

DENTAL COUNCIL OF INDIA
NEW DELHI

GUIDE LINES FOR PREPARATION
OF
TA/DA CLAIMS ON TEM. DUTY MOVES

Contents

Contents respecting TA/DA bill form alongwith guidelines and other required information for filing up the TA/DA bills.

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Note: “Henceforth all TA/DA bills will be cleared complete in all respect on the lines and guidelines given in this web site.”

Incomplete bills will not be entertained.

CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)

1. Name & Designation of Claimant..... 2. Basic Pay.....
 3. Institution where serving..... 4. Purpose for Move/Temp Duty.....
 5. Authority for move..... 6. Station from where journey commenced.....
 7. Date of Commencement of Journey.....
 8. Details of journeys by Road, Rail, Air, etc for Journey, to be filled in columns (i) to (x) printed below.

Name of the Place of Departure (i)	Date & Time of Departure		Distance by Road in Kms. (iv)	Conveyance Mode/Class (v)	Name of the Place of Arrival (vi)	Date & Time of Arrival		Amount Due on Transportation RMA/Rail/Air (ix)	Remarks (x)
	Date (ii)	Hrs. (iii)				Date (vii)	Hrs. (viii)		

9. **Entitlement of Daily Allowance**

- (i) Absence from Office/Residence from date _____ time _____ to date _____ time _____
 (ii) Above period converted to No. of full days _____ & Hours _____
 (iii) DA admissible exceeding 6Hrs but not exceeding 12 Hrs. at 70% of the rate of DA _____ Rs. _____
 (iv) DA admissible at ord. rate for No. of days _____ multiply by Rate of DA _____ = Amount Payable Rs. _____
 (v) DA admissible at higher rate for No. of days _____ multiply by rate of DA _____ = Amount Payable Rs. _____
 (vi) DA admissible at Hotel rate for No. of days _____ multiply by rate of DA _____ = Amount Payable Rs. _____
 Total Rs. _____

<u>Basis for DA calculation</u>		
(i) Absence not exceeding 6 hrs.	----	Nil
(ii) Absence exceeding 6 hrs but not exceeding 12 hrs – 70%	----	
(iii) Absence exceeding 12 hrs	----	100%

10. Amount Payable on TA as per Col.8. (ix)..... Received payment Revenue Stamp
 11. Amount Payable on DA.....
 12. Inspection Fees (Only for inspectors).....
 Signature
 13. Net Amount Payable(Total of Col. 10, 11,12).....

Note :- Affix revenue stamp where claim exceed Rs.5000/-

P.T.O

Certified that:-

- (1) I performed road journey in (a) my own Car/own Scooter/Bus (b) sharing engaging full taxi/Scooter/Auto Rickshaw
(c) did not use Govt. Transport for which road mileage allowance has been claimed.
 - (2) I was not provided with free boarding or lodging facilities.
 - (3) I stayed from to at.....(name of the Hotel) which provided boarding and lodging at
scheduled tariff (Vouchers from the hotel to be attached).
 - (4) I was actually and not merely constructively present at the outstation on the days on which DA has been claimed
 - (5) Certified that the Travelling Allowance and the daily allowance as claimed by me on the bill have not been drawn from any other source.
 - (6) Certified that the Journey was performed in the class of accommodation to which, I am entitled and for which travelling allowance has been claimed.
 - (7) Certified that the distances for which road mileage has been claimed in the bill are true to the best of my knowledge.
 - (8) Certified that permission to travel has been obtained from President DCI.
- * Tick mark whichever is applicable.

Countersigned as correct claim

Station.....

Date.....

Signature of the Officer Travelling

Signature and designation of the Principal/Head of Institution countersigning the claim
(Except in case of Head of Institution/whose claim will countersigned by President, DCI)

Passed for payment for Rs.....(Rupees.....)

In favour of.....

