

# VAISH TECHNICAL INSTITUTE, ROHTAK

## TRAVELLING ALLOWANCE BILL

Name..... Purpose of Journey.....  
 Designation.....  
 Grade Pay 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		Km.	Rate	Rs.	P.

- 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**

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

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

**TOTAL**

Signature .....

**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 propuision 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.....of.....Bank

Affix 1 Re.  
 Revenue Stamo if  
 Amount exceed  
 Rs. 5000/-

Signature.....  
 (Please sign. at both the place)

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

**PRINCIPAL**

Advance if any.....

**FOUR USE IN ACCOUNT BRANCH**

Head of Account.....

Rs.....

**Account Clerk**

**Bursar**

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

**Principal**

**Manager/Treasurer**

# 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 :-

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

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

#### 2. For Travel by Govt. Vehicle :

For absence of 24 hour

Full daily for each day or part there of

(i) Less than 6 hours absence

- No. D.A.

(ii) More than 6 hours but less than 12 hours

- Half D.A.

(iii) More than 12 hours

- Full D.A.

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

Grade	Journey by Taxi/ Autorickshaw	Journey by own conveyance	Rate of Road Mileage	Local Journey within or outside the State
1	2	3	4	5
Gr. I (G. Pay 10000 and above)	AC Taxi	By Own Car.	Rs. 10/- pkm (for own Car/AC Taxi) Rs. 8/- pkm for Non-AC Taxi.	AC/Non-AC Taxi Charges of upto 50 kms. per diem for travel within the city.
Gr. II (G. Pay 8900-9800)	AC Taxi	By Own Car.	Rs. 10/- pkm (for own Car/AC Taxi) Rs. 8/- pkm for Non-AC Taxi.	AC/Non-AC Taxi Charges of upto 50 kms. per diem for travel within the city.
Gr. III (G. Pay 4600-8800)	Non AC Taxi (with prior approval of the Admn. Secy./ HOD for each journey)	By Own Car (with prior approval of the Admn. Secy./HOD for each journey)	Rs. 8/- pkm (for own Car/Non-AC car)	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.
Gr. IV (G. Pay 2500-4200)	At prescribed rate of autorickshaw when journey is actually performed by auto rickshaw, with prior approval of the HOD for each journey	By Own scooter/ motor cycle (with prior approval of HOD for each journey)	Rs. 6/- pkm (for Scooter/motor cycle or by autorickshaw)	Travel charges @ Rs. 6/- pkm limited to Rs. 100/- per diem for travel within the city.
Gr. V (G. Pay 1300-2400)	At prescribed rate of autorickshaw when journey is actually performed by autorickshaw, with prior approval of the HOD for each journey	By Own scooter/ motor cycle (with prior approval of HOD for each journey)	Rs. 6/- pkm (for Scooter/motor cycle or by autorickshaw)	Travel charges @ Rs. 6/- pkm limited to Rs. 50/- per diem for travel within the city.
Any Govt employee			@ Rs. 1.20 pkm if journey while on tour is performed by bicycle or on foot by any Government employee	@ Rs. 1.20 pkm if journey while on tour is performed by bicycle or on foot by any Government employee