## VAISH TECHNICAL INSTITUTE, ROHTAK
### TRAVELLING ALLOWANCE BILL

<table>
<thead>
<tr>
<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>Mode of Journey</th>
<th>Distance for Road Mileage</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td>Date</td>
<td>Time</td>
<td>Station</td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Km.</td>
</tr>
</tbody>
</table>

1. Mode of Journey
   - (a) By Rail : Class.................................. Ticket No.
   - (b) By Bus : (Old/Deluxe/AC)...........................................
   - (c) Own Car No/Staff Car No./Taxi No...........................................
   - (d) By Air : Ticket No..........................................................

**Air Ticket Attached**

**DECLARATION : CERTIFIED THAT :**

(i) Particulars provide herewith are correct and that I have not claimed T.A./D.A. etc. for this journey from any other public source.

(ii) I have used full taxi for the journey/paid full propulsion charges for the car which is a private property.

(iii) I was not provide free lodging and/or Boarding at the cost of Govt/Boarding or any autonomous body.

Signature...........................................................................

Address..........................................................................

Countersigned by H.O.D./Incharge...........................................

Received Payment by Cash/Cheque/Draft No..................................

Date.................................................Bank

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2. Journey/Helting days..................................

3. Local Conveyance if any..................................
   (Detailson Separate Sheet)

**TOTAL**

Signature...........................................................................

Journey From To.................................. to.......................... approved

Advance if any..........................................................

PRINCIPAL

FOUR USE IN ACCOUNT BRANCH

Head of Account..........................................................

Rs..........................................................

Account Clerk.............................................. Bursar

Sanctioned/Passed for Payment of Rs...........................................

Principal....................................................... Manager/Treasurer

(Please sign. at both the place)
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

ESSENTIAL INFORMATION
Pay means pay as it is the Haryana Govt. Grade (w.e.f. 31-12-2010)

PART -1

1. RATE OF DAILY ALLOWANCE
(i) The rate of Daily allowance shall be as under :-

<table>
<thead>
<tr>
<th>Pay Ranges</th>
<th>AD within/Including Haryana/Chandigarh</th>
<th>Outside Haryana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs. 1300/- to 2400/- (Grade V)</td>
<td>140</td>
<td>160</td>
</tr>
<tr>
<td>Rs. 2500/- to Rs. 4200/- (Grade IV)</td>
<td>160</td>
<td>200</td>
</tr>
<tr>
<td>Rs. 4600/- to Rs. 8800/- (Grade III)</td>
<td>200</td>
<td>300</td>
</tr>
<tr>
<td>Rs. 8900/- to Rs. 9800/- (Grade II)</td>
<td>240</td>
<td>400</td>
</tr>
<tr>
<td>Rs. 10000/- and above (Grade I)</td>
<td>300</td>
<td>500</td>
</tr>
</tbody>
</table>

The rates for Hotel accommodation shall be as per the Haryana Government rules.

2. For Travel by Govt. Vehicle :
For absence of 24 hour
(i) Less than 6 hours absence
(ii) More than 6 hours but less than 12 hours
(iii) More than 12 hours

Full daily for each day or part there of
- No. D.A.
- Half D.A.
- Full D.A.

3. Entitlement of journey by road by a Mode other than Public Transport while on tour within India.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Journey by Taxi/autorickshaw</th>
<th>Journey by own conveyance</th>
<th>Rate of Road Mileage</th>
<th>Local Journey within or outside the State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gr. I (G. Pay 10000 and above)</td>
<td>AC Taxi</td>
<td>By Own Car.</td>
<td>Rs. 10/- pkm (for own Car/AC Taxi)</td>
<td>AC/Non-AC Taxi Charges of upto 50 kms. per diem for travel within the city.</td>
</tr>
<tr>
<td>Gr. II (G. Pay 8900-9800)</td>
<td>AC Taxi</td>
<td>By Own Car.</td>
<td>Rs. 10/- pkm (for own Car/AC Taxi)</td>
<td>AC/Non-AC Taxi Charges of upto 50 kms. per diem for travel within the city.</td>
</tr>
<tr>
<td>Gr. III (G. Pay 4600-8800)</td>
<td>Non AC Taxi (with prior approval of the Admin. Secy./HOD for each journey)</td>
<td>By Own Car (with prior approval of the Admin. Secy./HOD for each journey)</td>
<td>Rs. 8/- pkm for Non-AC car</td>
<td>AC / Non-AC taxi or autorickshaw charges @ 8/- or 6/- pkm, as the case may be limited to Rs. 150/- per diem for travel within the city.</td>
</tr>
<tr>
<td>Gr. IV (G. Pay 2500-4200)</td>
<td>At prescribed rate of autorickshaw when journey is actually performed by autorickshaw, with prior approval of the HOD for each journey</td>
<td>By Own scooter/motor cycle (with prior approval of HOD for each journey)</td>
<td>Rs. 6/- pkm (for Scooter/motor cycle or by autorickshaw)</td>
<td>Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.</td>
</tr>
<tr>
<td>Gr. V (G. Pay 1500-2400)</td>
<td>At prescribed rate of autorickshaw when journey is actually performed by autorickshaw, with prior approval of the HOD for each journey</td>
<td>By Own scooter/motor cycle (with prior approval of HOD for each journey)</td>
<td>Rs. 6/- pkm (for Scooter/motor cycle or by autorickshaw)</td>
<td>Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.</td>
</tr>
<tr>
<td>Any Govt employee</td>
<td>@ Rs. 1.20 pkm if journey while on tour is performed by bicycle or on foot by any Government employee</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>