Auditor

Superintendent

Accounts Officer

INSTRUCTIONS

- (1) The claim should be supported by the (a) copy of order sanctioning the move
- (2) Time of departure and time of arrival should be given in cases of stay in Hotel. Time of departure and arrival to and from residence/railway station/bus stand/airport/place of duty, etc. for each journey should also be given.

Guide lines for filling in TA/DA claim on Temp. Duty/Tour.
TA Portion

- Col.1. Fill in your Name & Designation.
- Col.2. Mention your basic pay only.
- Col.3. Name of College/Institutions where serving.
- Col.4. Mention purpose for proceeding on Temp.Duty/Tour such as Inspection/Exam. Duty etc.
- Col.5. Mention D.C.I. Letter No. & Date authorizing to proceed on Temp.Duty/Tour for Inspection or any other purpose.
- Col.6. Mention name of station from where you started journey.
- Col.7. Fill in date on which journey was undertaken.
- Col.8. All details concerning TA/DA in respect of onward and return journey performed by the official are to be given in Cols (i) to (x) under Col.8.
- Col.8.(i) Mention the place from where you started the journey such as your residence or institution.
- Col.8.(ii) Fill in date of departure from residence/institution as shown by you in col.8(i).
- Col.8.(iii) Fill in exact time of your departure from the place mentioned in col.8.(i).
- Col.8.(iv) Fill in distance you covered from place mentioned in col.8.(i) (your residence/institutions etc.) to reach at Bus Stand/Railway Station/Airport etc.
- Col.8.(v) Mention the mode of conveyance you actually used to reach Bus Stand/Railway Station/Airport etc. or other destination.
- Col.8.(vi) Fill in the place you arrived at after starting journey from the place filled in Col.8.(i).
- Col.8.(vii) Mention date of reaching at place shown in col.(vi).
- Col.8.(viii) Fill in time of your arrival at place mention in col.(vi).
- Col.8.(ix) In this Co. fill in amount paid on account of Taxi fare, Bus/train fair or Air fare etc. Also enclose Receipt/Ticket in support of the Fare charges paid.
- Col.8.(x) Fill in any point you wish to elaborate respective of your TA entitlement.

Guidelines for filling of Daily Allowance Portion

Col.9.(i) Fill in date & time you left your working place/residence and date & time you reached at your working place/residence after performing Ty./Inspection duty

Col.9.(ii) Please convert the period shown in Col.9(i) above into No. of full days & Hours and fill in the proper place in Col.9(ii).

For the purpose of working out a full day, period from 0012 to 0012 Hours shall have to be taken into account.

Col.9.(iii) Fill in quantum of Hours consumed beyond full days as shown in Col.9(ii). No DA will be admissible upto 6 hours. Exceeding 6 hours but not exceed 12 hours DA will be admissible at 70% of the amount admissible for a full day.

Col.9.(iv) Fill in the No. of days consumed on Ty.duty as shown in Col9(ii) above and multiply it by Rate of D.A. for working out amount of DA admissible for full days.

Col.9.(v) Fill in No. of days spent in city/locality where higher rate of DA is admissible and multiply by higher rate DA applicable for that City/locality.

Col.9.(vi) Here in fill in No. of days you stayed in a Hotel and multiply it with hotel rate of DA.

Col.10. Fill in total amount of Col.8(ix) of TA portion.

Col.11. Fill in total amount payable on account of DA in respect of Col.9(iii) & (iv).

Col.12. Fill amount of Inspection fee admissible

Col.13. Here in fill in total of Col. 10, 11 & 12. It will represent net amount payable to you on account of performance of the particular temp/inspection duty.

