		100 km @ 2.50	2.50	Rs-250/-	Full day	900		Rs-1150/-						
	stay one day stay at Mingora on 13/11/14																	
lat	14/14	6 AM	DEO office Daggai	14/14	9 AM	100 km	2.50	Rs-250/-	4/day	Rs-450		Rs-700						
	Bill No 3 Total -> Rs-2750/-																	
	Total Bill No 1 + 2 + 3 -> Rs-9350/-																	

Railway and Steamer Fare (Col. 10)	(Contents received)
Mileage	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Stamp</div> Signature of the Officer who travelled. Office Date
Miles at (Col. 11)	
Miles at (Col. 12)	
-----days for which daily allowance is claimed (Col. 14) at	
Actual Expenses (Col. 16)	MEMO.
Total:—	(a)
Deduct— Single/Double P.T.A. for days. Supplementary Rules 67 and 68 issued by President-in-Council	Appropriation for 20 20
Deduct— Hire due to Government	
Supplementary Rules 184 issued by the President-in-Council	
Other Deduction:—	
Net Claim	Expenditure including this Bill.
Rupees	Balance:—

Passed for Rupees ( )  
Date \_\_\_\_\_ Controlling Officer

Pay for Rupees ( )  
Date \_\_\_\_\_ Treasury Officer

**CERTIFICATE**

**INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILL**

- (1) Journeys of different kinds and journeys and halt should not be entered on the same line.
- (2) Permanent travelling conveyance and horse allowance as should be drawn along with the pay of the Government servant and not in Travelling Allowance Bill.
- (3) Fractions of a miles/in the total of a bill for any one journey should not be charged for.
- (4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.
- (5) Against each entry in column 13 there should be corresponding entry in column 14.
- (6) A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154 framed by the President-in-Council.
- (7) When travelling allowance is claimed in respect of journey to or from a hill station, it should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

*(Space for pre-audit enforcement in respect of rolls submitted for pre-audit)*

**For use in Accountant-General's Office**

Head of Service Chargeable:—

Admitted for Rs.....

Objected to Rs.....

Reasons of objection.....



# TRAVELLING ALLOWANCE BILL

62

Employee Details  
Employee Name<sup>1</sup>

*Mr. Mishra Raj Khan*

Employee Code<sup>2</sup>

Employee Designation / Grade<sup>4</sup> *S.P.E.T B-16* Employee Basic Pay<sup>5</sup> *38785/-*

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY / INTERNATIONAL TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey <sup>17</sup> Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> used	Distance <sup>13</sup> covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance in <sup>18</sup> Km	Rate <sup>17</sup>	Amount <sup>18</sup>	
Station (from) <sup>8</sup>	Date <sup>7</sup>	Time (hours) <sup>6</sup>	Station (To) <sup>9</sup>	Date <sup>10</sup>	Time (hours) <sup>11</sup>								
<b>JOURNEY 1</b>													
ADEO(M) Tarapur	11 <sup>1</sup> / <sub>2016</sub>	8 AM	DE & Sec: Ed: IC P Peshawar	11 <sup>1</sup> / <sub>2016</sub>	3 PM	↳ bus	300 KM	2.50	750/-	900/-	900/-	1650/-	Construction with official work
Stay at Director's P. Peshawar						12-1-2016 To 14-1-2016	3 days			900 x 3 =	2700/-	2700/-	
DE & Sec: Ed: IC P Peshawar	15 <sup>1</sup> / <sub>2016</sub>	9 AM	ADEO(M) Tarapur	15 <sup>1</sup> / <sub>2016</sub>	5.8 PM	↳ bus	300 KM	2.50	750/-	-	-	750/-	do
ADEO(M) Tarapur	21 <sup>2</sup> / <sub>2016</sub>	8 AM	DE & Sec: Ed: IC P Peshawar	21 <sup>2</sup> / <sub>2016</sub>	3 PM	↳ bus	do	- do	750/-	900/-	900/-	1650/-	do
Stay at Director's P. Peshawar						22-2-2016 To 23-2-2016	(2 days)			900 x 2 =	1800/-	1800/-	
DE & Sec: Ed: IC P Peshawar	24 <sup>2</sup> / <sub>2016</sub>	9 AM	ADEO(M) Tarapur	24 <sup>2</sup> / <sub>2016</sub>	5 PM	↳ bus	300 KM	2.50	750/-	-	-	750/-	do
<b>JOURNEY 2</b>													
ADEO(M) Tarapur	6 <sup>3</sup> / <sub>2016</sub>	8 AM	DE & Sec: Ed: IC P Peshawar	6 <sup>3</sup> / <sub>2016</sub>	3 PM	↳ bus	300 KM	- do	750/-	900/-	900/-	1650/-	do
Stay at P. Peshawar						7-3-2016	1 day			900/-	900/-	900/-	do
DE & Sec: Ed: IC P Peshawar	8 <sup>3</sup> / <sub>2016</sub>	9 AM	ADEO(M) Tarapur	8 <sup>3</sup> / <sub>2016</sub>	5 PM	↳ bus	300 KM	- do	750/-	-	-	750/-	do
ADEO(M) Tarapur	18 <sup>4</sup> / <sub>2016</sub>	8 AM	DE & Sec: Ed: IC P Peshawar	18 <sup>4</sup> / <sub>2016</sub>	3 PM	↳ bus	300 KM	- do	750/-	900/-	900/-	1650/-	do
Stay at P. Peshawar						19-4-2016	1 day			900/-	900/-	900/-	do
DE & Sec: Ed: IC P Peshawar	20 <sup>4</sup> / <sub>2016</sub>	9 AM	ADEO(M) Tarapur	20 <sup>4</sup> / <sub>2016</sub>	5 PM	↳ bus	- do	- do	750/-	-	-	750/-	
<b>Total<sup>20</sup></b>									6000/-	9900/-	15900/-		

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
15	900/-	9900/-	2400 KM @ 2.50 Per KM	6000/-			15900/-

D.D.O. / D.A.O. / A.G. use only

DDO Code \_\_\_\_\_

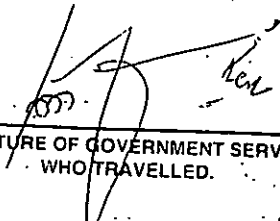
DAO/AG Ref \_\_\_\_\_

*[Signature]*



## TRAVELLING ALLOWANCE BILL

- |  |           |
|--|-----------|
| 1. TRAVELLING FARE (AIR TICKETS, ETC): | Rs. _____ |
| 2. TRAVELLING ALLOWANCE (MILEAGE)      | Rs. _____ |
| 3. TOTAL DAILY ALLOWANCE               | Rs. _____ |
| 4. ACTUAL EXPENSES (HOTEL CHARGES)     | Rs. _____ |
| 5. OTHER ALLOWANCES                    | Rs. _____ |
| GRAND TOTAL:-                          | Rs. _____ |
| 6. LESS DEDUCTION-(TA ADVANCE)         | Rs. _____ |
| NET AMOUNT PAYABLE                     | Rs. _____ |

  
 \_\_\_\_\_  
 SIGNATURE OF GOVERNMENT SERVANT  
 WHO TRAVELLED.

\_\_\_\_\_  
CONTROLLING OFFICER.

### FOR USE IN AUDIT / TREASURY OFFICE

Admitted:..... Rs. \_\_\_\_\_

Objected:..... Rs. \_\_\_\_\_

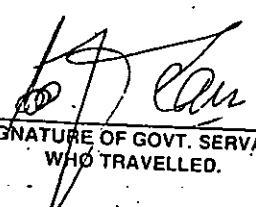
Reason of Objection and \_\_\_\_\_

\_\_\_\_\_  
AUDITOR

\_\_\_\_\_  
ASSTT: ACCOUNT OFFICER

## CERTIFICATE

1. Certified that the journey was performed in the interest of Public Service.
2. Certified that I was not on Casual Leave during the journey-performed.
3. Certified that I was not provided with Government Vehicle.
4. Certified that the halts for which Daily Allowance have been claimed were essential in Public interest.
5. Certified that I was not provided with Government Residential facility and stayed in Hotel and claimed Hotel charges.

  
 \_\_\_\_\_  
 SIGNATURE OF GOVT. SERVANT  
 WHO TRAVELLED.

FOR DDO OFFICE	
ENTITY CODE	_____
OBJECT CODE	A-03805-TRAVELLING ALLOWANCE.

APPROPRIATION FOR THE YEAR: Rs. \_\_\_\_\_

EXPENDITURE UPTO DATE: Rs. \_\_\_\_\_

BALANCE AVAILABLE: Rs. \_\_\_\_\_

# Travelling Allowance Bill — (Gazetted Government Servants)

TEJRA MEWT 20/4

District: \_\_\_\_\_ Name: Mushraf Khan  
 Designation: ADOC Sports Head of Service Chargeable: 64  
 Head Quarters: \_\_\_\_\_ Pay: \_\_\_\_\_ Month of: \_\_\_\_\_  
 Voucher No. of list: \_\_\_\_\_ Payment for: \_\_\_\_\_ 20

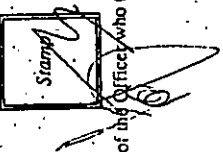
Particulars of journeys and Halts						Kind of journey i.e. by (rail mail or passenger) steamer, road or trolley.	Railway/Steamer Fare\$			Distance travelled by road or by trolley			Number of days for which allowance is claimed	Actual Expenses		Purposes of journey or halts	Date of last visit	REMARKS
DEPARTURE			ARRIVAL				Class	No. of fares	Amount	For which mileage is admissible		Allowance admissible		Particulars	Amount			
Station	Date	Hours	Station	Date	Hours					At ordinary rates	At other rates							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
10CM 9991	23/10/14	3pm	GHS Chughto	22/10/14	6pm	100km	Rs=250/-			Full day	Rs=70/-				Rs=950/-			
Attended High/Higher Secondary School Tournament 2014 at GHS Chughto Wef 23/10/2014 to 26/10/14 (4 days) 700x4 = Rs=2800/-																		
55 10CM	26/10/14	3pm	DEO offic Daggari	26/10/14	6am	100km	Rs=250/-								Rs=250/-			
Total → Rs=4100/-																		
10CM 9991	27/10/14	6AM	Jowar	9AM	30km	Rs=75				and Back 30km	Rs=75				500/-			
(Attended Free Quarter Final Match) at Jowar Ground H/dlay = 350																		
10CM 5521	31/10/14	6AM	Amnaka	9AM	30km	Rs=75				and back 30km	Rs=75				500/-			
(Attended Quarter Final) at Amnaka H/dlay = 350																		
11	28/11/14	6AM	GHS Bakshi	28/11/14	30km	Rs=75				and back	Rs=75				500/-			
Attended GHS Koppa US GHS Ghazikhwar match H/dlay = 350																		
C- Total → 5500/-																		

Travelling by road includes travelling by sea or river in a steam launch or in any such other steamer and travelling by canal. The particulars kind of journey where the same company has two rates of fare one inclusive and one exclusive of diet the word "fare" should be held to mean "fare" exclusive of diet.

**INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILL**

- (1) Journeys of different kinds and journeys and halt should not be entered on the same line.
- (2) Permanent travelling conveyance and horse allowance should be drawn along with the pay of the Government servant and not in Travelling Allowance Bill.
- (3) Fractions of a miles/in the total of a bill for any one journey should not be charged for.
- (4) When the first item of a travelling allowance bill is a halt, the date of commencement of this halt should be stated in the "Remarks" column.
- (5) Against each entry in column 13 there should be corresponding entry in column 14.
- (6) A certificate of attendance given by the Court of authority should be attached to the bill, if travelling allowance is drawn under Supplementary Rule 154 framed by the President-in-Council.
- (7) When travelling allowance is claimed in respect of journey to or from a hill station, if should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enforcement in respect of rolls submitted for pre-audit)

Railway and Steamer Fare (Col. 10)  Mileage (Col. 11) Miles at (Col. 12)  .....days for which daily allowance is claimed (Col. 14) at  Actual Expenses (Col. 16)  Total:—  Deduct— Single/Double P.T.A. for days. Supplementary Rules 67 and 68 issued by President-in-Council  Deduct— Hire due to Government  Supplementary Rules 184 issued by the President-in-Council  Other Deduction:—  Net Claim  Rupees	(Contents received) <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">                     Stamp   </div> Signature of the Officer who travelled. Office Date  MEMO.  (a)  Appropriation for 20 20  Expenditure including this Bill.  Balance:—	Passed for Rupees ( ) Date  Pay for Rupees ( ) Date  Controlling Officer  Treasury Officer
--	--	--

**CERTIFICATE**

**For use in Accountant-General's Office**

Head of Service Chargeable:—	Admitted for Rs..... Objected to Rs..... Reasons of objection.....
------------------------------	--

A08805 TA/DA

9/30/13

Mushraf Khan

24/2013 7039/115

GS&PD NWFP 3021 S. 50 Pads of 100 L. 6.11 9/ - (1)

TRAVELLING ALLOWANCE BILL OF THE ESTABLISHMENT FOR THE MONTH OF 5/2013

No. & Designation	Head- quarter	Actual Pay	Particulars of journey and halt						Kind of journey by rail (Mail or passenger), Steamer, Rental or Trolley	Railway Steamer fare			Carriage by rail or trolley			Daily Allowance			Actual Expenses		Purpose of journey	Total of each line	REMARK
			Departure			Arrival				Clas	No. of Fares	Amount	No. of Fares	Date	Amount	No. of Fares	Date	Amount	Particulars	Amount			
			Station	Date	Hours	Station	Date	Hours															
2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
shraf Khan 20 (sports) ps-16 sp(m) ice DSSA		24/13	8 Am	GHS Bata Scout Camp	12 pm	12 pm	12 pm	by bus	40 km	Rs-100	2.50	Full day	700	DA	Attend gaj Scout Camp	800	✓	Appropriat					
			Stay in Scout Camp GHS Bata w.e.f 24/5/13 to 30/5/13 (7 days) 700 x 7 = 4900/-																				
GHS Bata-9 Scout Camp		31/13	8 Am	Deo Aic Jessa	12 pm	12 pm	12 pm	by bus	40 km	Rs-100	1.00	Half day	300										
			Total: 165800/-																				

① Certified that the amount of this bill has not been  
declared before.

② Certified that the journey was made in the interest of public service.

*[Signature]*

100/-  
Expend  
including  
340/-  
6040/-  
165800/-  
Balance  
5800/-  
6040/-

Deduct:- Un-disbursed Travelling Allowance refunded as detailed on the reverse.

Net (in words) sum required for payment

Station: \_\_\_\_\_

Contents received

(B)

Instructions for preparing Travelling Allowance Bills.

Voucher No.	
List of Payment	
for	19

1. Journeys of different kinds and journeys and halts should not be entered on the same line only entered of allowance should, therefore, in the same line and its amount carried out separately into the last money column.
2. Permanent travelling, conveyance and house allowance should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills.
3. Fractions of mile in the total bill of any one journey for each person should not be charged for.
4. When the first item of Travelling Allowance Bills is a halt, the date of commencement of the halt should be stated in the "Remarks" column.
5. Daily Allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and the daily allowance in columns 17 to 19.
6. Journey performed beyond Pakistan Territory should be indicated separately and the distance travelled should be stated in each case.
7. When Travelling Allowance is claimed in respect of journey to or from a Hill Station, should be mentioned in "Remarks" column whether or not the halt has exceeded ten days.

(Space for pre-audit enforcements in respect of Bills submitted for pre-audit)

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Head of service chargeable:- <i>AD 3805 TA/DA</i> <i>Dist. Edu. Officer Secy.</i> <i>Education</i>	Admitted for Rs. _____
	Objected to Rs. _____
	Reasons of Objections:- _____
	Senior Accountant _____ G.O. _____

Entered by Drawing Officer and checked in Audit Office

BD: 6005  
CERTIFICATE No. 30024/447

\*Certified that I have satisfied myself that all emoluments included in the bills drawn 1 month/2 months/3 months previous of this date, with the exception of these details given below which the amount has been returned by deduction from this bill have been disbursed to the Government servants named therein and their receipt taken in Acquittance Roll filed in my office with receipt stamp duly cancelled for every payment in excess of Rs. 20/-.

\*\*Also that the journey for which mileage has been claimed under Supplementary Rule 1s for Non-Gazetted ministerial or menial Government Servants were made by public or hired conveyance under my order.

\*\*\*Also that it was necessary for the Government Servant for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance shown (Supplementary Rule 91).

Details of Travelling Allowance refunded:

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

*17031*  
*176*

*Rs 5800/- Five Thousand Eight Hundred only*

Passed for Rs. \_\_\_\_\_

Dated \_\_\_\_\_ 19

Pay Rupees

From \_\_\_\_\_ (Sub-Treasury)

Examined and entered.

Accountant

Dated \_\_\_\_\_ 19

\*One only to used and others scored out.

*[Signature]*  
(Controlling Officer)  
DISTRICT EDUCATION OFFICER (D)

(Treasury Officer)

(Sub-Treasury Officer)

(Incorporated in District)

Accountant

(66)

3039  
17/11/14

**OFFICE OF THE DISTRICT EDUCATION OFFICER (M) SWAT.**

No: 4992-97

Date: 5/11 /2014

To:

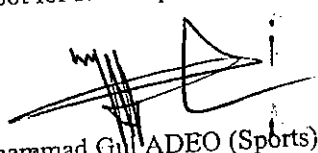
- 1). DEO (M) (E&S) Education Distt: Shangla.
- 2). DEO (M) (E&S) Education Distt: Buner.
- 3). DEO (M) (E&S) Education Distt: U.Dir.
- 4). DEO (M) (E&S) Education Distt: L.Dir.
- 5). DEO (M) (E&S) Education Distt: Malakand.
- 6). DEO (M) (E&S) Education Distt: Chatral.

**SUBJECT: ANNAUL INTER DISTRICTS SCHOOL TOURNAMENT 2014-15**

I am directed to refer to the subject and to state that a meeting regarding inter district school sports tournament for the year 2014-15 has been scheduled on 13-11-2014 at GHSS Balogram distt Swat, on 10:00 AM.

In this regard you are requested to attend the meeting along with G.S sports and ADEO sports of your distt. On schedule date and time.


Other necessary discussion shall be done on the spot for further planning and strengthen the discipline during the tournament.

  
Mohammad Gul ADEO (Sports)  
Distt: Swat.

Endst: No. \_\_\_\_\_

Copy forwarded to the -

- 1). Assistant Director (Sports & physical Education) KPK (E & S) Education Peshawar.
- 2). Principal GHSS Balogram Swat with the request to make necessary arrangement for the participants of the meeting.
- 3). Mr. Mohammad Javed Khan G.S (Sports) distt Swat.
- 4). PA to DEO (M) local office.
- 5). O/C

  
Asst. Distt: Edu: Officer (Sports)  
Distt Swat

*Handwritten notes:*  
Adeo (Sports)  
11  
15/11/14

(67)

TRAVELLING ALLOWANCE BILL OF THE ESTABLISHMENT *ADO Sports of DEO (M)* FOR THE MONTH OF *Sept.*

Name and Designation	Head Quarter	Actual Pay	Particulars of journey and halt						Kind of Journey by rail (mail or Passenger) steam, load or trolley	Carriage by rail of trolley			Daily Allowance		Actual Expenses		Purpose of Journey	Total of each line	REMARKS						
			Departure			Arrival				Class/ km	Number of fares	Amount	Number of fares	Date	Amount	Number of days				Date	Amount	Particulars	Amount		
			Station	Date	Hour	Station	Date	Hour																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
Musharaf Khan ADO Sports Buner	Daggar		① Daggar	04 <sup>11</sup> / <sub>2016</sub>	2pm	Mingora	04 <sup>11</sup> / <sub>2016</sub>	6:00pm	Car	66	10	Rs. 660			Rs.			Rs.	01 Night stay @ 3.00 A.M. 2.100	Rs. 2100	Jewelry Member	Rs. 2760			
			Stay at Mingora for	05 <sup>11</sup> / <sub>2016</sub>					01 day							01 x 700	700		01 Night stay	2100		2800			
			Back to Daggar -	06 <sup>11</sup> / <sub>2016</sub>					Car	66	10	660										660			
			② Daggar	11 <sup>11</sup> / <sub>2016</sub>	2:00pm	Mingora	11 <sup>11</sup> / <sub>16</sub>	8:00pm	Car	66	10	660							01 Night stay	2100		2760	Appropriation		
			Stay at Mingora for	12, 13, 14, 15, 16, 17, 18					12 <sup>11</sup> / <sub>16</sub> = 07 Days							07 x 700	4900		07 Nights	14700		19600			
			Back to Daggar -	19 <sup>12</sup> / <sub>16</sub>					Car	66	10	660										660			
			③ Daggar	21 <sup>11</sup> / <sub>16</sub>	2:00pm	Mingora	21 <sup>11</sup> / <sub>16</sub>	7:00pm	Car	66	10	660							01 Night stay	2100		2760			
			Stay at Mingora for	22, 23, 24, 25, 26, 27, 28					07 Days							07 x 700	4900		07 Nights	14700		19600	Expenditure including		
			Back to Daggar	29 <sup>11</sup> / <sub>16</sub>					Car	66	10	660										660			
			④ Daggar	29 <sup>11</sup> / <sub>16</sub>	12pm	Peshawar	29 <sup>11</sup> / <sub>16</sub>	5pm	Car	150	10	1500							01 Night	2100		3600			
			Stay at Peshawar -	30, 31					03 <sup>03</sup> / <sub>16</sub> = 03 Days							03 x 700	2100		03 Nights	6300		8400			
			Back to Daggar	02 <sup>04</sup> / <sub>16</sub>					Car	150	10	1500										1500			
			⑤ Daggar	27 <sup>12</sup> / <sub>16</sub>	12pm	Peshawar	27 <sup>12</sup> / <sub>16</sub>	6pm	Car	150	10	1500							01 Night	2100		3600			
			Stay at Peshawar for	28					12 <sup>12</sup> / <sub>16</sub> = 01 Day							01 x 700	700		01 Night	2100		2800			
			Back to Daggar	29 <sup>12</sup> / <sub>16</sub>					Car	15	10	1500										1500			
										Total:												Rs 73660/-		Balance	

Deduct: Un-disbursed Travelling Allowance refunded as detailed on the reverse.  
Net (in words sum required for payment.

