

BABA FARID UNIVERSITY OF HEALTH SCIENCES

FARIDKOT - 151203

TA/DA BILL

Name (In Block Letters)..... Designation..... Basic Pay/Declared Income for Non-employees for T.A. purpose.....	Purpose of Journey..... Date of Meeting/Inspection. (if any)..... Bill Register Page..... Voucher No.....
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Departure			Arrival			Mode of Journey	Distance for Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	Paise

1. Mode of Journey Note : Deluxe/AC Bus/1st Class Rail/Air (Tickets - attached) (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.....	2. Journey/Haiting days..... (a) (a) 3. Local Conveyance, if any (Details on Separate Sheet) Total :
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Declaration : Certified that ---

(i) Particulars provided herewith are correct & 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.

Certificate that I shall perform the return Journey from _____ to _____ by the same mode as claimed in the T.A. Bill.

Signature*.....
 Address.....

Countersigned.....
 Received payment Affix Rs. 1/-
 Revenue Stamp
 if amount exceeds Rs. 5000/-

Controlling Officer.....
 Signature*.....
 (*Please sign at both the places)

For use in Accounts Branch

Passed for Rs. _____
 (Rupees _____)

OSA DRA F.O. Register

Bill Register No. _____
 Cheque No. _____ Dt. _____

(i)	Grade	Pay Range
	I	Rs. 15000 and above
	II	Rs. 10000 and above but less than Rs. 15,000
	III	Rs. 6000 and above but less than Rs. 10,000
	IV	Rs. 5000 and above but less than Rs. 6,000
	V	Rs. 4000 and above but less than Rs. 5,000

- (ii) The revised classification of cities in or outside the state, for a purpose of grant of T.A./D.A. to employees, shall be as under :
- (a) Cities with population of 50 lakhs and above A-1
- (b) Cities with population of 20 lakhs and above but less than 50 lakhs. A
- (c) Cities with population of 10 lakhs and above but less than 20 lakhs. B-1
- (d) Cities with population of 05 lakhs and above but less than 10 Lakhs : B-2

(iii) **Daily Allowance :**

The revised rates of daily allowance shall be as under :-

Grade	A-1 Class cities Hotel/ Non-Hotel	A Class cities Hotel/Non-Hotel	B-1 Class cities Hotel-Non-hotel Rates	B-2 Class cities and other places
I	Rs. 400	Rs. 320	Rs. 240	Rs. 160
	Rs. 200	Rs. 160	Rs. 120	Rs. 80
II	Rs. 350	Rs. 280	Rs. 210	Rs. 140
	Rs. 150	Rs. 120	Rs. 90	Rs. 60
III	Rs. 225	Rs. 180	Rs. 135	Rs. 90
	Rs. 125	Rs. 100	Rs. 75	Rs. 50
IV & V	Rs. 190	Rs. 150	Rs. 115	Rs. 75
	Rs. 100	Rs. 80	Rs. 60	Rs. 40
VI	Rs. 150	Rs. 120	Rs. 90	Rs. 60
	Rs. 75	Rs. 60	Rs. 45	Rs. 30

- (iv) No Daily Allowance shall be permissible within a radius of 8 Kms. from the place of duty. Road mileage at the fixed rates will however, be paid for this journey except to employees in receipt of Local Travelling-cum-Misc. Allowance and Conveyance Allowance.

- (v) Journey beyond 8 Kms. and within 25 Kms. of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the norms rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance

- (vi) A full daily Daily Allowance shall be admissible for journey beyond 25 kms. from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.

- (vii) Non incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.

- (viii) The entitlement to Travel by Rail shall be under :-

Grade	Travel Entitlement
I	1st Class A.C./Shatabadi Executive Class
II	A.C. Chair Car/A.C. Two tier sleeper/1st Class
III & IV	1st Class/A.C. Chair Car/A.C. three tier.
V & VI	Second Class Sleeper.

- (ix) In case the journey is to a place connected by Rail, the employees shall have the option to travel by any mode of road transport i.e. whether by Air Conditioned Bus, Deluxe Bus or Ordinary Bus, subject to the payment of actual charges of maximum railway fare, whichever is less. In the case of station not directly connected by Rail, entitlement of road travel shall be as under :

Grade	Entitlement
I & II	A.C. Bus
III	Deluxe Bus/Express Bus
IV, V & VI	Ordinary Bus.

One-Fourth of the Daily Allowance is admissible if free board and lodging is allowed. One-half of the daily Allowance is admissible if only board or lodging is allowed free.

- (xi) The revised rates of Road Mileage per Km. Shall as under :

Grade	Own Motor Car	Own Motor Cycle	Ordinary Cycle	Other Means of Conveyance	
				Taxi	Other means
	Rs. P.	Rs. P.			
I	5.00	1.20	0.50	5.00	3.00
II	5.00	1.20	0.50	5.00	3.00
III	5.00	1.20	0.50	5.00	3.00
IV	-	1.20	0.50	-	3.00
V	-	1.20	0.50	-	1.50
VI	-	-	0.50	-	1.50

- (xii) The maximum revised rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under :

Grade	Accommodation			
I	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 5 star.			
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 star.			
	A-1 Class Cities	A Class Cities	B-1 Class Cities	B-2 Class cities Other places
III	Any Hotel Room upto Rs. 200/- Per day.	Any Hotel Room upto Rs. 160/- per day.	Any Hotel Room upto Rs. 120/- per day.	Any Hotel Room upto Rs. 80/- per day
	IV & V	Any Hotel Room upto Rs. 150/- Per day.	Any Hotel Room upto Rs. 120/- per day.	Any Hotel Room upto Rs. 90/- per day.
VI	Any Hotel Room upto Rs. 100/- Per day.	Any Hotel Room upto Rs. 80/- per day.	Any Hotel Room upto Rs. 60/- per day.	Any Hotel Room upto Rs. 40/- per day

Members of the Board of Management shall be entitled to travelling and daily allowance for attending meetings relating to the business of the University at the rates mentioned below :

- (a) Actual expenses by Air/Rail/Road.
- (b) Rs. 7.00 per kilometers by own car/taxi subject to the condition that local conveyance charges (one way) by car/Taxi/would be limited to a maximum of Rs. 300/-
- (c) Daily allowance at Rs. 250/- per day including journey days.