Entitlements of TA on Tour/Ty Duty

Entitlements for Train Journey

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs.16,400/- and above	Executive Class	AC First Class	AC First Class
Rs.8,000/- to 16399/-	AC Chair Car	AC 2-Tier	AC 2-Tier
Rs.6,500/- to 7,999/-	AC Chair Car	AC 3-Tier	First Class Ac 3-Tier AC Chair Car
Rs.4,100/- to 6,499/-	AC Chair Car	AC 3-Tier	- do -
Below Rs.4,100/-	AC Chair Car	AC 3-Tier	Sleeper Class

Entitlements for Road Journey

Pay Range (B.P.+NPA+SI)	Entitlements
Rs.16,400/- and above	AC Taxi/Ord.Taxi/Car/Auto Rickshaw/own Scooter/Moped/Any Bus including AC Bus.
Rs.8,000/- to 16399/-	Same as 1 above except AC Taxi
Rs.6,500/- to 7,999/-	Same as 1 above except AC Bus/AC Taxi
Rs.4,100/- to 6,499/-	Auto Rickshaw/Scooter/Moped/Any Bus except AC Bus
Below Rs.4,100/-	Auto Rickshaw/Scooter/Moped/ Ordinary Bus

Note -1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC 2 – tier and above by train and Deluxe/Ordinary bus for others is allowed.

2. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.

Journey by Air

Entitled Officers :- Officers in receipt of pay of Rs.16,000/- and above (Basic + NPA + SI) may at their discretion may travel by air on tour/transfer.

Non-Entitled Officer:-

- (a) Those drawing pay at of Rs.12,300/- (Basic Pay + NPA + SI) and above but below Rs.16,400 and above may travel by air on tour/transferred at their discretion, if the distance involved is more than 500 km and the journey cannot be performed overnight (ordinarily covered between 6 pm and 8 am) by a direct train/direct sleeper coach service. Officers traveling on official duty between Chennai/Kolkata and Andaman & Nicobar Island, between Bhubneshwar and Port Blair and between Kochi/Kozhikode and Lakshdweep, provided their basic pay is not less than Rs.8,550/- per month.

Employees working in Tripura may travel by air between Agartala and Kolkata on tour/transfer only.

- (b) In other cases, Secretaries of the Administrative Ministries can authorise air travel, if the expenditure is kept within funds allotted [Swamy's FR –SR Pt-II]
- (c) Journeys to be performed by Air India to the maximum extent. (SR 48-B)

Journey by Private Airlines

Journey may be performed by private airlines only in cases where the station to which the Govt servant has to go on Official duty is not connected at all by Indian Airlines/Vayudoot under the sanction of the concerned Ministry/Department (SR 48-B)

Existing Rates of Daily Allowance

The rates of for halts at various stations/localities are given below:-

1	2		3		4		5	
Pay Range	A-1 Class Cities		A Class cities & specially expensive localities		B-1 class cities and expensive localities		Other localities	
	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Rs.16,400/- and above	260	650	210	525	170	425	135	335
Rs.8,000/- to 16399/-	230	505	185	405	150	330	120	225
Rs.6,500/- to 7,999/-	200	380	160	305	130	250	105	200
Rs.4,100/- to 6,499/-	170	245	135	195	110	160	90	130
Below Rs.4,100/-	105	125	85	100	70	85	55	65

Note: DA for journey period is payable at ordinary rate as in Col (15) above.

3. Cities/Areas for D.A. at 'A-1', 'A' and 'B-1' rates

[Swamy's — FR & SR, Part-II]

'A-1' CLASS CITY RATES**Cities:**

- | | |
|---------------------|-----------------|
| 1. Bangalore UA | 4. Delhi UA |
| 2. Brihan Mumbai UA | 5. Hyderabad UA |
| 3. Chennai UA | 6. Kolkata UA |

'A' CLASS CITY RATES**Cities:**

- | | |
|--------------|-----------|
| Ahmedabad UA | Nagpur UA |
| Jaipur UA | Pune UA |
| Kanpur UA | Surat UA |
| Lucknow UA | |

Specially Expensive Localities:

