

**PANJAB UNIVERSITY, CHANDIGARH**  
**TRAVELLING ALLOWANCE BILL**

Examiner ID .....

P.F. A/c. No.....  
(University Employee)

Name (In block letters).....

Purpose of Journey.....

Designation.....

Grade Pay/Declared Income for Non Employees

Date of Meeting/Inspection/Exam. etc., (if any).....

For T.A. Purpose.....

Bill Register Page..... Voucher No.....

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/A.C. Bus/1st Class Rail/Air  
(Tickets attached)

- (a) By Rail : Class.....Ticket No.....  
(b) By Bus : (Ord./Deluxe/A.C.).....  
(c) Own Car/Staff Car/Taxi No.....  
(d) By Air : Ticket No.....

2. Halting days.....@.....

3. Journey days.....@.....

4. Local Conveyance, if any  
(Details on Separate Sheet) .....

Total

**Declaration :** Certificated 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) I travelled in the class of accommodation to which I am entitled.  
(iv) I was present at the Duty point on the days for which the D.A. has been claimed.  
(v) The Mileage claimed is correct to the best of my knowledge and information.  
(vi) Certificate for Payment at the Spot.

Certified 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

Controlling Officer

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

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

Please see rules overleaf

**For use in Account Branch**

Head of Account/Code No.....

Pay Rs. (in figures).....(in words).....

Clerk

Asstt.

Supdt.

**For Audit Use**
**Seen :** (i) Sanction (ii) T.A. Check Register  
(iii) Attendance (iv) Budget Register/Grant Register
**Pay Order****AUDIT DEPARTMENT**

Preaudited &amp; Passed for Rs.....

Rupees.....

Auditor

Resident Audit Officer  
Panjab University

Cheque No.....

Date.....

Pay order verified

Clerk/Asstt.

O.S.A./A.R.A./F.D.O.

## T.A./D.A. RULES

Following revised T.A./D.A. Rules as notified by the Punjab Government vide Notification No. 18/10/09-4 FP-2/444 dated 31.8.2009 with suitable amendment in the clause IV, V & VI shall be applicable w.e.f. 22.10.2009 vide Circular No. 4132-4282/A dated 22.10.2009 on the basis of Grade Pay shall be as under :-

(i) **Category** **Grade Pay**

I	Rs. 10,000 and above
II	Rs. 7,600 to Rs. 9,999
III	Rs. 5,000 to Rs. 7,599
IV	Rs. 3,800 to Rs. 4,999
V	Below Rs. 3,800

(ii) The revised classification of cities within or outside the State for the grant of T.A./D.A. shall be as under :-

(a)	Cities with population of 50 lakhs and above	A1
(b)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(c)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(d)	Cities with population of 5 lakhs but less than 10 lakhs	B2

(iii) **Daily Allowance :-** The revised rates of daily allowance shall be as under :-

(In Rs.)

Grade Pay Category	A1 Hotel/Non-Hotel rates	A2 Hotel/Non-Hotel rates	B1 Hotel/Non-Hotel rates	B2/other place Hotel/Non-Hotel rates
I	800 400	640 320	480 240	320 160
II	700 300	560 240	420 180	240 120
III	450 250	360 200	270 150	180 100
IV	380 200	300 160	230 120	150 80
V	300 150	240 120	180 90	120 60

The other conditions for daily allowance should remain in force : For example :-

- No allowance should be permissible within a radius of 8 kms. from the place of duty. Road mileage at fixed rates discussed subsequently should however, continue to be paid for this journey except to employees who are in receipt of local travelling and conveyance allowance;
- Journey beyond 8 kms. and within 25 kms. of the place of duty should be treated as local journeys. Daily Allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal travelling allowance;
- A full Daily Allowance should be admissible for journeys beyond 25 kms. from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
- No incidental charges should be payable in addition to the Daily Allowance/Half Daily Allowance.

(iv) **Travel Entitlement by Rail/Air :** The entitlement to travel by Air & Rail shall be as under :-

Grade Pay Category	Entitlement by Rail
I	1st Class A.C./Executive Class
II	1st Class/A.C. Chair Car/A.C. Two tier sleeper
III	1st Class/A.C. Chair Car/A.C. Three Tier
IV & V	Second Class Sleeper

Other conditions for travel by train will remain the same.

**The entitlement to travel by air within India shall be as under :-**

That the facility of use of private car/taxi/Air may be admissible to the members of the Syndicate/Senate/Deans/University Professors/Registrar and others enjoying equivalent pay-scales when required to attend the meetings of the University or in connection with the University work. Due to economy measure the approval of the Registrar in respect of journey by car/taxi/air is required, other than the members of the Syndicate/Senate invited for the University work as per rules.

In case of International travel, Officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/Club Class in cases where the one-way flying time is more than 8 hours, & economy class for all other international flights. All other officers of the State Government would be entitled to travel by Economy Class.

(v) **Journey by Road :**

- The grade pay ranges for travel by public bus/auto-rickshaw/scooter/motor cycle/A.C. taxi/taxi/own car is revised as indicated below :-

Grade Pay Category	Entitlement
I, II & III	Actual fare by any type of public bus including air conditioned bus.
IV & V	Actual fare by ordinary public bus only.

- The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, will be Rs. 1.20 per kilometer.

(vi) **Accommodation:-** The maximum rates for hotel accommodation/Tourist Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under :-

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.

### Classification of City

	A1	A2	B1	B2/Other Places
	(Any hotel room upto rupees per day)			
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

The University is having its own accommodation in the Guest House/Rest House/Teachers Holiday Home are available at Shimla, Dalhousie. The expenditure on hotel accommodation and daily allowance of hotel rate shall be reimbursed only to the University employees if no accommodation is available in the P.U. Guest House/Rest House/Teachers Holiday Home of these places.

NOTE :-

- Fellows of the University and life members (in service of Affiliated Colleges) who do not fall in Grade I by virtue of their pay shall be consider as Officers drawing maximum pay of a University Professor. (Syndicate meeting dated 25.6.1988).
- Bills not presented one year from the date of journey shall lapse and shall not be entertained unless the period of one year is extended by the competent authority for good cause shown.