Station DEO (M) BUNER

S.A.S II

Voucher No.
List of Payment
for

Instructions for preparing Travelling Allowance Bills.

1. Journeys of different kinds and journeys and halts should not be entered on the same line only entered of allowance should, therefore, in the same line and its amount carried out separately into the last money column.
2. Permanent travelling, conveyance and house allowance should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills.
3. Fraction of mile in the total bill of any one journey for each person should not be charged for.
4. When the first item of Travelling Allowance Bills is a halt, the date of commencement of the halt should be stated in the "Remarks Column"
5. Daily allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and the daily allowance in columns 17 to 19.
6. Journey performed beyond Pakistan Territory should be indicated separately and the distance travelled should be stated in each case.
7. When Travelling Allowance is claimed in respect of journey to or from a Hill Station, should be mentioned in "Remarks" column whether or not the halt has exceeded on days.

(Space for pre-audit enforcements in respect of bills submitted for pre-audit)

(for use in Accountant-General's office)

Head of service chargeable:-	Admitted for Rs.....
	objected to Rs.....
	Reasons of Objection:
	Senior Accountant
	GO

CERTIFICATE

\* Certified that I have satisfied myself that all emoluments included in the bills drawn (1) month (2) months/ (3) months previous of this date with the exception of these detailed below at which the amount has been returned by deduction from the bill/have been disbursed to the Government servants named there in and their receipt taken in Acquittance Roll filed in my office with receipt stamp duly cancelled for every payment in excess of Rs. 20/-

\*Also that it was necessary for the Government servant for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halt and that the expense incurred on this account was not less than the halting allowance shown (Supplementary Rule 91.)

Details of Travelling Allowance Regunded.

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

Passed for Rs.....

(Head of Office)

Dated.....

(Controlling Officer)

Pay Rupees

From.....(Sub-Treasury)

Examined and Entered.

(Treasury Officer)

Accountant.

(Sub-Treasury Officer)

Dated.....

(Incorporated in District).

Account on

One Only to be used and the others scored out. Clauses should be scored out with pen when no mileage is claimed under Supplementary Rule 77 and Cluses 3 Where there is no claim under Supplementary Rule 9.

To be entered by Drawing officer and chached in audit Office.



6800

ADD Sports of DEO(M) Buner

TRAVELLING ALLOWANCE BILL OF THE ESTABLISHMENT FOR THE MONTH OF .....

Name and Designation	Head Quarter	Actual Pay	Particulars of Journey and halt						Kind of Journey by rail (pass or Passenger) steam, load or trolley	Carriage by rail or trolley			Daily Allowance			Actual Expenses		Purpose of Journey	Total of each line	REMARKS					
			Departure			Arrival				Number of fares	Date	Amount	Number of days	Date	Amount	Particulars	Amount								
			Station	Date	Hour	Station	Date	Hour																	
MUSHARAF KHAN ADO Sports Buner	Daggar	01	Daggar	25 <sup>09</sup> / <sub>16</sub>	11am	Chaswala	25 <sup>07</sup> / <sub>11</sub>	03pm	Car	130	10	Rs. 1300			Rs.	-	Rs.	-	01 Night Stay @ 30.A @ 1 x 200	Rs. 2100	Sports Meeting	Rs. 3400			
			Stay at Chaswala for 26 <sup>07</sup> / <sub>16</sub> = 01 Day											01 x 700	700			01 Night	2100		2800				
			Back to Daggar - 27 <sup>07</sup> / <sub>16</sub>						Car	130	10	1300										1300			
		02	Daggar	02 <sup>07</sup> / <sub>16</sub>	10am	Abbotabad	02 <sup>07</sup> / <sub>16</sub>	08pm	Car	250	10	2500								01 Night	2100	Scout Camp	4600	Appropriation	
			Stay at Takya Abbotabad: 03, 04, 05, 06, 07, 08, 09 <sup>07</sup> / <sub>16</sub> = 07 Days												07 x 700 =	4900			07 Night	14700		19600			
			Back to Daggar 10 <sup>07</sup> / <sub>16</sub>						Car	250	10	2500											2500		
		03	Daggar	14 <sup>07</sup> / <sub>16</sub>	10:20am	Abbotabad	14 <sup>07</sup> / <sub>16</sub>	06pm	Car	250	10	2500									01 Night	2100	Scout Camp	4600	Expenses including
			Stay at Abbotabad: 15, 16, 17, 18, 19, 20, 21 <sup>07</sup> / <sub>16</sub> = 07 Days												07 x 700 =	4900			07 Night	14700		19600			
			Back to Daggar 22 <sup>07</sup> / <sub>16</sub>						Car	250	10	2500											2500		
										Total:										Rs 60,900/-					

*[Handwritten signature]*

Deduct: Un-disbursed Travelling Allowance refunded as detailed on the reverse.  
Net (in words) sum required for payment.

Station: D.E.O(M) BUNER

S.A.S II

Instructions for preparing Travelling Allowance Bills.

Voucher No.
List of Payment
for

1. Journeys of different kinds and journeys and halts should not be entered on the same line only entered of allowance should, therefore, in the same line and its amount carried out separately into the last money column.
2. Permanent travelling, conveyance and house allowance should be drawn along with the pay of the Government servant and not in Travelling Allowance Bills.
3. Fraction of mile in the total bill of any one journey for each person should not be charged for.
4. When the first item of Travelling Allowance Bills is a halt, the date of commencement of the halt should be stated in the "Remarks Column"
5. Daily allowance is claimed in respect of a road journey the number of miles travelled should be entered in column 14 and the daily allowance in columns 17 to 19.
6. Journey performed beyond Pakistan Territory should be indicated separately and the distance travelled should be stated in each case.
7. When Travelling Allowance is claimed in respect of journey to or from a Hill Station, should be mentioned in "Remarks" column whether or not the halt has exceeded on days.

(Space for pre-audit enforcements in respect of bills submitted for pre-audit)

(for use in Accountant-General's office)

Head of service chargeable:-	Admitted for Rs.....
	objected to Rs.....
	Reasons of Objection:
	Senior Accountant
	G.O

To be entered by Drawing officer and checked in audit Office.

KPK Acct. General No 13

CERTIFICATE

\* Certified that I have satisfied myself that all emoluments included in the bills drawn (1) month (2) months/ (3) months previous of this date with the exception of these detailed below at which the amount has been returned by deduction from the bill/have been disbursed to the Government servants names there in and their receipt taken in Acquittance Roll filed in my office with receipt stamp duly cancelled for every payment in excess of Rs. 20/-.

\* Also that it was necessary for the Government servant for whom halting allowance at headquarters is drawn to keep up the whole or part of their camp equipage during such halts and that the expense incurred on this account was not less than the halting allowance shown (Supplementary Rule 91.)

Details of Travelling Allowance Regunded.

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

Passed for Rs.....

(Head of Office)

Dated.....

(Controlling Officer) ✓

Pay Rupees

From.....(Sub-Treasury)

Examined and Entered.

(Treasury Officer)

Accountant.

(Sub-Treasury Officer)

Dated.....

(Incorporated in District)

Account on

One Only to be used and the others scored out. Clauses should be scored out with pen when no mileage is claimed under Supplementary Rule 77 and Clauses 3 Where there is no claim under Supplementary Rule 9.



69

Annex

C

## Khyber Pakhtunkhwa Boy Scouts Association

Phase -IV Hayatabad Town Peshawar

Tel: 091-9217137 Fax: 091-9217138

E-mail: [khyberpakhtunkhwabsa@gmail.com](mailto:khyberpakhtunkhwabsa@gmail.com)

Website: [www.kpbsa.9k.com](http://www.kpbsa.9k.com)

No.4-15/6721

Dated.20.07.2017

To

The Director Training & Programme  
Pakistan Boy Scouts Association  
Islamabad.

Subject:- **ALT HONOURABLE CHARGE.**  
Memo,

Please find enclosed herewith of Mr. Musharaf Khan Mohallah Tablighi  
Markaz Torwarsak Daggar Buner Scout Leader Assistant Leader Trainer profroma,  
alongwith Certificates recommended for the issuance of Honourable charge of ALT.

You are requested to please issue the Honourable charge in favour of the  
above Scout Leader.

  
IMTIAZ KHAN  
Secretary



## Khyber Pakhtunkhwa Boy Scouts Association

Phase -IV Hayatabad Town Peshawar

Tel: 091-9217137 Fax: 091-9217138

E-mail: [khyberpakhtunkhwabsa@gmail.com](mailto:khyberpakhtunkhwabsa@gmail.com)

No 6-2/9984

Dated 25.05.2018

To

District Scout Commissioner/  
District Education Officer (Male )  
Buner.

Subject:- **SCOUT TRAINING STAFF.**

Dear Sir,

The services of the following Scout Leaders, are required to assist: the Camp Incharge at Provincial Scout Training & Programme Centre Takya Abbottabad , w.e.f.05.06.2018 to 12.06.2018.

<u>S #</u>	<u>Name</u>	<u>Address</u>
01.	Mr.Musharaf Khan DPE	GHSS Torwarsak Buner
02.	Mr.Mushtaq Zada DPE	GHSS Nawagai Buner

You are requested to inform & direct them to report to the Camp Incharge at the above place on 05.06.2018, before 1:00 pm.