- | | | |
|---|----------|---|
| Darjeeling District (except sub-division) | Siliguri | NEFA areas beyond Inner Line |
| Darjeeling Town | | Naga Hills Tuensange area beyond the Inner Line |

Expensive/Remote Localities of Himachal Pradesh:

- | | |
|--|---|
| Lahaul and Spiti District | Chhuhar Valley of Jogindernagar Tehsil of Mandi District |
| Kinnaur District | |
| Bharmour sub-division and Pangi sub-division of Chamba District | Mangal Panchayat area of Solan District |
| Pargana of Pandrahbis | Dodrakwar area of Rohru Tehsil |
| Outer Seraj and Malana Panchayat Areas of Kulu District | Parganas of Chhebis, Naubis, Barabis, Pandrahbis and Atharahbis |
| Sarahan and Gram Panchayats of Munish, Darkali and Kashapet of Rampur Tehsil of Simla District | Chhota Bhangal and Bara Bhangal areas of Palampur sub-division of Kangra District |

The following hill areas in Manipur which do not fall on the National Highway:—

- | | | |
|--|-----------|------------|
| Ukhrul | Tamenlong | Mao Maram |
| Churachandpur | Jiribam | Tengnampal |
| Saikul sub-division (in Senapati District) | | |

'B-1' CLASS CITY RATES**Cities:**

- | | | |
|---------------|---------------|------------------|
| Agra UA | Indore UA | Patna UA |
| Allahabad UA | Jabalpur UA | Rajkot UA |
| Amritsar UA | Jamshedpur UA | Vadodara UA |
| Asansol UA | Kochi UA | Varanasi UA |
| Bhopal UA | Ludhiana | Vijayawada UA |
| Coimbatore UA | Madurai UA | Visakhapatnam UA |
| Dhanbad UA | Meerut UA | |
| Faridabad UA | Nashik UA | |

Expensive Localities:

Shimla

Jammu and Kashmir

Laccadive, Minicoy and Amindivi
Islands

Andaman and Nicobar Islands

The following areas of Himachal Pradesh:—Janjehli Block of Chachoit Tehsil
of Mandi DistrictChurah Tehsil, Kunr Panchayat and Belej
Pargana of Chamba Tehsil and Salooni
Tehsil of Chamba DistrictChopal Tehsil of Shimla District
Trans-Giri Tract of Sirmur DistrictManali-Ujhi area, Parvati and Lagg Valley
and Banjar Block of Kulu District

Basis for Calculation of Daily Allowances

Absence from headquarters i.e. place of duty, may be taken on calendar day basis i.e. from midnight to midnight as under:-

Absence not exceed 6 hours	Nil
Absence exceeding 6 but not exceeding 12 hours	70%
Absence exceeding 12 hours	100%

Explanation:-

1. DA for journey period is only at ordinary rates even it is through an expensive locality.
2. For return to H.Q on the same day, DA is at ordinary rates only irrespective of the fact that the journey was performed to an expensive locality.

Illustrations:-

Dep. Ordy locality 0600 Hrs Arr. Exp. Locality 0800 Hrs.
Dep. Exp. Locality 2000 Hrs Arr Ord Locality 2200 Hrs

Ordinary rate of DA is only admissible

It on the other hand, the same official leaves the expensive locality at 2300 hrs and reaches the HQrs at 0100 (next day) he is entitled to higher rate of D.A.

For local journey, DA is only at half the ordinary rate irrespective of the locality.

Eligibility of D.A. in various circumstances

A.	Free boarding and lodging charges availed	
	Free boarding and lodging	25% of Ordinary rates
	Free boarding above	50% of Ordinary rates
	Free lodging above	75% of Ordinary rates
	Stay in office building Free of Cost	75% of Ordinary rates
B.	Stay in Govt Public Section Guest House/rest room of 1AA1 in International Airports or making own arrangements	At ordinary rates
C.	Lodging charges paid in excess of 25% of normal DA while staying in Govt./public sector guest house/hostel attached to Indian Institute of Public Administration, New Delhi	75% of ordinary rate + lodging charges (exclusive of Breakfast/meals) restricted to hotel rate
D.	Stay in Hotel and other establishments including private lodges, guests/rest house, YMCA/YWCA hostel	90% of ordinary rate + lodging charges restricted to hotel rate.

