

**PUNJAB TECHNICAL UNIVERSITY, JALANDHAR
TRAVELLING ALLOWANCE BILL**

Name (In block letters)..... Purpose of Journey.....
 Designation.....
 Basic pay/Declared Income for Non-employees Date of Condu of Practical Examination.....
 For DA Purpose (Without DP).....

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

1. Mode of Journey
 Note: Deluxe/AC Bus/1st Class Rail/Air
 (Tickets attached)

a) By Rail Class..... Ticket No.....
 b) By Bus (ord/Delux/AC).....
 c) Own Car/scooter/M.cycle/Taxi No.....
 d) By Air Ticket No.....

1. Journey/Halting days.....@.....
 2. Local Conveyance, if any.....
 Details on separate sheet.....
 Total.....

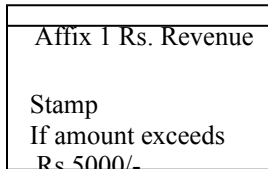
Declaration Certified that: -
 (i) Particulars provided herewith are correct & that I have not claimed T.A/D.A. etc for this Journey from any other Public Source.
 (ii) I was not provided free lodging and/or Boarding at the cost of Govt./University or any autonomous body.
 (iii) Certificate for payment at the spot certified that I shall Perform the return Journey.

From.....to.....

By the road as claimed in the T.A.Bill
 Signature.....
 Address.....

1. Journey verified as claimed above.
2. Basic pay verified as claimed above (without DP)
3. Distance of local mileage is verified as claimed above.

Received Payment
 Controlling Officer



**Principal/Director
(With Seal)**

Signature.....
 (Please sign at both places)

T.A/D.A RULES

Following revised T.A/D.A. Rule as notified by the Punjab Government Vide Notification NO. 5/1/98-2PPN/386 dated 08.05.98 shall be applicable w.e.f 8.5.98 on the basis of Basic Pay declared income: -

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

Gradation	Pay Ranges	A-I, Class cities Hotel/Non Hotel Rates	A-Class cities Hotel/Non Hotel Rates	B-I, Class cities Hotel/Non Hotel Rates	B-II, 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/- 100/-	135/- 75/-	90/- 50/-
4	Rs.5000/- & above but less than Rs.6000/-	190/- 100/-	180/- 150/-	115/- 60/-	75/- 40/-
5	Rs.4000 & above but less than Rs.5000/-	190/- 100/-	180/- 150/-	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 A.C. Shatabdi I.N.C. Class	A.C. Bus
2	Rs.10000 & above but less than Rs.15000/-	A.C. Chair Car/A.C. Two tier Sleepers/1 st Class	A.C. Bus
3	Rs.6000 & above but less than Rs.10000/-	1 st Class A.C.Chair Car/A.C. Three tier	Deluxe Bus/Express Bus
4	Rs.5000 & above but less than Rs.6000/-	1 st Class A.C. Chair Car/A.C. three tier	Ordinary Bus
5	Rs.4000 & above but less than Rs.4000/-	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.5/- & Taxi Rs.5.50 per K.M. (admissible to the persons working in the University professor grade)
- (b) Own Motor Cycle/Scooter @ Rs.2.00 per K.M. (admissible for grades I-V for local journey only).

Pay exceeding Rs.15000/- & above	At discretion
Pay exceeding Rs.10,000/- but not Rs.15,000/- the existing provisions when permit travel by air with the permission of administrative Deptt. 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 over night by rail.

- 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 is beyond 25 K.Ms from the headquarter.
- Bill not presented within one year from the date of journey shall lapse and shall not be entertained unless the period of six months is extended by the competent authority for good cause shown.