They are allowed to draw their TA/DA from their respective Department as per rules.

  
(IMTIAZ KHAN) 25/5/18  
Secretary

Endst No As above

Copy forwarded for information & n/action to the :-

01. Provincial Scout Commissioner Khyber Pakhtunkhwa Boy Scouts Association Peshawar.
- 02-3. The Principal concerned .
04. The Scout Leaders concerned.
05. Camp Incharge Provincial Scout Training & Programme Centre Takya Abbottabad.

  
(IMTIAZ KHAN)  
Secretary

71



## Khyber Pakhtunkhwa Boy Scouts Association

Phase -IV Hayatabad Town Peshawar

Tel: 091-9217137 Fax: 091-9217138

E-mail: [khyberpakhtunkhwabsa@gmail.com](mailto:khyberpakhtunkhwabsa@gmail.com)

Website: [www.kpbsa.9k.com](http://www.kpbsa.9k.com)

### Reminder

No.4-15/9982

Dated.25.05.2018

To

The Director Training & Programme  
Pakistan Boy Scouts Association  
Islamabad.

Subject:- ALT HONOURABLE CHARGE.  
Memo,

Pleased refer to this office letter No.4-15/6721, dated 20.07.2017,  
on the subject noted above (Copy enclosed).

As per above referred letter your were requested to issue the ALT  
Honourable charge, but the same is still awaited.

You are once again requested to issue the ALT Honourable in  
respect of Mr.Musharaf Khan GHSS Pacha Kalli District Buner.

C-C

Mr. Musharaf Khan.CALT  
Ghss Pacha Kalli District Buner

  
(IMTIAZ KHAN) 25/5/18.  
Secretary

70

Annex D



TRAVELLING ALLOWANCE BILL BD No. 6050 Vender No.30401141

Date

Employee Details

Employee Name<sup>2</sup> Musharaf Khan  
Personal Number 274726

Employee Code<sup>3</sup>

Employee Designation/Grade<sup>4</sup> DPE BS-15

Employee Basic Pay Rs: 69470

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey <sup>19</sup> Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> Used	Distance <sup>13</sup> Covered	Class <sup>14</sup>	Amount <sup>15</sup>	Stay/DA	Rate <sup>17</sup> / Day	Amount <sup>18</sup>	
Station (From) <sup>6</sup>	Date <sup>7</sup>	Time(hours) <sup>8</sup>	Station(To) <sup>9</sup>	Date <sup>10</sup>	Time(hours) <sup>11</sup>								
GHSS Torwarsak	27-08-2019	3:00 PM	Takya Abbotabad	27-08-2019	6:30 PM	Personal Car	211 Kms		2110	7 Days	17920	20030	Scout Training
Takya Abbotabad	4/9/2019	9:00 AM	GHSS Torwarsak	4/9/2019	1:00 PM	Personal Car	211 Kms		2110		0	2110	
GHSS Torwarsak	20-07-2019	3:00 PM	Kalam Swat	21-07-2019	7:00 PM	Personal Car	148 Kms		1480	7 Day	8000	9480	President rover Scout
Kalam Swat	25-07-2019	10:00 AM	GHSS Torwarsak	25-07-2019	1:00 PM	Personal Car	148 Kms		1480		0	1480	Camp
Total <sup>20</sup>									7180	0	25920	33100	

Handwritten notes: 4024, 22/3/21

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
7	2560	17920	TA	7180		25100	
4	2000	8000					
Total		25920		7180		33100	

Handwritten signatures and notes: RT D, Sanwar, 22/3/21

Signature & date of Traveller (Govt: Servant) M. Khan

**TRAVELLING ALLOWANCE BILL**

- 1. TRAVELLING FARE (AIR TICKETS, ETC) RS: \_\_\_\_\_
- 2. TRAVELLING ALLOWANCE (MILEAGE) RS: 7180 17967
- 3. TOTAL DAILY ALLOWANCE RS: 25920
- 4. ACTUAL EXPENSES (HOTEL CHARGES) RS: \_\_\_\_\_
- 5. OTHER ALLOWANCES RS: \_\_\_\_\_
- GRAND TOTAL RS: 33100 27716/3
- 6. LESS DEDUCTION (AT ADVANCE) RS: \_\_\_\_\_
- NET AMOUNT PAYABLE RS: 33100 27716/3

PRINCIPAL  
GNS Torwarasak  
Distt: Buner

Pass RS=27716/- only

CONTROLLING OFFICER

FOR USE IN AUDIT / TREASURY OFFICE

Admitted ..... RS: \_\_\_\_\_

Objected ..... RS: \_\_\_\_\_


Reason of Objection and \_\_\_\_\_

AUDITOR:

ASST: ACCOUNT OFFICER

**CERTIFICATE**

- 1. Certified that the Journey was performed in the interest of Public Service
- 2. Certified that I was not on Casual Leave during the Journey performed.
- 3. Certified that I was not provided with Government Vehicle.
- 4. Certified that the halts for which daily Allowance have been claimed were essential in public interest.
- 5. Certified that I was not provided with Government Residential facility and stay in Hotel and claimed Hotel charges.

  
SIGNATURE OF GOVERNMENT SARVENT  
WHO TRAVELLED

FOR DDO OFFICE	
ENTITY CODE	BD-6050
OBJECT CODE	A-3805-TRAVELLING ALLOWANCE

APPROPRIATION FOR THE YEAR RS: 50000/-  
 PREVIOUS EXPENDITURE: RS: 16440/-  
**EXPENDITURE THIS BILL: RS: 33100/-**  
 BALANCE AVAILABLE RS: 460/-

Rupees Thirty Three Thousand & One Hundred Only.

Composed by: Muhammad Zeb J.Clerk Village Torwarasak Mob: # 0334-9292227

Provincial Scouts Training & Programme Centre



73

Takya, Abbottabad

**ATTENDANCE CERTIFICATE**

Certified that Mr. Mushraf Khan D.P.E

of RITE/GHSS/GHS/GMS/GPS سویجو

District Buner attended the Wood Badge / Scout Leader / Boy

Scouts Training Camp held at Provincial Scouts Training & Programme Centre Takya,

Abbottabad w.e.f. 28-08-2019 to 03-09-2019

It is further added that boarding & lodging facilities were not provided to individual concerned.

Shay Noor Rahman

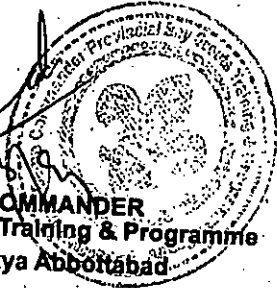
Yousaf Zai

L.T

CAMP COMMANDER

Provincial Scouts Training & Programme Centre Takya Abbottabad

03-09-2019







70

## Khyber Pakhtunkhwa Boy Scouts Association

Phase -IV Hayatabad Town Peshawar

Tel: 091-9217137 Fax: 091-9217138

E-mail: [khyberpakhtunkhwabsa@gmail.com](mailto:khyberpakhtunkhwabsa@gmail.com)

Website: [www.kpbsa.9k.com](http://www.kpbsa.9k.com)

No 4-7/B/12435-69  
Dated .15.07.2019

To

All the District Scouts Commissioners/  
District Education Officers (Male)  
in Khyber Pakhtunkhwa.

Subject: PRESIDENT ROVER SCOUT CAMP - 2018.  
Dear Sir,

It is to inform that the Khyber Pakhtunkhwa Boy Scout Association is conducting the President Rover Scout camp at its Temporary Provincial Scouts Training & Programme Centre Kalam Swat, w.e.f 21.07.2019 to 24.07.2019.

You are requested to select and recommend, District Swat, Mardan, Peshawar, Abbottabad, D.I.Khan & Kohat 8 best Rover Scouts each, and reset of the Districts 5 best Rover Scout each who have already fulfilled the terms and condition for earning the President Rover Scout Badge and direct them to report to the Camp Incharge at Provincial Scouts Training & Programme Centre Kalam Swat, on 21<sup>st</sup> July, 2019 by 03:00 pm sharp with the following necessary items with them.

- i. Complete Scout Uniform( Khaki pant Shirt/ Militia Shalwar Qameez with proper badges
- ii. Mug ,plate & Spoon.
- iii. Gear for Gadgets.
- iv. Rope in white color.
- v. Scout Test Card
- vi. Attested copy of SSC Certificate .
- vii. Recommendation certificate from District BSA.
- viii. Other relevant certificates, etc:
- ix. Bedding according to weather.

Rs.1000/- only ( Rs. One Thousand only ) per head will be charged as food charges & camp Fee ,which will be met out from the concerned District Scout fund ,only transportation charges will be paid by the concerned Institutions.

  
(IMTIAZ KHAN) 5/7/19  
Secretary

C.C

Provincial Scout Commissioner/Director E&SE Khyber Pakhtunkhwa

75

V=30138911  
1598  
Date  
Employee Basic Pay Rs: 69470



### TRAVELLING ALLOWANCE BILL BD No. 6050 Vender No.30401141

**Employee Details**

Employee Name<sup>1</sup> Musharaf Khan

Employee Code<sup>3</sup>

Employee Designation/Grade<sup>4</sup>

DPE BS-17

Personal Number 274726

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey <sup>19</sup> Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> Used	Distance <sup>13</sup> Covered	Class <sup>14</sup>	Amount <sup>15</sup>	Stay/DA	Rate <sup>17 (Govt)</sup>	Amount <sup>16</sup>	
Station (From) <sup>8</sup>	Date <sup>7</sup>	Time(hours) <sup>3</sup>	Station(To) <sup>9</sup>	Date <sup>10</sup>	Time(hours) <sup>11</sup>								
GHSS Torwarsak	26-01-2020	3:00 PM	PBSA Islamabad	26-01-2020	6:30 PM	Personal Car	197 Kms		1970	3 Days	7680	9650	National Adult Training Conference
PBSA Islamabad	30-01-2020	9:00 AM	GHSS Torwarsak	30-01-2020	12:00 PM	Personal Car	197 Kms		1970		0	1970	
GHSS Torwarsak	27-07-2019	8:30 AM	Khpal Kr Foud; Swat	27-07-2019	10:00 AM	Personal Car	54 Kms		540	1 Day	2560	3100	Presidential Scout Award
Khpal Kr Foud; Swat	27-07-2019	3:00 PM	GHSS Torwarsak	27-07-2019	5:00 PM	Personal Car	54 Kms		540		0	540	
<b>Total<sup>20</sup></b>									<b>5020</b>	<b>0</b>	<b>10240</b>	<b>15260</b>	
Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>			Amount <sup>25</sup>	Description <sup>26</sup>		Rate <sup>27</sup>	Amount <sup>28</sup>			
4	2560	10240	TA			5020			15260				
<b>Total</b>		<b>10240</b>				<b>5020</b>			<b>15260</b>				

