


Mr. /Mrs./Ms./Dr. $\qquad$
BPS:
Purpose of Journey:
$\qquad$

Designation:
Department/Campus:

Cheque No.
$\qquad$

| Particulars of Journey |  |  |  |  |  | Traveling Allowance/ Journey by |  |  | Daily Allowance |  |  | Total Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Departure |  |  | Arrival |  |  |  |  |  |  |  |  |  |
| Station | Date | Time | Station | Date | Time | KMs | Rate | Amount | No of DAs | Rate | Amount |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Deduction |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  | Payable |  |  |

## Certified That: -

a) I have not been paid $\mathcal{T A} / D \mathcal{D A}$ by any other department.

Attachments (Documentary Evidence):
b) Official transport was / was not provided to me for the journey claimed in this bill.
c) The journey was performed in the Gest interest of the University.
a) Travel Authorization Form
b)
c)

Signature of Claimant $\qquad$ Head of Dept. / Section $\qquad$ Directorate of Finance $\qquad$
$\qquad$ Registrar/Addl. Registrar $\qquad$ Vice Chancellor $\qquad$

## TRAVELLING/DAILY ALLOWANCE BILL

## RATES OF T.A / D.A

| BPS | Existing Rates 2012 |  | Revised Rates w.e.f 1/7/2017 <br> onwards |  |
| :---: | :---: | :---: | :---: | :---: |
|  | Ordinary Rates <br> per day (Rs.) | Special Rates <br> per day (Rs.) | Ordinary Rates <br> per day (Rs.) | Special Rates <br> per day (Rs.) |
| $1-4$ | 310 | 500 | 496 | 800 |
| $5-11$ | 390 | 550 | 624 | 880 |
| $12-16$ | 700 | 900 | 1120 | 1440 |
| $17-18$ | 1250 | 1600 | 2000 | 2560 |
| $19-20$ | 1550 | 2050 | 2480 | 3280 |
| 21 | 1750 | 2500 | 2800 | 4000 |
| 22 | 1750 | 3000 | 2800 | 4800 |

Note: Daily allowance will be admissible for the actual night(s) at the out station for which Daily
Allowance is claimed.
Special Daily Allowance is permissible for the areas as notified by the Government from time to time.

TRAVELING ALLOWANCE
By Public Transport
Personal Motor Cycle or Scooter having Registration.
Rs. 5.00/-per km.
Personal Car having Registration.
Rs. 5.00/- per km.
Rs. 10.00/- per km.