Note1:- Claimant for hotel rate of D.A. to be supported by vouchers for payment of lodging charges

Note2:- Luxury Tax Charges by hostels allowable subject to overall ceiling.

Illustrations for working out daily Allowance

D.A. – Partly ordinary and partly expensive locality

Total absence from Honduras – From 0700 hrs. of 2/1 to 1300 hrs. 9/1

Arrival at expensive locality – 1100 of 3/1

Departure from expensive locality – 11.30 of 6/1

D.A. payable at ordinary locality – Rs 120 /-

D.A. payable at expensive locality – Rs 150/-

Calculation of D.A.

Total HO.SOF D.A. admissible – 8.0 DAS

Expensive locality

1100 hours of 3/1 to 11.00 hours of 6/1 – 3.7 DAS

Balance at ordinary rates – 4.3 DAS

3.7 DAS at Rs. 150/- – Rs. 555/-

4.3 DAS at Rs. 120/- – Rs. 516/-

Total – Rs.1,071/-

CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)

1. Name & Designation of Claimant. Shri. X.Y.Z
2. Basic Pay. Rs. 16,400.00
3. Institution where serving. Dental College Coimbatore
4. Purpose for Move/Temp Duty. Attending Meeting at N-Delhi
5. Authority for move. P.C. J. letter No. --- date ---
6. Station from where journey commenced. Coimbatore
7. Date of Commencement of Journey. 9.7.06
8. Details of journeys by Road, Rail, Air, etc for Journey, to be filled in columns (i) to (x) printed below.

Name of the Place of Departure	Date & Time of Departure		Distance by Road in Kms.	Conveyance Mode/Class	Name of the Place of Arrival	Date & Time of Arrival		Amount Due on Transportation RMA/Rail/Air	Remarks
	Date	Hrs.				Date	Hrs.		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	Rs (ix) <u>₹</u>	(x)
Residence Coimbatore	9.7.06	13 00	20 Km	Taxi	Airport Coimbatore	9.7.06	14 00	160.00	
Airport Coimbatore	9.7.06	14 30		Air	Airport N-Delhi	9.7.06	19 00	16855.00	
Airport N-Delhi	9.7.06	19 30	25 Km	Taxi	Place of meeting	9.7.06	21 00	200.00	
Place of meeting	14.7.06	05 00	25 Km	Taxi	Airport N-Delhi	14.7.06	06 00	200.00	
Airport N-Delhi	14.7.06	06 30		Air	Airport Coimbatore	14.7.06	11 00	16855.00	
Airport Coimbatore	14.7.06	11 30	20 Km	Taxi	Residence Coimbatore	14.7.06	13 00	160.00	
								Total = 34430.00	

9. **Entitlement of Daily Allowance**

- (i) Absence from Office/Residence from date 9.7.06 time 13 00 HRS to date 14.7.06 time 13 HRS.
 - (ii) Above period converted to No. of full days 4 & Hours 18 = 5 full days
 - (iii) DA admissible exceeding 6Hrs but not exceeding 12 Hrs. at 70% of the rate of DA --- Rs. ---
 - (iv) DA admissible at ord. rate for No. of days 1 multiply by Rate of DA Rs 135.00 = Amount Payable Rs. 135.00
 - (v) DA admissible at higher rate for No. of days 4 multiply by rate of DA Rs 230.00 = Amount Payable Rs. 920.00
 - (vi) DA admissible at Hotel rate for No. of days --- multiply by rate of DA --- = Amount Payable Rs. ---
- Total Rs. 1055.00