Vendor inc  
14/8  
Returned due to not signed

19/11/2019

15700/2

Signature & date of Traveller (Govt. Servant)

PRINCIPAL  
GHSS Torwarsak

**TRAVELLING ALLOWANCE BILL**

- 1. TRAVELLING FARE (AIR TICKETS, ETC) RS: \_\_\_\_\_
- 2. TRAVELLING ALLOWANCE (MILEAGE) RS: 5020
- 3. TOTAL DAILY ALLOWANCE RS: 10260
- 4. ACTUAL EXPENSES (HOTEL CHARGES) RS: \_\_\_\_\_
- 5. OTHER ALLOWANCES RS: \_\_\_\_\_
- GRAND TOTAL** RS: 15260
- 6. LESS DEDUCTION (AT ADVANCE) RS: \_\_\_\_\_
- NET AMOUNT PAYABLE** RS: 15260

SIGNATURE OF DDO

CONTROLLING OFFICER

FOR USE IN AUDIT / TREASUR OFFICE

Admitted ..... RS: \_\_\_\_\_  
 Objected ..... RS: \_\_\_\_\_  
 Reason of Objection and

AUDITOR

ASSTT: ACCOUNT OFFICER

**CERTIFICATE**

- 1. Certified that the Journey was performed in the interest of Public Service
- 2. Certified that I was not on Casual Leave during the Journey performed.
- 3. Certified that I was not provided with Government Vehicle.
- 4. Certified that the bills for which daily Allowance have been claimed were essential in public interest.
- 5. Certified that I was not provided with Government Residential facilities and stay in Hotel and claimed Hotel charges.

SIGNATURE OF GOVERNMENT SERVANT  
 WHO TRAVELLED

FOR DDO OFFICE	
ENTITY CODE	BD-6050
OBJECT CODE	A-3805-TRAVELLING ALLOWANCE

APPROPRIATION FOR THE YEAR RS: 75000/-  
 PREVIOUS EXPENDITURE: RS: 59720/-  
**EXPENDITURE THIS BILL: RS: 15260/-**  
 BALANCE AVAILABLE RS: 20/-

Rupees Fifteen Thousand Tw Hundred & Sixty Only.

Composed by: Muhammad Zeb J.Clerk Village Torwarsak Mob: #0334-9292227

*Rs 15260/- only*

*Control / Provincial*  
*Order No.*  
*National Bank of Pakistan*  
*Pay in Cash*  
*15000/-*  
*Rs. fifteen thousand only*

UP - Super. P. Clerk  
 Control / Provincial  
 Order No.  
 National Bank of Pakistan  
 Pay in Cash  
 Rupees

*23/11*



77

# Pakistan Boy Scouts Association

(Affiliated with the World Organization of Scout Movement)  
Website: <http://www.pakscouts.org>

National Headquarters  
Pakistan Boy Scouts Association  
Sumbol Park, Garden Avenue,  
P.O. Box 1792, Islamabad – Pakistan.  
Ph: 92 51 9249173-4 Fax: 92 51 9249177  
29<sup>th</sup> January, 2020

## ATTENDANCE CERTIFICATE

The is to certify that Mr. Musharaf DP, GHSS, Torwarsakr, District Boner KP has attended the 13<sup>th</sup> National Adult Training Conference held at National Headquarters, Pakistan Boy Scouts Association from 27 to 29<sup>th</sup> January, 2020.

  
(IMTIAZ KHAN)  
Secretary

152  
33  
42

77



**TRAVELLING ALLOWANCE BILL BD No. 6050 Vender No. 30401141**

Date<sup>1</sup>

Employee Details

Employee Name<sup>2</sup> **Musharaf Khan**

Employee Code<sup>3</sup>

Employee Designation/Grade<sup>4</sup>

**DPE BPS 17**

Employee Basic Pay **Rs: 69470/-**

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY TRAVEL DETAILS			INTRA (WITHIN) CITY TRAVELING DETAILS			Purpose of Journey <sup>15</sup> Remarks	
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> Used	Distance <sup>13</sup> Covered	Class <sup>14</sup>	Amount <sup>15</sup>	Distance <sup>16</sup> in Km	Rate <sup>17</sup> Per Day		Amount <sup>18</sup>
Station (From) <sup>8</sup>	Date <sup>7</sup>	Time(hours) <sup>4</sup>	Station(To) <sup>9</sup>	Date <sup>10</sup>	Time(hours) <sup>11</sup>								
GHSS Torwarsak	27-01-2020	6:00 AM	PBSA Islamabad	27-01-2020	9:00 AM	Car	280 Kms		2800	3 Days	6000	8800	National Adult Training Conference
PBSA Islamabad	29-01-2020	3:00 PM	GHSS Torwarsak	29-01-2020	6:00 PM	Car	280 Kms		2800		0	2800	
GHSS Torwarsak	28-08-2019	6:00 AM	Takya Abbotabad	28-08-2019	9:00 AM	Car	180 Kms		1800	6 Days	12000	13800	Scouts Training
Takya Abbotabad	3/9/2019	3:00 PM	GHSS Torwarsak	3/9/2019	6:00 PM	Car	180 Kms		1800		0	1800	
GHSS Torwarsak	21-07-2019	10:30 AM	Kalam Swat	21-07-2019	2:00 PM	Car	81 Kms		810	4 Days	8000	8810	President rover Scout Camp
Kalam Swat	24-07-2019	2:00 PM	GHSS Torwarsak	24-07-2019	4:00 PM	Car	81 Kms		810		0	810	
GHSS Torwarsak	27-07-2019	10:30 AM	Khpal Kor Found Swat	27-07-2019	2:00 PM	Car	65 Kms		650	1 Day	2000	2650	Presidential Scout Award
Khpal Kor Found Swat	27-07-2019	2:00 PM	GHSS Torwarsak	27-07-2019	4:00 PM	Car	65 Kms		650		0	650	
<b>Total<sup>20</sup></b>									<b>12120</b>	<b>0</b>	<b>28000</b>	<b>40120</b>	

Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>	Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>
14	2000	28000	TA	12120		40120	
Total		28000		12120		40120	

*(Handwritten signature)*

Signature & date of Traveller (Govt. Servant)

*(Handwritten signature)*

**TRAVELLING ALLOWANCE BILL**

1. TRAVELLING FARE (AIR TICKETS, ETC) RS: \_\_\_\_\_  
 2. TRAVELLING ALLOWANCE (MILEAGE) RS: 12120  
 3. TOTAL DAILY ALLOWANCE RS: 28000  
 4. ACTUAL EXPENSES (HOTEL CHARGES) RS: \_\_\_\_\_  
 5. OTHER ALLOWANCES RS: \_\_\_\_\_  
**GRAND TOTAL** RS: 40120  
 6. LESS DEDUCTION (AT ADVANCE) RS: \_\_\_\_\_  
**NET AMOUNT PAYABLE** RS: 40120

SIGNATURE OF DDO

CONTROLLING OFFICER

FOR USE IN AUDIT / TREASUR OFFICE

Admitted ..... RS: \_\_\_\_\_

Objected ..... RS: \_\_\_\_\_

Reason of Objection and

AUDITOR

ASSTT. ACCOUNT OFFICER

**CERTIFICATE**

1. Certified that the Journey was performed in the interest of Public Service
2. Certified that I was not on Casual Leave during the Journey performed.
3. Certified that I was not provided with Government Vehicle.
4. Certified that the bills for which daily Allowance have been claimed were essential in public interest.
5. Certified that I was not provided with Government Residential facility and stay in Hotel a

SIGNATURE OF GOVERNMENT SERVANT  
 WHO TRAVELLED

FOR DDO OFFICE	
ENTITY CODE	BD-6050
OBJECT CODE	A-3805-TRAVELLING ALLOWANCE

APPROPRIATION FOR THE YEAR RS: 100000/-  
 PREVIOUS EXPENDITURE: RS: 59720/-  
 EXPENDITURE THIS BILL: RS: 40120/-  
 BALANCE AVAILABLE RS: 160/-

Rupees Nine Thousand Only.



78

# Pakistan Boy Scouts Association

(Affiliated with the World Organization of Scout Movement)  
Website: <http://www.pakscouts.org>

National Headquarters  
Pakistan Boy Scouts Association  
Sumbol Park, Garden Avenue,  
P.O. Box 1792, Islamabad - Pakistan.  
Ph: 92 51 9249173-4 Fax: 92 51 9249177  
29<sup>th</sup> January, 2020

## ATTENDANCE CERTIFICATE

This is to certify that Mr. Musharaf DP, GHSS, Torwarsakr, District Boner KP has attended the 13<sup>th</sup> National Adult Training Conference held at National Headquarters, Pakistan Boy Scouts Association from 27 to 29<sup>th</sup> January, 2020.

  
(IMTIAZ KHAN)  
Secretary

79

**GOVT: HIGHER SECONDARY SCHOOL TORWARSAK BUNER**

Dated: 01/06/2020

No. 503

To,

The district education officer (M)  
District Buner.

Subject : Grant of travelling allowance

Sir,

With great veneration you are hereby requested to grant Travelling mounting to Rs: 2120/- in favor of  
Musharaf Khan DPE GHS Torwarsak , District Buner.



Principal



20  
Provincial Scouts Training & Programme Centre



Takya, Abbottabad

**ATTENDANCE CERTIFICATE**

on

Certified that Mr. Mushraf Khan D.P.E

of RITE/GHSS/GHS/GMS/GPS جنگل

District Buner attended the Wood Badge / Scout Leader / Boy

Scouts Training Camp held at Provincial Scouts Training & Programme Centre Takya,

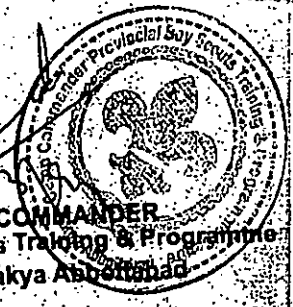
Abbottabad w.e.f. 28-08-2019 to 03-09-2019

It is further added that boarding & lodging facilities were not provided to individual concerned.

Shay Noor Rahman  
Journalist

03-09-2019

[Signature]  
CAMP COMMANDER  
Provincial Scouts Training & Programme  
Centre Takya Abbottabad





# Khyber Pakhtunkhwa Boy Scouts Association

Phase -IV Hayatabad Town Peshawar

Tel: 091-9217137

Fax: 091-9217138

E-mail: [khyberpakhtunkhwabsa@gmail.com](mailto:khyberpakhtunkhwabsa@gmail.com)

Website: [www.kpbsa.9k.com](http://www.kpbsa.9k.com)

No 4-7/B/12435-69

Dated .15.07.2019

To

All the District Scouts Commissioners/  
District Education Officers (Male)  
in Khyber Pakhtunkhwa.

