

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA - 136 119**

Journey Verified

Sanction to perform journey beyond Jurisdiction

A. bill of _____ Designation _____ Entered in TA Check Register at page _____
 Grade Pay _____ Total _____ Address _____
 Purpose of Journey _____

Departure		Arrival		Mode of Journey		Daily Allowance		Total			
Station	Date	Time	Station	Date	Time	Bus/Train/ Own Car / Taxi	No. of Kms	Amount Rs.	No. of days	Amount Rs.	Rs.
Grand Total											

Head of Charge..... Budget Provision Rs. Less Advance drawn Rs.
 Expenditure already incurred Rs. Signature of the Claimant
 Amount of this bill Rs. Received by Payment
 Balance left Rs. Bank Account No.

Rs. 1/-
Revenue Stamp
to be affixed
here if the
amount exceeds
Rs. 5000/-

Bill passed for Rs.
 (Rupees).....

Accounting Assistant _____ Dy. Registrar (A/cs) _____ Registrar _____ Director _____
 Accpt./Supdt. _____

Note : Certificate of Journey may be signed before the bill is submitted to Accounts Section.

- Name of the Official/Officer.....
- Designation and Deptt.
- Place to be visited.....
- Date of Departure.....
- Period of Stay.....
- Date of return to Headquarters.....
- Mode of Conveyance.....
- Purpose of Journey.....

Sanctioned _____ Head of Department _____
 Registrar / Director _____

Certificate of Journey

- Certified that :-**
- I was not provided with means of vehicles the expenses of Local Govt./Institute by Road for which T.A. is claimed.
 - I travelled by rail/bus on all days in the class of accommodation to which entitled and have charged accordingly.
 - Between stations connected by rail performed journey by bus and incur sum of Rs. as road fare.
 - The Journey by road performed by Motor Car/Motor Cycle which was :-
 (i) Exclusively hired and reserved for me.
 (ii) Private property as per details given below.
 (iii) My own property.
 (iv) Govt. Vehicle.

- I did not perform the road journey for which mileage allowance has been claimed at higher rates by taking a single seat in public conveyance which is regularly for hire between fixed points and charges fixed rates.
- The kilometers shown in the bill are correct.
- I was actually in camp on Sundays and holidays and was not absent/on call leave, for which D.A. has been claimed.
- Local journey at both stations have been performed in hired Taxi / Cycle Scooter / Rickshaw Cycle.
- For Local Journey outside Haryana State visited.

Rs. place(s) and the actual expenditure incurred is

Signature.....

Note : Employee may claim old DA or Actual Refreshments bills in TA Bill by Central Govt. O.M.No. 190/30/3/2008-E-IV dated 22.01.2009.

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA - 136119

GIST OF T.A. & D.A. RULES APPLICABLE TO THE EMPLOYEES OF NIT, KURUKSHETRA

Entitlements for Journeys on Tour

Travel Entitlement within the Country

Grade Pay	Travel Entitlement
Officer drawing Grade pay of 10000/- and above and those in scale of HAG+ and above	Business / Club class by air / AC First Class by Train
Officer Drawing grade pay of 7600/-, 8700/- and 8900/-	Economic class by air / AC First Class by Train
Officer drawing grade pay of 5400/- and 6600/-	Economic class by air / AC II Tier Class by Train
Officer drawing grade pay of 4200/-, 4600/- and 4800/-	AC II Tier Class by Train
Officer drawing grade pay below Rs. 4200/-	First Class / AC III Tier / AC Chair car by Train

MILEAGE ALLOWANCE FOR JOURNEY BY ROAD

On the basis of the decision of S.R. 46 and Govt. of India's order thereafter, the Grade pay ranges for the following modes of transport are prescribed: public / bus / auto / rickshaw / scooter / motorcycle, full taxi / taxi / own car is as indicated below:

Grade Pay	Entitlement
Officer drawing Grade pay of 10000/- and above and those in scale of HAG+ and above	Actual fare by any type of public bus including air condition bus OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At present rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped etc.
Officer Drawing grade pay of 7600/-, 8700/- and 9000/-	Same as at (i) above with the exception that journey By AC Taxi will not be permissible.
Officer drawing grade pay of 4200/-, 4600/- and 4800/-	Same as at (i) above
Officer drawing grade pay of 1000/- and above but less than Rs. 4200/-	Actual fare by any type of public bus other than Air condition bus OR At prescribed rates for auto rickshaw for journey by auto rickshaw / own scooter / motorcycle / moped etc.
Officer drawing grade pay below 1000/-	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw / own scooter / motorcycle / moped etc.