Basis for DA calculation

(i) Absence not exceeding 6 hrs.	----	Nil
(ii) Absence exceeding 6 hrs but not exceeding 12 hrs - 70%	----	100%
(iii) Absence exceeding 12 hrs	----	100%

10. Amount Payable on TA as per Col.8. (ix). Rs 34430.00 Received payment
11. Amount Payable on DA..... Rs 1055.00 Revenue Stamp
12. Inspection Fees (Only for inspectors)..... --- Signature sd
13. Net Amount Payable (Total of Col. 10, 11, 12) Rs 35485.00

Note :- Affix revenue stamp where claim exceed Rs.5000/-

Certified that:-

- (1) I performed road journey in (a) my own Car/own Scooter/Bus (b) sharing engaging full taxi/Scooter/Auto RickshawX.....
(c) did not use Govt. Transport for which road mileage allowance has been claimed.
 - (2) I was not provided with free boarding or lodging facilities.
 - (3) I stayed from*11/7/06*..... to*13.7.06*..... at*Machig. Place*..... (name of the Hotel) which provided boarding and lodging at scheduled tariff (Vouchers from the hotel to be attached).
 - (4) I was actually and not merely constructively present at the outstation on the days on which DA has been claimed
 - (5) Certified that the Travelling Allowance and the daily allowance as claimed by me on the bill have not been drawn from any other source.
 - (6) Certified that the Journey was performed in the class of accommodation to which, I am entitled and for which travelling allowance has been claimed.
 - (7) Certified that the distances for which road mileage has been claimed in the bill are true to the best of my knowledge.
 - (8) Certified that permission to travel has been obtained from President DCI.
- * Tick mark whichever is applicable.

Station...*Corimbatore*.....
Date.....*11.7.06*.....

Countersigned as correct claim

sd -

Signature and designation of the Principal/Head of Institution countersigning the claim
(Except in case of Head of Institution/whose claim will countersigned by President, DCI)

sd -
Signature of the Officer Travelling

Passed for payment for Rs.....(Rupees.....)
In favour of.....

Auditor

Superintendent

Accounts Officer

INSTRUCTIONS

- (1) The claim should be supported by the (a) copy of order sanctioning the move
- (2) Time of departure and time of arrival should be given in cases of stay in Hotel. Time of departure and arrival to and from residence/railway station/bus stand/airport/place of duty, etc. for each journey should also be given.

Sample TA Bill - Train Journey

CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)

1. Name & Designation of Claimant Shri Z
 3. Institution where serving D.C.I. New Delhi
 5. Authority for move D.C.I. letter No. and date
 7. Date of Commencement of Journey 29.7.06
 8. Details of journeys by Road, Rail, Air, etc for Journey, to be filled in columns (i) to (x) printed below.

2. Basic Pay Rs. 5500.00
 4. Purpose for Move/Temp Duty Attending Court Case at Chandigarh
 6. Station from where journey commenced New Delhi

Name of the Place of Departure (i)	Date & Time of Departure		Distance by Road in Kms. (iv)	Conveyance Mode/Class (v)	Name of the Place of Arrival (vi)	Date & Time of Arrival		Amount Due on Transportation RMA/Rail/Air (ix)	Remarks (x)
	Date (ii)	Hrs. (iii)				Date (vii)	Hrs. (viii)		
Residence N-Delhi	29.7.06	05:00	20 Km	Auto	Rly Stn N-Delhi	29.7.06	07:00	55.00	
Rly Stn N-Delhi	29.7.06	07:30	266 Km	Train Chair Car	Rly Stn Chandigarh	29.7.06	11:00	435.00	
Rly Stn Chandigarh	29.7.06	11:30	22 Km	Auto	Kutchery Chandigarh	29.7.06	12:00	80.00	
Kutchery Chandigarh	29.7.06	17:30	22 Km	Auto	Rly Stn Chandigarh	29.7.06	18:30	88.00	
Rly Stn Chandigarh	29.7.06	21:00	266 Km	Train Chair Car	Rly Stn N-Delhi	30.7.06	05:30	435.00	
Rly Stn N-Delhi	30.7.06	06:30	20 Km	Auto	Residence N-Delhi	30.7.06	08:00	55.00	
Total = 1156.00									