Subject:

**PRESIDENT ROVER SCOUT CAMP - 2018.**

Dear Sir,

It is to inform that the Khyber Pakhtunkhwa Boy Scout Association is conducting the President Rover Scout camp at its Temporary Provincial Scouts Training & Programme Centre Kalam Swat, w.e.f 21.07.2019 to 24.07.2019.

You are requested to select and recommend, District Swat, Mardan, Peshawar, Abbottabad, D.I.Khan & Kohat 8 best Rover Scouts each, and reset of the Districts 5 best Rover Scout each who have already fulfilled the terms and condition for earning the President Rover Scout Badge and direct them to report to the Camp Incharge at Provincial Scouts Training & Programme Centre Kalam Swat, on 21<sup>st</sup> July, 2019 by 03:00 pm sharp with the following necessary items with them.

- i. Complete Scout Uniform( Khaki pant Shir/ Militia Shalwar Qameez with proper badges
- ii. Mug ,plate & Spoon.
- iii. Gear for Gadgets.
- iv. Rope in white color.
- v. Scout Test Card
- vi. Attested copy of SSC Certificate.
- vii. Recommendation certificate from District BSA.
- viii. Other relevant certificates, etc:
- ix. Bedding according to weather.

Rs.1000/- only (Rs. One Thousand only) per head will be charged as food charges & camp Fee, which will be met out from the concerned District Scout fund, only transportation charges will be paid by the concerned Institutions.

(IMTIYAZ KHAN) 517119

Secretary

out Commissioner/Director E&SE Khyber Pakhtunkhwa

12-minil-khyberpakk...  
08-22-19

82

No. 3  
Dated 08/22/19

District Scout Commissioner/  
District Education Officer (Male)  
Bunir.

**Subject: DISTRIBUTION OF PRESIDENTIAL SCOUT AWARD**

Dear Sir,

I am pleased to inform that the Presidential Scout Award (Letter of commendation), of Musharaf Khan Scout Leader, received from National Headquarters Pakistan Boy Scouts Association Islamabad.

The Provincial Scouts Headquarters, Khyber Pakhtunkhwa Boy Scouts Association arranged a special function for distribution Presidential Scout Awards on 27<sup>th</sup> July, 2019, at 7:00 pm, at Khyal Kor Foundation Saidu Sharif Road, Makan Bagh, Mingora Swat.

You are requested to inform & confirm his availability through WhatsApp/Text Message No. 0300-5712295, to make necessary arrangements before 22<sup>nd</sup> July, 2019, positively.

In case message not received by targeted date, it will be presumed that he is not interested to attend the above function.

**Accept our warm congratulations in advance.**

*[Signature]*  
District Scout Commissioner  
Bunir

83

V=30438911  
1508  
MSK



TRAVELLING ALLOWANCE BILL BD No. 6050 Vender No.30401141

Date: \_\_\_\_\_

Employee Details

Employee Name<sup>2</sup> **Musharaf Khan**

Employee Code<sup>3</sup>

Employee Designation/Grade<sup>4</sup>

**DPE BS-17**

Employee Basic Pay **Rs: 69470**

Personal Number **274726**

PARTICULARS OF TRAVEL / JOURNEY						INTER-CITY TRAVEL DETAILS				INTRA (WITHIN) CITY TRAVELLING DETAILS			Purpose of Journey <sup>19</sup> Remarks
DEPARTURE			ARRIVAL			Conveyance <sup>12</sup> Used	Distance <sup>13</sup> Covered	Class <sup>14</sup>	Amount <sup>15</sup>	Stay/DA	Rate <sup>17</sup> Lit/Day	Amount <sup>18</sup>	
Station (From) <sup>5</sup>	Date <sup>7</sup>	Time(hours) <sup>8</sup>	Station(To) <sup>9</sup>	Date <sup>10</sup>	Time(hours) <sup>11</sup>								
GHSS Torwarsak	26-01-2020	3:00 PM	PBSA Islamabad	26-01-2020	6:30 PM	Personal Car	197 Kms		1970	3 Days	7680	9650	National Adult Training Conference
PBSA Islamabad	30-01-2020	9:00 AM	GHSS Torwarsak	30-01-2020	12:00 PM	Personal Car	197 Kms		1970		0	1970	
GHSS Torwarsak	27-07-2019	8:30 AM	Khpal Kr Foud; Swat	27-07-2019	10:00 AM	Personal Car	54 Kms		540	1 Day	2560	3100	Presidential Scout Award
Khpal Kr Foud; Swat	27-07-2019	3:00 PM	GHSS Torwarsak	27-07-2019	5:00 PM	Personal Car	54 Kms		540		0	540	
<b>Total<sup>20</sup></b>									<b>5020</b>	<b>0</b>	<b>10240</b>	<b>15260</b>	
Days <sup>21</sup>	Rate <sup>22</sup>	Amount <sup>23</sup>	Description <sup>24</sup>			Amount <sup>25</sup>	Description <sup>26</sup>	Rate <sup>27</sup>	Amount <sup>28</sup>				
4	2560	10240	TA			5020		15260					
Total		10240				5020		15260					

Vendor Invoice  
Returned due to not signed by

19/11/2019

15700/-  
MSK

Signature & date of Traveller (Govt: Servant)

PRINCIPAL  
GHSS Torwarsak

**TRAVELLING ALLOWANCE BILL**

- 1. TRAVELLING FARE (AIR TICKETS, ETC) RS: \_\_\_\_\_
- 2. TRAVELLING ALLOWANCE (MILEAGE) RS: 5020
- 3. TOTAL DAILY ALLOWANCE RS: 10260
- 4. ACTUAL EXPENSES (HOTEL CHARGES) RS: \_\_\_\_\_
- 5. OTHER ALLOWANCES RS: \_\_\_\_\_
- GRAND TOTAL** RS: 15260
- 6. LESS DEDUCTION (AT ADVANCE) RS: \_\_\_\_\_
- NET AMOUNT PAYABLE** RS: 15260

SIGNATURE OF DDO

CONTROLLING OFFICER

FOR USE IN AUDIT / TREASUR OFFICE

Admitted ..... RS: \_\_\_\_\_  
 Objected ..... RS: \_\_\_\_\_  
 Reason of Objection and

AUDITOR

ASSTT: ACCOUNT OFFICER

**CERTIFICATE**

- 1. Certified that the Journey was performed in the interest of Public Service.
- 2. Certified that I was not on Casual Leave during the Journey performed.
- 3. Certified that I was not provided with Government Vehicle.
- 4. Certified that the halts for which daily Allowance have been claimed were essential in public interest.
- 5. Certified that I was not provided with Government Residential facility and stay in Hotel and claimed Hotel charges.

SIGNATURE OF GOVERNMENT SARVENT  
 WHO TRAVELLED

**FOR DDO OFFICE**

ENTITY CODE	BD-6050
OBJECT CODE	A-3805-TRAVELLING ALLOWANCE

APPROPRIATION FOR THE YEAR RS: 75000/-  
 PREVIOUS EXPENDITURE: RS: 59720/-  
**EXPENDITURE THIS BILL: RS: 15260/-**  
 BALANCE AVAILABLE RS: 20/-

Rupees Fifteen Thousand Tw Hundred & Sixty Only

Composed by: Muhammad Zeb J.Clerk Village Torwarsak Mob: # 0334-9292227

*RS=15260/- only*

*15260/-*

*Control / Pro*

*15000/-  
 fifteen thousand only*

*23/*

*14*



(84)

# Pakistan Boy Scouts Association

(Affiliated with the World Organization of Scout Movement)

Website: <http://www.pakscouts.org>

National Headquarters

Pakistan Boy Scouts Association

Sumbol Park, Garden Avenue,

P.O. Box 1792, Islamabad – Pakistan.

Ph: 92 51 9249173-4 Fax: 92 51 9249177

29<sup>th</sup> January, 2020

## ATTENDANCE CERTIFICATE

The is to certify that **Mr. Musharaf DP, GHSS, Torwarsakr, District Boner KP** has attended the 13<sup>th</sup> National Adult Training Conference held at National Headquarters, Pakistan Boy Scouts Association from 27 to 29<sup>th</sup> January, 2020.

  
(IMTIAZ KHAN)  
Secretary

1520  
33  
422

**Khyber Pakhtunkhwa Boy Scouts Association**

Phase - IV Hayatabad Town Peshawar

Tel: 091-9217137 Fax: 091-9217138

E-mail: [khyberpakhtunkhwa@pbpa.com](mailto:khyberpakhtunkhwa@pbpa.com)

85

No.5-1/125-B

Dated: 16/07/2019

District Scout Commissioner/  
District Education Officer (Male)  
Bunir.

**Subject: DISTRIBUTION OF PRESIDENTIAL SCOUT AWARD.**

Dear Sir,

I am pleased to inform that the Presidential Scout Award (Letter of commendation), of Musharaf Khan Scout Leader, received from National Headquarters Pakistan Boy Scouts Association, Islamabad.

The Provincial Scouts Headquarters Khyber Pakhtunkhwa Boy Scouts Association arranged a special function for distribution Presidential Scout Awards, on 27<sup>th</sup> July, 2019, at 7:00 pm, at Khpal Kor Foundation Saidu Sharif Road Mekan Bagh Mingora Swat.

You are requested to inform & confirm his availability, through WhatsApp/Text Message No.0300-5712295, to make necessary arrangements, before 22<sup>nd</sup> July, 2019, positively.

In case message not received by targeted date it will be presumed that he is not interested to attend the above function.

**Accept our warm congratulations in advance.**

(IMTIAZ KHAN)

Secretary

To  
The District Education Officer (M)  
District Buner

86

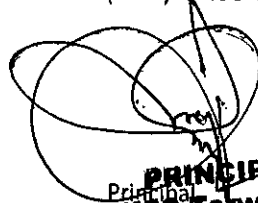
Annex E

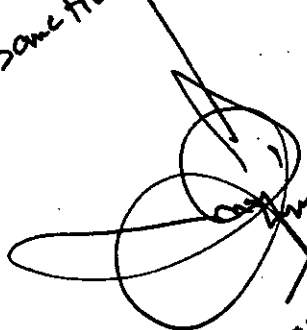
**Subject: GRANT TRAVELING ALLOWANCE**

Sir,

With great veneration you are hereby requested to grant travelling allowance mounting to Rs.33100/ in favor of Mr. Musharaf Khan (DPE) GHSS Torwarsak Buner.

