

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by the State Legislature Act XII of 1956)
TRAVELLING ALLOWANCE BILL



Contact No.....

Name (in block letters).....
 Designation.....Exam.....
 Basic Pay/Declared Income for
 Non-Employees for T.A. Purpose.....
GRADE PAY in revise scale.....
Fix SalaryDesignation.....

Purpose of journey/Nature of Duty CS/DS/AS _____
 Identity No./Code No.....
 Class Subject.....
 Date of Meeting/Practical/Exam etc.....
Appointment/TCR P No.....
Expenditure No.....

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

<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)</p>	<p>2. Journey/Halting days.....@..... @..... 3. Local Conveyance, if any (Details on Separate Sheet) Total.....Rs.....</p>
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<p>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. (iii) 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.....</p>	<p style="text-align: center;">For use in Accounts Branch</p> <p>Head of Account..... Pay Rs. (in figures)..... (in words)..... <table style="width: 100%;"> <tr> <td style="text-align: center;">Clerk</td> <td style="text-align: center;">Assistant</td> <td style="text-align: center;">Superintendent</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">Audit Department</p> <p>Pre-audited & Passed for Rs..... Rupees..... </p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="text-align: center;">Auditor</td> <td style="text-align: center;">R.S.A.</td> <td style="text-align: center;">J.D.</td> </tr> </table> </div> </p>	Clerk	Assistant	Superintendent	Auditor	R.S.A.	J.D.
Clerk	Assistant	Superintendent					
Auditor	R.S.A.	J.D.					

Received Payment

Affix Re.1/ Revenue Stamp. If amount exceeds Rs. 5000/-

Signature*.....
 (*Please Sign at both the places)

Complete Bank particulars of the Claimant (for payment thorough RTGs):

CONTACT No. _____
Bank A/c No. _____
Name of Bank _____
Name of Branch _____
Bank code _____
IFSC Code _____

1 Date of duties in case of Asstt. Supdt / Dy. Supdt / Dates of Dispatch of answer books by the Centre Supdt. _____

2. Name of the Nodal Center _____

3. Date of opening the Center _____ Date of Closing the Center _____

Center Superintendent

Abstract of Gradation Pattern for the Purpose of TA/DA & 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	First Class if out of India Business/Club Class if within India.	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo	AC Taxi	By own car	Rs. 10/- pkm. (for own Car/AC Taxi) Rs. 8/- pkm for Non AC Taxi.	AC/Non-AC Taxi charges of upto 50 Kms per diem for travel within the city
Grade-II	Economy Class (within or out of India)	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo	AC Taxi	By own car	Rs. 10/- pkm. (for own Car/AC Taxi) Rs. 8/- pkm for Non AC Taxi	AC/Non-AC Taxi charges of upto 50 kms. per diem for travel within the city.
Grade-III	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	AC Bus/Delux Bus	Non AC Taxi (with prior Permission of competent authority for each journey.	By own car (with prior Permission of competent authority for each journey.	Rs. 8/-pkm. (for own Car/Non AC Taxi)	Non AC Taxi or Autorickshaw 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	Economy Class (Out of India only)	As above to Gr. 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/Motorcycle or by autorickshaw)	Travel charges @ Rs. 6 pkm limited to Rs. 100/- per diem for travel within the city.
Grade-V	Economy Class (Out of India only)	By lowest class.	2 nd Class/2 nd 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/Motorcycle or by autorickshaw)	Travel charges @ Rs. 6 pkm limited to Rs. 50/- per diem for travel within the city.

Notes:

- Travelling allowance of a person, who is not in receipt of any pay or of a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be.
- In respect of those employees who are drawing pay in pre-revised pay scale or in whose case the scales of pay are yet 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 nor 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, a 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.

Complete Bank particulars of the Claimant (for payment thorough RTGs).

CONTACT No. _____

Bank A/c No. _____

Name of Bank _____

Name of Branch _____

Bank code _____

IFSC Code _____