9. Entitlement of Daily Allowance

- (i) Absence from Office/Residence from date 29.7.06 time 06:00 to date 30.7.06 time 08:00 Hrs.
 (ii) Above period converted to No. of full days 1 & Hours 8
 (iii) DA admissible exceeding 6Hrs but not exceeding 12 Hrs. at 70% of the rate of DA 70% of 90.00 Rs. 63.00
 (iv) DA admissible at ord. rate for No. of days 1 multiply by Rate of DA 90.00 = Amount Payable Rs. 90.00
 (v) DA admissible at higher rate for No. of days - multiply by rate of DA - = Amount Payable Rs. -
 (vi) DA admissible at Hotel rate for No. of days - multiply by rate of DA - = Amount Payable Rs. -
Total Rs. 153.00

Basis for DA calculation		
(i) Absence not exceeding 6 hrs.	---	Nil
(ii) Absence exceeding 6 hrs but not exceeding 12 hrs - 70%	---	
(iii) Absence exceeding 12 hrs	---	100%

10. Amount Payable on TA as per Col.8. (ix) 1156.00 Received payment
 11. Amount Payable on DA 90.00 Revenue Stamp
 12. Inspection Fees (Only for inspectors)
 13. Net Amount Payable (Total of Col. 10, 11, 12) 1246.00 Signature

Note :- Affix revenue stamp where claim exceed Rs.5000/-

Certified that:-

- (1) I performed road journey in (a) my own Car/own Scooter/Bus (b) sharing engaging full taxi/Scooter/Auto Rickshaw
(c) did not use Govt. Transport for which road mileage allowance has been claimed.
 - (2) I was not provided with free boarding or lodging facilities.
 - (3) I stayed from to at (name of the Hotel) which provided boarding and lodging at
scheduled tariff (Vouchers from the hotel to be attached).
 - (4) I was actually and not merely constructively present at the outstation on the days on which DA has been claimed
 - (5) Certified that the Travelling Allowance and the daily allowance as claimed by me on the bill have not been drawn from any other source.
 - (6) Certified that the Journey was performed in the class of accommodation to which, I am entitled and for which travelling allowance has been claimed.
 - (7) Certified that the distances for which road mileage has been claimed in the bill are true to the best of my knowledge.
 - (8) Certified that permission to travel has been obtained from President DCI.
- * Tick mark whichever is applicable.

Countersigned as correct claim

Station... New Delhi
Date... 2.8.06

sel —

Signature and designation of the Principal/Head of Institution countersigning the claim
(Except in case of Head of Institution/whose claim will countersigned by President, DCI)

sel —
Signature of the Officer Travelling

Passed for payment for Rs.....(Rupees.....)
In favour of.....

Auditor

Superintendent

Accounts Officer

INSTRUCTIONS

- (1) The claim should be supported by the (a) copy of order sanctioning the move
- (2) Time of departure and time of arrival should be given in cases of stay in Hotel. Time of departure and arrival to and from residence/railway station/bus stand/airport/place of duty, etc. for each journey should also be given.

Sample TA bill in respect of Road journey

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CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)

1. Name & Designation of Claimant Dr. X.Y.Z.
 2. Basic Pay Rs. 16400/-
 3. Institution where serving A.B.C. Dental College, Ghaziabad
 4. Purpose for Move/Temp Duty Inspection of Dental College, Kotputli
 5. Authority for move D.C. letter No. date
 6. Station from where journey commenced Noida (U.S.)
 7. Date of Commencement of Journey 9.6.2006
 8. Details of journeys by Road, Rail, Air, etc for Journey, to be filled in columns (i) to (x) printed below.

