

PUNJAB TECHNICAL UNIVERSITY

TRAVELLING ALLOWANCE BILL

Name(in block letters) _____ Purpose of Journey _____

Designation _____

Basic Pay/Declared Income for Non Employees For _____ Date of Meeting/Inspection/Exam etc(If Any) _____

DA Purpose _____ Bill Register Page _____ Voucher No _____

Departure			Arrival			Mode of Journey	Distance for Road Mileage			D.A.	Total Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Amount		Rs.	Paise

1. Mode of Journey
Note: Deluxe/AC Bus/1st Class Rail/Air

a) By Rail Class _____ Ticket No. _____

b) By Bus (Ord/Delux/AC) _____

c) Own Car No. Staff Car No./Taxi No. _____
(See Rule (a) backside)

d) By Air Ticket No _____

1. Journey/Halting Days _____ @ _____

2. Local Conveyance, if any _____

Details on Separate Sheet _____

Total _____

Declaration Certified that: -

I. Particulars Provided herewith are correct & that I have not claimed TA/DA 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 shall perform the return Journey.

From _____ To _____

For Use in Accounts Branch

1. Head of Account _____

2. _____

3. Pay Rs.(in figure) _____

In Words _____ only
(Details of Separate Sheet) _____

Total _____

Asst. _____ Supdt. _____

By the road as claimed in the TA Bill

Signature _____

Address _____

Counter Signed _____

Received Payment _____

Controlling Officer _____

Signature _____
(Please sign at both places)

Affix 1 Rs. Revenue Stamp
If Amount Exceeds
Rs.500/-

For Audit Use

Seen: (I) Station (II) Bill/Grant Register (III) Attendance

PAY ORDER

Sanction & Passed for Rs. _____

(Rs. _____

_____ only)

A/c Assistant _____

Registrar
PUNJAB TECHNICAL UNIVERSITY

Cheque No _____

Date _____

A.R.A./E.D.O.

T.A./D.A. RULES

Following Revised T/DA Rule as notified by the Punjab Government Vide Notification No. 5/1/98-2PPN/386 Dated 08/05/1998 shall be applicable w.e.f. 08/05/1998 on the basis of Basic Pay declared income: -

Rates of Daily Allowance/Actual Hotel Accommodation on Production of receipt.

Gradation	Pay Ranges	A1, Class cities Hotel/Non Hotel Rates	A-Class Cities Hotel/Non Hotel Rates	BI, Class cities Hotel/Non Hotel Rates	BII, Class Cities Hotel/Non Hotel Rates
1	Rs.15000 & Above	400/- 200/-	320/- 160/-	240/- 120/-	160/- 80/-
2	Rs.10000 & above but less than Rs.15000/-	350/- 150/-	280/- 120/-	210/- 90/-	140/- 60/-
3	Rs.6000 & above but less than Rs.10000/-	225/- 125/-	180/- 00/-	135/- 75/-	90/- 50/-
4	Rs.5000 & above but less than Rs.6000	190/- 100/-	150/- 180/-	115/- 60/-	75/- 40/-
5	Rs.4000 & above but less than Rs.5000/-	190/- 100/-	150/- 180/-	115/- 60/-	75/- 40/-
6	Below Rs.4000/-	150/- 75/-	120/- 60/-	90/- 45/-	60/- 30/-

Pay ranges for entitlement of Rail/Road/Air would be as under: -

Gradation	Pay Ranges	By Rail	By Road
1	Rs.15000 & Above	1 st Class AC Shatabadi I.N.C. Class	AC Bus
2	Rs.10000 & above but less than Rs.15000/-	AC Chair Car/AC 2 Tier Sleepers/Ist Class	AC Bus
3	Rs.6000 & above but less than Rs.10000/-	1 st Class AC Chair Car/AC 3 tier	Deluxe Bus/Express Bus
4	Rs.5000 & above but less than Rs.6000	1 st Class AC Chair Car/AC 3 tier	Ordinary Bus
5	Rs.4000 & above but less than Rs.5000/-	Second Class Sleeper	Ordinary Bus
6	Below Rs.4000/-	Second Class Sleeper	Ordinary Bus

Rates of Road mileage per K.M. shall be as under: -

- a) Own Motor Car @ Rs.3/- & Taxi Rs.3.50 K.M. (admissible to the persons working in the University Professor Grade)
- b) Own Motor Cycle/Scooter @ Rs.1.20 K.M. (admissible for grades I-V for local journey only)

Pay Exceeding Rs.15000/- & Above	At Discretion
Ay Exceeding Rs.10,000/- but not Rs.15,00/- the existing provisions when permit travel by air with the permission of administrative department. In deserving case, not failing under the general rule with continues.	One the condition that the distance is more than 500 K.M. & journey cannot be performed overnight by rail.

1. No Daily Allowance shall be admissible in the case of an employee returning to the head-quarter with in 8 hours and full daily allowance shall be admissible in case of return after 8 hours subject to the condition that the traveling s beyond 25 K.M.s from the Headquarter.
2. Bill not presented within one year from the date of the journey shall lapse and shall not be entertained unless the period of six months is extended by the competent authority for good cause shown.