RATES OF DAILY ALLOWANCE IN RUPEES

Category Pay Band	Locality	B-1 Class City	A Class City	A-1 Class City
Rs. 30500/- and above	135	170	210	260
Rs. 15000/- and above but less than 30500/-	120	150	185	230
Rs. 12500/- and above that less than 15000/-	105	130	160	200
Rs. 8000/- and above but less than 12500/-	90	110	135	170
Below Rs. 8000/-	55	70	85	105

When the Govt. Servant stays in a Hotel or other establishment providing boarding and lodging at Schedule Tariffs.

Grade Pay	Daily Allowance
Officer drawing Grade pay of Rs. 10000/- and above and those in pay scale of HAG+ and above	Reimbursement for Hotel Accommodation/Guest House upto Rs. 6250/- per day. Reimbursement of AC Taxi charges upto 50 Kms for travel within the city and Reimbursement of the food bills not exceeding Rs. 625/- per day.
Officer Drawing grade pay of Rs. 7600/- to 8900/-	Reimbursement for Hotel Accommodation upto Rs. 3750/- per day. Reimbursement of Non-AC Taxi charges upto 50 Kms per Diem for travel within the city and Reimbursement of the food bills not exceeds Rs. 375/- per day.
Officer drawing grade pay of Rs. 5400/- to 6600/-	Reimbursement for Hotel Accommodation upto Rs. 1875/- per day. Reimbursement of Taxi charges upto Rs. 150 per Diem for travel within the city and Reimbursement of the food bills not exceeds Rs. 250/- per day.
Officer drawing grade pay of Rs. 4200/- to Rs. 4800/-	Reimbursement for Hotel Accommodation upto Rs. 625/- per day. Reimbursement of travel within the city upto Rs. 100/- per Diem and Reimbursement of Food bills not exceeding Rs. 188/- per day.
Officer drawing grade pay below Rs. 4200/-	Reimbursement for Hotel Accommodation upto Rs. 375/- per day. Reimbursement of travel charges of upto Rs. 50/- per Diem within the city and Reimbursement of Food bills not exceeding Rs. 125/- per day.

CALCULATION OF DA SR - 71

- Full daily allowance for each day and part there of spent away from Headquarter for absence of 24 hours and more.
- In case of total absences less than 24 hours.
 - Less than 6 hours
No daily allowance
 - 6 hours or more but less than 12 hours
70% of the DA
 - More than 12 hours but less than 24 hours
Full Daily Allowance
 - For Journey days
Ordinary DA admissible
- Bill for TA must be submitted to the A/c Branch within a month.
- No DA is admissible to the employees who take casual Leave when on tour

NOTES FOR FREE BOARD AND / OR LODGING-SR-

When an employee who, while on tour is allowed free board and lodging at expenses of Centre/State Government or an autonomous, industrial or commercial undertaking or corporation or a statutory institutions, the employees may draw the DA admissible to him at the station concerned. If only board or lodging allowed free to such an employee, he may draw DA at ½ of the admissible rate. This point may be kept in mind by the employee while they are treated as guests at the outstation where they go for seminars / conference / workshop etc.

RATE OF ROAD MILEAGE

Mileage allowance @ Rs. 1.20 per km. will be admissible for journey on bicycle foot. For journey by Auto rickshaw, taxi/car, the rates as per entitlement will be as follow :-

For HAG & Pay Band - IV
Rs. 10/- Km (for own car/AC Taxi)
Rs. 8/- Km for Non AC Taxi.

For others irrespective of Taxi. Entitlement
Rs. 8/- Km for own car/Non AC

Rs. 6/- Km for own scooter/motor cycle or by auto rickshaw.

Note: I) The claimant should be compulsorily specify the Car / Taxicab / Motorcycle No. in TABill.

II) Restricting Road Mileage for travel by own car / full taxi between places connected by rail to rail fare of entitled class - SR - 46.