Forwarded to the  
DEO (M) Buner for grant  
of sanction if due.

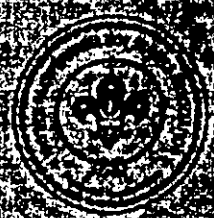
  
PRINCIPAL  
GHSS Torwarsak  
Distt: Buner

  
10/03/21  
PRINCIPAL  
GHSS Torwarsak  
Distt: Buner



(87)

# Provincial Scouts Training & Programme Centre



Takya, Abbottabad

## ATTENDANCE CERTIFICATE

Certified that Mr. Muskaad Khan (S/P)

of RITE/GHS/GHS/GMS/GPS Batera Buner

District Buner attended the Wood Badge / Scout Leader / Boy

Scouts Training Camp held at Provincial Scouts Training & Programme Centre Takya

Abbottabad w.e.f. 26/8/2021 to 26/8/2021

It is further added that housing & lodging facilities were not provided to individual concerned.

Dated 26/8/2021



*[Signature]*  
SAFECOMANAGER  
Scouts Training & Programme  
Centre Takya Abbottabad



88

## Khyber Pakhtunkhwa Boy Scouts Association

Phase - IV Hayatabad Town Peshawar

Tel: 001-9217137 Fax: 001-9217138

Website: [www.kpbsa.gov.pk](http://www.kpbsa.gov.pk)

No G-2/17023-28

Dated: 11.08.2021

District Scout Commissioners/  
District Education Officers (Male )  
Swabi, Haripur, Nowshera, Mansehra, Mardan,  
Buner, Dir Upper & Tank.

**Subject:- SCOUT TRAINING STAFF FOR SCOUT LEADER TRAINING COURSE.**  
Dear Sir,

The services of the following Scout Leaders are required to act as staff members in Scout Leader Training Course, at Provincial Scout Training & Programme Centre Takya Abbottabad w.e.f. 20.08.2021 to 26.08.2021.

S #	Name		Address
1.	Mr. Murad Ali	LT (Course Leader)	District Scout Secretary Swabi
2.	Mr. Zulfiqar	ALT	District Scout Secretary Haripur
3.	Mr. Noor Muhammad	ALT	GHSS Marhaili Banda Nowshera
4.	Mr. Ghulam Murtaza	LT	Retired Scout Leader Mansehra
5.	Mr. Abdul Muhammad	ALT	GHSS No.1 Bicket Gunj Mardan
6.	Mr. Musharaf Khan	ALT	GHSS Batara Buner
7.	Mr. Abdur Raziq	ALT	Ex SST Kallang Mardan
8.	Mr. Noor Zada	WB	District Scout Secretary Dir Upper
9.	Mr. Naseeb Jan	WB	GHSS Mulla Zai Tank
10.	Mr. Wasal Din	WB	GHS Budal Buner
11.	Mr. Banaras Khan	CIV	GHS Tano Swabi

You are requested to inform & direct them to report to the Camp Incharge at the place on 20.08.2021, before 1:00 pm.

They are allowed to draw their TA/DA from their respective Departments as per rules.

(Fazal Ali)  
Dy: Secretary

Encl No As above

Copy forwarded for information & reaction to the :-

- 01 Provincial Scout Commissioner/Director E&SE  
Khyber Pakhtunkhwa Peshawar.
- 02 The Principals/Head Master concerned.
- 03 The Scout Leaders concerned.
- 04 Camp Incharge Provincial Scout Training & Programme Centre Takya Abbottabad
- 05 Warden Provincial Scout Training & Programme Centre Takya Abbottabad

To,

(89)

Annex F

THE DISTRICT EDUCATION OFFICER (M)  
DISTRICT BUNER

Subject: Appeal for Sanctioning / Granting TA/DA Bill of the Applicant w.e.f 2011 to 2021

Respected sir,

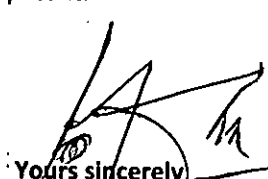
Undersigned served this department for all most 30 years and during his service he paid multiple tours in respect of Sport Events, Meeting, Scouts camping and Training etc. and all the expenses incurred was paid by him from his own pocket and submitted his bill in lieu of TA/DA, the details of which all as under:

- i. TA/DA for the period 2011 to 2015 Rs: 6,30,209
- ii. TA/DA for the period 2017 + 2018 = 60,000
- iii. TA/DA for 2019 till march 2021 = 83,036
- iv. TA/DA for march 2021 to October 2021 = 30,000

Total 8,03,245/-

It is therefore requested that the outstanding amount in lieu of TA/DA may kindly be released /processing in favour of applicant.

(Copy of TA/DA Bill are annexed)

  
Yours sincerely  
Musharaf Khan  
Ex ADO Sports Buner  
Cell No. 0333-9695366

15-08-2022

Copy for forwarded for information and necessary action to:

1. The director Elementary and Secondary Education Department Khyber Pakhtunkhwa
2. The secretary Elementary and Secondary Education Govt. of Khyber Pakhtunkhwa.
3. The Accountant General Khyber Pakhtunkhwa Peshawar
4. The District Account Officer Buner.

(98)

Annex G

1

### TRAVELING ALLOWANCE RULES

T.A.: means an allowance granted to cover the expenses incurred in traveling in the interest of Public Service.

PURPOSE : T.A. is allowed for tour, transfer, to join a first appointment, retirement, suspension, dismissal death or termination of employment, course of training, appearing in an examination, to give evidence in a court or to attend an inquiry or conference, to obtain or furnish medical advice or treatment, to attend a Darbar or an official function and any other purpose authorized by a competent authority .

#### T.A. on Tour:

Tour: A civil servant is on tour when he is absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty.

#### Kinds:

- Fixed T.A.

It is granted to a civil servant whose duties require him to travel extensively and is drawn all the year round, whether he is absent from his headquarters or not.

- Mileage Allowance

It is an allowance calculated on the distance traveled which is to meet the cost of a particular journey performed by the shortest route by which a traveler can arrive at his destination most speedily by the ordinary modes of traveling. If traveled by a route which is cheaper, but not the shortest, mileage allowance for the route actually used may be allowed.

It is admissible from the residence to the railway station or the port or the Sea/River port, at his headquarters and from the railway station or the port or the Sea/River port, at his destination.

#### 4. 4 Category: B-1 & 2.

A Government servant in transit from one post to another ranks in category for the purpose of T.A, to which lower of the two post would entitle him.

T.A. of an officer who is promoted Or reverted with retrospective effect should not be revised for the

(91)

2

intervening period, unless actual change of duties is involved.

**Journey by Railway:**

1. 1<sup>st</sup> Category: Accommodation of the highest class.
2. 2<sup>nd</sup> Category: 1st Class Sleeper.
3. 3<sup>rd</sup> Category: 1st Class (Sitter) Accommodation.
4. 4<sup>th</sup> Category: Lowest Class.

**Journey by Sea/River Steamer:**

1. 1<sup>st</sup> Category: Highest class of accommodation.
2. 2<sup>nd</sup> Category: If there are two classes, the highest class if there are more than two classes, to middle or second class.
3. 3<sup>rd</sup> Category: If there are two classes - lower class if there are three classes - Middle or 2<sup>nd</sup> class. If there are four classes - Third class.
4. 4<sup>th</sup> Category: Lowest Class.

**Journey by Road:**

1. Transportation Rates of Conveyance by Road:
  - a. Motor Car Rs.1.20 per km
  - b. Motor Cycle/Scooter. Rs.0.40 per km

**Mileage Rates:**

1. Personal Car or Rs.3/- Per KM by engaging a full taxi.
2. M. Cycle/Scooter. Rs.1/- Per KM
3. Bicycle, animal back on foot. 0.75 Per KM
4. Public transport
5. Plying for hire on single seat basis.
  - a. For Govt. servant B- 7 & above. 0.50 Per km
  - b. For Govt. servant B-6 & below. 0.30 Per km

**Journey by Air:**

Means journey performed in the Aeroplane of public Air transport companies regularly plying for hire. It does not include journeys performed by private aeroplanes nor air taxi.

Government Servant (B-1 7) and above and those in receipt of pay exceeding Rs.4000 /P.M. are entitled to travel by air. A competent authority may authorize other Government servant also to travel by air, if the journey is urgent and in the interest of public service.

**Daily Allowance:**

A daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by a Government servant in consequence of such absence.

The rates of daily allowance are as under: -

Pay Limit	Spl. Daily Charges	Ordinary Daily Charges
Upto 1000	60	40
1001 to 2000	80	65
2001 to 3000	100	85
3001 to 4000	120	100
4001 to 5000	145	120
5001 to 6000	175	150
6001 to 7000	215	180
7001 & above	260	225
BPS-21 & above	300	260

- Daily allowance will be admissible only for the actual night(s) at the outstation for which daily allowance is claimed. Where night stop is not involved and if absence from headquarters exceeds 6 hours (4 hours Federal) half daily allowance will be allowed.
- Government servant in B-1 to 19 may stay in Govt. Guest Houses, public sector Corporation, Rest houses and Hotels. They can claim actual room rent charges on production of receipts subject to a maximum of three Daily allowances at specified stations and one and a half daily allowance at non-specified station.
- Government servant in BPS-20 and above may stay in hotels and claim room rent subject to a maximum of three daily allowances for specified stations, and 1 Y2 daily allowances at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling aforementioned, 50 % of the additional amount will be paid by government.
- Special rate of daily allowance is admissible at Hyderabad, Karachi, Islamabad, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, (Abbottabad for Provincial Govt. servant) Northern area.
- Daily allowance may not be drawn for day on which a Government servant does not reach a point outside a radius of 16 kilometers from his headquarters or return to his headquarters from a similar point.
- In the case of departure from headquarter, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to headquarters, the rate will be, the one admissible at the last station of temporary duty before return to headquarter.
- The period of absence from headquarter will commence from the time of departure from office or residence till the time of return to office or residence.

93

4

- A competent authority authorizing the tour will decide whether the Government servant should proceed on temporary duty from his office or residence. The headquarters and limits of the sphere of duty are fixed by a competent authority
- Daily allowance is admissible on Friday and public holiday during tour but not when he is on casual leave.
- A Government servant who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out station to which he would be entitled had he not proceeded on casual leave.
- A Government servant is not entitled to recover from Govt. the cost of transporting his family or his personal luggage, conveyance etc.
- The daily allowance is drawn for: absence from headquarter on duty. The absence begins when he actually leaves his headquarter and ends when actually returns to the place where his headquarter are situated irrespective of the fact whether he halts there or not.
- If an officer of the vacation department proceeds on tour and then avails of vacation without returning to his headquarter, he is entitled to the T. A. for the outside journey only.

