

AGGARWAL COLLEGE BALLABGARH TRAVELLING & DAILY ALLOWANCE BILL

Name _____

Purpose of Journey _____

Designation _____

Basic Pay _____

Grade Pay _____

Date of Journey _____

Departure			Arrival						Amount (in Rs.)
Station	Date	Time	Station	Date	Time	Mode of Journey	No. of KMs	Rate of Mileage	

(1) Mode of Journey (Tickets to be attached in case of Travel in AC Rail/Bus or Deluxe Bus)

(a) By Railway : Class _____ Ticket No _____
(For Onward Journey)

(ii) By Railway : Class _____ Ticket No _____
(For Returned Journey)

(b) By Bus:- AC/Deluxe) Ticket No _____
(For Onward Journey)

(ii) Ticket No _____
(For Returned Journey)

(c) By Own Car/ Private Taxi
Own Car/Taxi No _____

Signature _____

Address _____

Payment Received

	Total	
(2) D.A. @		
From _____		
to _____	Total	

(Amount in Words)

Declaration : Certified that

- Particulars provided herewith are correct & that I have nor claimed TA/DA etc. for this journey from any other public source.
- I was not provided free lodging and /or Boarding at cost of Govt./University or any autonomous body.

3. Certificate for the payment at the Spot:

Certified that I shall perform the return Journey from _____ to _____ by the same mode as claimed in TA Bill.

Signature

Essential Information:-

Part-I

1 Rate of Daily Allowance for Employees:-

(1) The rate of Daily Allowance shall be as under-

Grade Pay Ranges	Within Haryana	In any city/Town outside Haryana/ Chandigarh
Grade-I Rs. Grade pay 10000 & Above	700	800
Grade-II Rs. Grade pay 8900-9800	600	700
Grade-III Rs. Grade pay 4600-8800 Lecturers from Management Fund	500	600
Grade-IV Rs. Grade pay 2800-4600 & CDC	400	500
Grade-V Rs. Grade pay 1800-2400 Clerks & Peons from Management Fund	300	400

The rates for Hotel accomodation shall be as per the Haryana Government rules subject to the production of actual payees receipt of Hotel/Bungalow rent etc. However in that case of half daily allowance shall be admissible. No Hotel expenses will be paid for stau within the state.

2 Entitlement for DA:-

- (i) Where absense from headquarter is less than 6 hours : 30% of Daily Allowance
- (ii) Where absense from headquarter is 6 hours or more but less than 12 hours : Half Daily Allowance
- (iii) Where absense is for more than 12 hours : Full Daily Allowance
- (iv) No daily allowance shall be paid for a Journey performed within a radius of 8 km.from Headquarter.

3 Entitlement for TA:-

- (i) Employees on sanction posts under Grade-I,II,III are entitled to travel by own car/ Taxi and have mileage entitlement @ Rs. 16/- km. (with prior permission)
- (ii) The lecturers from Management Fund will not be entitled to travel by Taxi or own car. They will be paid deluxe bus fare subject to production of tickets. In case of train, they will be entitled for 3rd A.C.

Part-II

4 Rate of Daily Allowance for Students:-

- (i) Rs. 120/- per day for Sports, Full D.A.
- (ii) Rs. 100/- per day for Cultural Activities and others, Full D.A.

Note: In case of Journey performed by AC Rail/ AC Bus or Deluxe Bus, original tickets to be produced, failing which ordinary fare will be paid.