



**TRAVELLING ALLOWANCE BILL**

Name (in block letters) ..... Purpose of Journey/Nature of Duty ..... Contact No. ....  
 Designation ..... Exam ..... Identity No./..... Subject.....  
 Basic Pay/Declared Income for Non-Employees ..... Date of Meeting/Inspection/Exam etc. (if any).....  
 For T.A. Purpose ..... Bill Register Page ..... Centre Code No. ....

Departure			Arrival			Mode of Journey	Distance for road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	P.

1. Mode of Journey  
 (a) By Rail: Class Ticket No. ....  
 (b) By Bus: (Ord./Delux/A/C.) .....  
 (c) Own Car No./Staff Car No./Taxi No. ....  
 (d) By Air: Ticket No. ....  
 (Air, Rail, Bus ticket/taxi receipt attached)

2. Journey/Halting days .....@ .....  
 .....@.....  
 3. Local Conveyance, if any  
 (Detail on Separate Sheet)  
 4. Total ..... Rs. ....

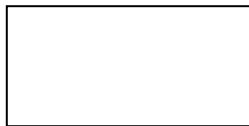
Declaration: Certified that: -

- (i) Particulars provided herewith are correct and that I have not claimed T.A./D.A. etc. for this journey from any other public source.
- (ii) I was not provided free lodging and/or Boarding at the cost of Govt./University or any autonomous body.
- (ii) Certificate for payment at the spot :  
 Certified that I have performed the return journey from .....  
 to .....  
 by the same mode as claimed in the T.A. Bill.

Signature\* .....

Address .....

Countersigned .....



Signature\* .....

(\*Please Sign at both the places)

**For use in Account Branch**

Internal Audit, C.R.S. University, Jind

Pre-audit and passed for ₹ .....

(in words) .....

Auditor

Audit Officer

**For Audit use**

Seen: (i) Sanction (ii) Bill Grant Register  
 (iii) Attendance

**Pay Order**

**Audit Department**

Pre-audited & Passed for Rs. ....

Rupees .....

Auditor

R.S.A.

J.D.

Cheque No. ....

Dated .....

**Please See rules Overleaf**

Verified & Passed

## Abstract of Gradation Pattern for the Purpose of T.A./D.A. & revised rates of daily allowance

Category of Employees	Grade Pay	In any town/city in Haryana including Chandigarh	In any town/city Outside Haryana/ Chandigarh	Hotel expenses (Outside Haryana/Chandigarh)
Grade I	Gr. Pay (10000 and above)	300/-	500/-	Upto Rs. 5,000/- per day plus D.A. of Rs. 500/- per day.
Grade-II	Gr. Pay (8900-9800)	240/-	400/-	Upto Rs. 4,000/- per day plus D.A. of Rs. 400/- per day.
Grade-III	Gr. Pay (4600-8800)	200/-	300/-	Upto Rs. 3,000/- per day plus D.A. of Rs. 300/- per day.
Grade-IV	Gr. Pay (2500-4200)	160/-	200/-	Upto Rs. 1,500/- per day plus D.A. of Rs. 200/- per day.
Grade-V	Gr. Pay (1300-2400)	140/-	160/-	Upto Rs. 300/- per day plus D.A. of Rs. 160/- per day.

### Entitlement for Travel

Grade	Journey by Air	Journey by Sea or River Steamer	Journey by Train	Journey by Road	Journey By Taxi/Auto	Journey by own Conveyance	Rate of Road Mileage	Local Journey within or outside the State
Grade-I Grade Pay 10000 and above	First Class if out of India Business/ Club Class if within India	Highest Class	A.C. First Class or Executive Class	A.C. Bus including Volvo	A.C. taxi	By own car	Rs. 10/- pkm. (for own Car/A.C. Taxi) Rs. 8/- pkm for Non A.C. Taxi	A.C./Non-A.C. Taxi charges of upto 50 Kms per diem for travel within the city
Grade-II Grade Pay 8900-9800	Economy Class (within or out of India)	Highest Class	A.C. First Class or Executive Class	A.C. Bus including Volvo	A.C. Taxi	By own car	Rs. 10/- pkm. (for own Car/A.C. Taxi) Rs. 8/- pkm for Non A.C. Taxi	A.C./Non-A.C. Taxi charges of upto 50 Kms per diem for travel within the city
Grade-III Grade Pay 4600-8800	Economy Class (within or out of India) with prior Permission of competent authority for each journey.	If 2 Classes by lower, if 3 by middle, if 4 classes by third class.	A.C II tier or A.C. Chair Car	A.C Bus/ Delux Bus	Non A.C Taxi (with prior Permission of competent authority for each journey).	By own car with prior approval of Admn. Secy/ HOD for each journey	Rs. 8/- pkm. (for own Car/Non A.C Taxi)	Non AC Taxi or Auto rickshaw charges @ Rs.8/- or Rs. 6/- pkm as the case may be limited to Rs. 150/- per diem for travel within the city.
Grade-IV Grade Pay 2500-4200	Economy Class (Out of India only)	As above to Grade-III employees	A.C III tier or Non A.C. Chair Car.	Ordinary Bus/Delux Bus	At prescribed rates by autorickshaw with prior Permission of competent authority for each journey	By own Scooter/Motor cycle with prior permission of competent authority for each journey.	Rs. 6/- pkm (for own Scooter/Motor cycle or by autorickshaw)	Travel charges @ 6/- pkm limited to Rs. 100/- per diem for travel within the city.
Grade-V Grade Pay 1300-2400	Economy Class (out of India only)	By lowest Class	2 <sup>nd</sup> Class/2 <sup>nd</sup> Class Sleeper	Ordinary Bus	At prescribed rates by autorickshaw with prior Permission of competent authority for each journey.	By own Scooter/Motor cycle with prior Permission of competent authority for each journey.	Rs. 6/- pkm (for own Scooter/Motor cycle or by autorickshaw)	Travel charges @ 6/- pkm limited to Rs. 50/- per diem for travel within the city.

**Note:**

- In respect of those employees who are drawing pay in pre-revised pay scale or in whose case the scales of pay are get to be revised, the corresponding Grade Pay of the pre-revised pay scale in which the pay is being drawn by the employee on the date of journey would determine the entitlements of TA/DA etc. under these orders. The employees who are drawing fixed salary neither in any pay scale not in any Pay Band/Grade pay and are working on contract basis or otherwise or have been re-employed after retirement against a post sanctioned in prescribed pay scale/Pay Band, their TA/DA will be regulated keeping in view the grade pay which would have been admissible to them had they been on regular basis on the post on which they have been re-employed after retirement and/or working on contract basis or otherwise.
- Bill not presented within six months from the date of completion of journey shall be lapsed and will not be entertained unless the period of six months is extended by the competent authority for good cause shown.
- No daily allowance shall be paid for a journey performed within a radius of 5 miles or 8 kms. of Headquarters. Provided further that if any employee other than Class 'D' (who is receiving conveyance allowance) performs journey by road within 8 kms will be paid mileage allowance for the conveyance entitled to use. In such case expenditure may be charged to Contingencies.
- If a person performs the journey by own car/scooter, daily allowance will be paid at half rates for the days of journey.
- If the journey is performed by the transport provided free of cost by the University, local body or the State Government, D.A. shall be admissible at the following rates:-
  - Where absence from the headquarters is less than 6 hours – No D.A.
  - Where absence from the headquarters is for 6 hours or more but less than 12 hours – Half D.A.
  - Where absence is for 12 hours or more but less than 24 hours – Full D.A.