

**Dr.SSBUCET, PANJAB UNIVERSITY,CHANDIGARH-TEQIP-III
TRAVELLING ALLOWANCE BILL**

Name(In block letters).....
 Designation.....
 Grade Pay/Declared Income for Non Employees/AGP of individual
 For T.A. Purpose.....

Purpose of Journey.....
 Date of Meeting/Conference/Workshop/Training etc.,(if any).....
 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. Journey/Halting days.....@.....
@.....
 3. Food Charges @.....
 for totaldays
 4. Local Conveyance, if any.....
 (Detail on separate sheet) **Total**.....

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
 Certified that I have/shall performed/perform journey from _____ to _____ by the same mode as claimed in the T.A. Bill.

Countersigned Signature *
 Address.....
 Controlling Officer

Account Section

Checked for Rs.....
 Rupees.....

Accountant Pay order Auditor

Pay order Verification
 F.N.O.

GUIDELINES ON TA/DA NORMS FOR ALL TYPES OF TEQIP-III ACTIVITIES

The Guidelines on TA/DA norms are appended below for faculty and staff who will be attending any meeting / conference / workshop / training etc. at the institution other than their own institution.

1. Travel Allowance Entitlement

Table-1

Grade Pay / AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Travel by Air	Travel by Train	Travel by Road
Rs.7600/- and above	12 and above	Economy Class by Air India*	AC First class	AC/ordinary taxi, Auto / AC Bus
Rs.5400/- to below Rs.7600/-	9-11		AC-II Class	Ordinary Taxi, Auto / AC Bus
Rs.4200/- to below Rs.5400/-	6-8	Not Eligible	AC-II Tier / AC Chair Car	Ordinary Taxi / Auto Rickshaw / Any Public Bus incl. AC Bus
Below Rs.4200/-	Below 5	Not Eligible	AC-III Tier / AC Chair Car	Autorickshaw/ Any Public Bus except AC Bus

*However, on non-availability of Air India Flights connecting two places or non-availability of ticket in Air India flights, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare.

2. Daily Allowance (D.A) Entitlement: Entitlement of D.A will be as per the following as per the note given below the table-2:

Table-2

Grade Pay/AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Hotel charges per day (Max.)	Food bill per day (Max.)	Local Travel with the City (Max.) per day
Rs.10000/- and above	14 and above	Rs.7500/-	Rs.1200/-	AC Taxi charges upto 50 KMs within the city
Rs.7600/- to below Rs.10000/-	12-13	Rs.4500/-	Rs.1000/-	AC Taxi charges upto 50 KMs within the city
Rs.5400/- to below Rs.7600/-	9-11	Rs.2250/-	Rs.900/-	Non AC Taxi charges upto Rs.338/- within the city
Below Rs.4200/- to below 5400/-	6-8	Rs.750/-	Rs.800/-	Non AC Taxi charges Upto Rs.225/- within the city
Below Rs.4200/-	5 & below	Rs.450/-	Rs.500/-	Non AC Taxi charges Upto Rs.113/- within the city