Name of the Place of Departure	Date & Time of Departure		Distance by Road in Kms.	Conveyance Mode/Class	Name of the Place of Arrival	Date & Time of Arrival		Amount Due on Transportation RMA/Rail/Air	Remarks
	Date	Hrs.				Date	Hrs.		
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	Rs (ix) P.	(x)
Residence at Noida	9.6.06	0500	200 Km	Taxi	Kotputli	9.6.06	0900	120.00	
Kotputli	9.6.06	1400	200 KM	Taxi	Noida (Residence)	9.6.06	1800	120.00	
Total								2400.00	

9. Entitlement of Daily Allowance

- (i) Absence from Office/Residence from date 9.6.06 time 0500 to date 9.6.06 time 1800 HRS
 (ii) Above period converted to No. of full days 1 & Hours Nil (13 HRS equal to one day)
 (iii) DA admissible exceeding 6Hrs but not exceeding 12 Hrs. at 70% of the rate of DA Nil Rs. Nil
 (iv) DA admissible at ord. rate for No. of days 1 multiply by Rate of DA Rs. 135/- = Amount Payable Rs. 135.00
 (v) DA admissible at higher rate for No. of days - multiply by rate of DA - = Amount Payable Rs. -
 (vi) DA admissible at Hotel rate for No. of days - multiply by rate of DA - = Amount Payable Rs. -
 Total Rs. 135

Basis for DA calculation

(i) Absence not exceeding 6 hrs.	----	Nil
(ii) Absence exceeding 6 hrs but not exceeding 12 hrs - 70%	----	
(iii) Absence exceeding 12 hrs	----	100%

10. Amount Payable on TA as per Col.8. (ix) Rs. 2400.00 Received payment
 11. Amount Payable on DA Rs. 135.00 Revenue Stamp
 12. Inspection Fees (Only for inspectors)..... Rs. - Signature
 13. Net Amount Payable (Total of Col. 10, 11, 12) Rs. 2535.00

Note :- Affix revenue stamp where claim exceed Rs.5000/-

P.T.O

Certified that:-

- ✓(1) I performed road journey in (a) my own Car/own Scooter/Bus (b) sharing engaging full taxi/Scooter/Auto Rickshaw
(c) did not use Govt. Transport for which road mileage allowance has been claimed.
 - ✓(2) I was not provided with free boarding or lodging facilities.
 - (3) I stayed from to at.....(name of the Hotel) which provided boarding and lodging at
scheduled tariff (Vouchers from the hotel to be attached).
 - ✓(4) I was actually and not merely constructively present at the outstation on the days on which DA has been claimed
 - ✓(5) Certified that the Travelling Allowance and the daily allowance as claimed by me on the bill have not been drawn from any other source.
 - ✓(6) Certified that the Journey was performed in the class of accommodation to which, I am entitled and for which travelling allowance has been claimed.
 - ✓(7) Certified that the distances for which road mileage has been claimed in the bill are true to the best of my knowledge.
 - ✓(8) Certified that permission to travel has been obtained from President DCI.
- * Tick mark whichever is applicable.

Countersigned as correct claim

Station.. Ghaziabad.....
Date..... 14.6.06.....

sd-

Signature and designation of the Principal/Head of Institution countersigning the claim
(Except in case of Head of Institution/whose claim will countersigned by President, DCI)

Signature of the Officer Travelling

— sd —

Passed for payment for Rs.....(Rupees.....)
In favour of.....

Auditor

Superintendent

Accounts Officer

INSTRUCTIONS

- (1) The claim should be supported by the (a) copy of order sanctioning the move
- (2) Time of departure and time of arrival should be given in cases of stay in Hotel. Time of departure and arrival to and from residence/railway station/bus stand/airport/place of duty, etc. for each journey should also be given.