#### Journey on Transfer:

A Government servant is entitled to mileage allowance for a journey on transfer including transfer from military to civil employ. But the traveling allowance on transfer from one station to another will be admissible only if the transfer has been made for public convenience and the Government servant is paid for the transit period. A transfer on request is not treated as for public convenience and as such a Government servant is not entitled to traveling allowance unless the competent authority decides otherwise. In cases where a Government servant is transferred at his own request, intimation to that effect should be sent to the respective audit officer. Unless such intimation is forthcoming the transfer will be treated as for public convenience.

On transfer, a Government servant is entitled to the following: -

- a. Transfer Grant:  
Employees having family - One month's pay.  
Employees not having family - Half a month's pay.  
Provided that if the civil servant is transferred within one year of his continuous posting at a station except in the case of transfer on promotion, he will not be entitled transfer grant but will draw two extra fares of accommodation to which he is entitled in the case rail and two extra mileage allowance in the Case modes other than rail.
- b. Transfer grant is admissible in cases only where traveling allowance on transfer is admissible.
- c. Actual rail, air or steamer fare for the Government servant and one or half fare for each member of the family. If he travels by road he may draw road mileage at the rate applicable to him. If two members of family accompany him, he can draw additional road mileage and if more than two members of family accompany him, three times that rate.
- d. Daily allowance during journey period:
- e. Daily allowance on arrival at the new place of posting:  
One daily allowance at the rate applicable to the stat payable in respect of the Government servant and in re of each member of his family above 12 years and one-half of the full rate for

(94)

every child above the age of 12 months, for day of arrival at the new place of his posting.

f. Transportation of personal effects:

(a) The maximum limit up to which personal effects can be transported at Government expense is as follows: -

Category of Government Servant	If Possessing a Family	If not Possessing a Family
Category I	4500 Kilograms	2240 Kilograms
Category II	3000 Kilograms	1500 Kilograms
Category III	1500 Kilograms	760 Kilograms
Category IV	560 Kilograms	380 Kilograms

(b) Cost of carriage of personal effects up to the maximum number of kilograms as above will be allowed at the rate of 0.05 paisa per kilometers per kilogram (0.148 paisa per K.M per K.G for Federal) from the residence of the Government servant at the old station to his residence at the new station, irrespective of the mode by which the personal effects are carried. (It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects.)

**T.A on Return from Leave:**

If a Civil servant is recalled to duty compulsorily with the personal approval of the leave sanctioning authority, from leave of any kind, he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station he is spending leave to the place he is required to report for duty. In case he is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible will be for one way journey only. If return from leave is optional, no concession is admissible.

**T.A to attend an Examination:**

\* T.A. not more than twice as on tour (but no daily allowance for halts) for the journey to and from the place at which he appears in an obligatory examination or any other examination prescribed by competent authority is admissible to a Government servant.

\* The Government servant summoned by or at the request of F.P.S.C. or of Government for interview not connected with advertised posts may be granted T.A. as on tour. Similarly the Provincial Government servant called for interview for appointment under the Federal Government is entitled to T.A.

**T.A on Retirement:**

\* Allowed T.A. as detailed below in respect of the journey from the place of his last posting to his home town during LPR or one month before the date of actual retirement but not later than six months of the date of actual retirement from Govt. service.

i) Actual fare by rail / steamer or mileage allowance for himself and each member of his family.



95

6

- ii) Cost of transportation of personal effects as on transfer.
- iii) Cost of transportation of personal car or motor cycle Calculated by road.
- iv) Transfer Grant.

**T.A. for journey to give evidence or to attend a court or to attend an inquiry or meeting:**

- \*T.A. allowed as for a journey on tour attaching to his bill a certificate of court attendance or of other authority which summoned him.
- \*When on leave, T.A. will be allowed to and from the place where he is spending leave.
- \*Mileage allowance and daily allowance etc, as for journey on tour admissible, when deputed to attend a meeting.
- \*For conducting inquiry or investigation T.A. as on tour is allowed.

**Traveling allowance for journey on a Course of Training within Country:**

- a. Traveling/Daily Allowance would be admissible at tour rates for original journey to and last journey from the place of training;
- b. Traveling/Daily Allowance would be admissible at tour rates during journey (s) in connection with study tour(s) arranged by the Training Institution(s) during the course(s) of training;
- c. Daily Allowance would be admissible at full rates irrespective of the period of training in case boarding and lodging facilities are not provided during the course of training and
- d. Daily Allowance would be admissible at half rates where only one facility of either boarding or lodging is provided. The trainee(s) will have option either to accept available facility and draw Daily Allowance at half rates or make own arrangements and draw Daily Allowance at full rates.

**Grant of Financial Assistance in the Case of Death of Government Servant At the station of Duty:**

- \* When dead body is transported at home town: -
  - a) If by rail, the actual cost of transportation;
  - b) If by road, the actual cost of transportation subject to a maximum of Rs.1.20 per KM from last station to home town.
  - c) If by air, actual cost of transportation provided by rail or road take more than 24 hours to reach destination.
  - d) One single fare by economy class will also be allowed for the attendant accompanying the dead body.
  - e) In the case of death of the wife (only one wife), her dead body will also be allowed to be transported as above.

**The family of a civil servant who dies while in service will be allowed T.A. as under: -**

- a) Actual fare by rail/ steamer and mileage allowance by road for each member of his family.
- b) Cost of transportation of personal effects as on transfer.
- c) Transfer grant as on transfer.

(96)

7

T.A. For Journey to Give Or Obtain Medical Advice:

If Patient is treated at a place not being the Headquarter of authorized medical attendant, the patient will be entitled to T.A. accompanied by a certificate that the treatment was necessary and if the patient is too ill to travel, the authorized medical attendant shall be entitled to T.A. accompanied by a certificate that the patient could not travel.

If the patient is referred for specialized treatment with the approval of Medical Supt: of the hospital the patient and his attendant will be entitled to T.A. and if he is too ill to travel, the specialist will be entitled to T.A., supported by requisite certificates as the case may be.

T.A. as on tour except D.A. for halts will be allowed, in the above cases.

When a civil servant is required under the orders of the Head of his office to obtain the countersignature of a medical board or a medical officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw traveling allowance for the journey undertaken to appear before such Board or Medical Officer.

If a civil servant, being stationed at a place where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of Government support of an application for an initial grant of leave, may draw traveling allowance for the journey undertaken to obtain that certificate.

Note: - Travelling allowance is not admissible for a journey obtain a medical certificate in support of an application an extension of leave.

If civil servant, having obtained a medical certificate support of an application for an initial grant of leave, is required appear before a medical board, or to appear before a nominal medical board, or to appear before a nominated medical officer Govt. for further opinion as to the necessity for the leave, recommended in that certificate, he may draw traveling allowance for the journey undertaken to obtain that opinion.

Note: - Travelling allowance is not admissible for a journey obtain a further medical opinion in support of an application for an extension of leave.

A civil servant directed by his officer superior, in the interest of the public service, to apply for an invalid pension may if he be required to undertake a journey in order to appear before a Medical Board, draw traveling allowance as on tour;

Provided that his traveling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

T.A as on tour will be allowed in the above cases.

99

8

NO.FD/(SOSR-II) 8-52-2002  
Dated Peshawar the 29<sup>th</sup> October 2002

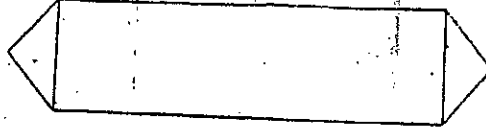
SUBJECT: TRAVELING ALLOWANCE RULES

I am directed to refer to this department's earlier letter No.FD/SO (SR-IV) 1-10-78/Vol-II. dated 17-09-1991 read with No.FD/SO(SR-IV)1-10/78/Vol-II dated: 23-11-1994 on the above noted subject and to state that it has been decided by the Competent Authority that only the government servants in BPS17 and above will be entitled to travel by air for official business.

2. This will come into force with immediate effect.

(98)

Service Tribunal Peshawar بعدالت



2 منجانب

عسرف خان بنام

گورنمنٹ گھوڑی

مورثہ

مقدمہ

دعویٰ

جرم

باعث تحریر آنکہ

مقدمہ مندرجہ عنوان بالا میں اپنی طرف سے واسطے پیروی و جواب دہی وکل کاروائی متعلقہ

آن مقام پشاور کیلئے مہرحاجہ ایڈووکیٹ رفیع اللہ اور دیگر

مقرر کر کے اقرار کیا جاتا ہے۔ کہ صاحبہ عسرف کو مقدمہ کی کل کاروائی کا کامل اختیار ہوگا۔ نیز

وکیل صاحبہ کو رضی نامہ کرنے و تقررات و فیصلے پر حلف دینے جواب دہی اور اقبال دعویٰ اور

بصورت ڈگری کرنے اجراء اور وصولی چیک و روپیہ ارضی دعویٰ اور درخواست ہر قسم کی تصدیق

زرائس پر دستخط کرانے کا اختیار ہوگا۔ نیز صورت عدم پیروی یا ڈگری یکطرفہ یا اپیل کی برآمدگی

اور منسوخی نیز دائر کرنے اپیل نگرانی و نظر ثانی و پیروی کرنے کا مختار ہوگا۔ از بصورت ضرورت

مقدمہ مذکور کے کل یا جزوی کاروائی کے واسطے اور وکیل یا مختار قانونی کو اپنے ہمراہ یا اپنے بجائے

تقرر کا اختیار ہوگا۔ اور صاحبہ مقرر شدہ کو بھی وہی جملہ مذکورہ بالا اختیارات حاصل ہوں گے

اور اس کا ساتھ پر داخہ منظور قبول ہوگا دوران مقدمہ میں جو خرچہ ہر جانب التوائے مقدمہ کے

سبب سے ہوگا۔ کوئی تاریخ پیشی مقام دورہ پر ہو یا حد سے باہر ہو تو وکیل صاحبہ پابند ہوں

گے۔ کہ پیروی نہ کر کریں۔ لہذا وکالت نامہ لکھد یا کہ سند ہے۔

2022

دسمبر

14

الرقوم

عسرف خان Physical Education Ex-Senior Instructor

مقام پشاور کے لئے منظور ہے۔

عدالت پیشینہری وزارت  
پشاور پشاور پشاور 1220193

Accepted

Scanned with CamScanner

Handwritten signature and stamp.