

CH. CHARAN SINGH UNIVERSITY, MEERUT
TRAVELLING ALLOWANCE BILL

1. Name (IN BLOCK LETTERS).....
 2. Head Quarter.....
 3. Address.....
 4. Purpose of Journey.....

5. Designation.....
 6. Matrix Level.....
 7. Mobile No.....
 8. PAN No.....

9. Bank Details of Payee :-
 a. Name of Bank.....
 b. CBS A/c No.....
 c. IFSC CODE.....

Note: - It is Mandatory to fill all the field Correctly from 1 to 9

[illegible]

CERTIFICATES

1. Certified that the payment on account of the above journey has not so far been received from the University or from any other source and the bill is being submitted for first time and I have also tick the appropriate column for above Journey.
2. Certified that I have travelled in the class for which I have claimed in this bill and concessional rates were not obtainable for the journey covered by this bill.
- (Mandatory to tick and certify the mode of journey performed as mentioned below from A to E)**
- A. Certificate for AIR Journey:** Certified that the journey was performed by me by air and return ticket at reduced rate and concessional rates were not obtainable for the journey covered by this bill.
- B. Certificate for ROAD Journey:** Certified that the journey was performed by the own (Motor Car, Motor Carrier, Jeep Car, Motor Truck) Vehicle No..... and the same is driven by Petrol/Diesel.
- (Mandatory to fill Vehicle No. and also tick for Petrol/Diesel Vehicle Option)**
- C. Certificate for TAXI (Single Seat) OR BUS Journey:** Certified that I travelled by Taxi/Bus hired one seat and paid the fare as claimed.
- D. Certificate for FULL TAXI Journey:** Certified that I travelled by full hired taxi, (Vehicle No.....) with the permission of the Vice-Chancellor and the receipt of taxi driver for Rs..... is attached here with
- (Mandatory to fill Vehicle No. and amount of receipt & The taxi is driven by Petrol/Diesel.)**
- E. Certificate for USE OF SPECIAL MEANS OF CONVEYANCE Journey:** Certified that the journey by train involved longer time or the train connections were not convenient.

Signature of the Payee

Certified that Shri conducted Practical Examination / Evaluation/ Any Other Work at Centre for Days from to and Bill entered at Sl. No.

Forwarded/Countersigned

Sanctioned as per Rule

Received Payment

Signature of Officer/ Work Incharge

Registrar

Signature of the Payee

FOR THE USE OF ACCOUNTS DEPARTMENT ONLY

FOR THE C

Pre-audited and passed for Rs.....

(Rupees.....)

Dealing Asstt.)

Account Officer

Budget Head.....
Pay Rs.....
(Rs..... O.S. (A/c)
Dealing Asstt. A.R.(A/c)

Paid & Cancelled

Cheque No.

Date.....

Cheque Writer O.S. (A/c)/AR(A/c)

CH. CHARAN SINGH UNIVERSITY, MEERUT

TRAVELLING ALLOWANCE PERMISSIBLE TO EXAMINERS

1. Admissible Class of Travel

S.No.	Matrix Level	Air/Railway Fare
a.	Level 15 & High level	Air Fare Executive Class
b.	Level 13 & 14	Air Fare (Economy Class) Rail Fare AC I or Executive Class of Shatabdi/Rajdhani Exp.
c.	Level 12 & 13	AC I and if distance is more than 500 km. Air Fare (Economy Class) or Executive Class of Rajdhani/ Shatabdi Exp.
d.	Level 9, 10 & 11	First Class Rail Fare, AC II or AC Chair Car of Rajdhani/ Shatabdi Exp.
e.	Level 6, 7 & 8	First Class or AC III (Excluding Shatabdi/ Rajdhani Exp.)
f.	Below Level 6	Rail Fare II Class (Sleeper)

2. Incidental Charges

S.No.	Matrix Level	Charges	Pay Band	Grade Pay	Level
a.	Level 9 & Above	70 Paise Per Km	5200 - 20200	1800, 1900, 2000, 2400, 2800	1, 2, 3, 4, 5
b.	Level 5, 6, 7 & 8	50 Paise Per Km	9300 - 34800	4200, 4600, 4800, 5400	6, 7, 8, 9
c.	Below Level 5	30 Paise Per Km	15600 - 39100	5400, 6600, 7600	10, 11, 12
			37400 - 67000	8700, 8900, 10000	13, 13 & 14

3. Daily Allowance City Wise

S.No.	Matrix Level	A Class City (Meerut, Ghaziabad, Noida)	B Class City (Saharanpur, Muzaffarnagar)	C Class City (Ordinary City)
a.	Level 13 and High Level	930.00	750.00	600.00
b.	Level 9, 10, 11 & 12	840.00	660.00	540.00
c.	Level 7 & 8	720.00	570.00	480.00
d.	Level 5 & 6	600.00	480.00	390.00
e.	Below Level 5	390.00	300.00	240.00

4. Road Mileage Allowance

- (A) For Govt. Servants drawing Level 11 & above may be allowed road mileage at the following rates :
 Journey performed by Motor Car/Motor Truck/Motor Carrier or Jeep Car within a month :
 Journey upto 500km. **Rs. 10.00 per Km. By Petrol Vehicle and Rs. 7.50 Per Km by Diesel Vehicle.**
 Journey more than 500 km. and less than 1200 km. **Rs. 7.00 Per Km. By Petrol Vehicle and Rs. 5.50 Per Km By Diesel Vehicle.**
 Journey more than 1200 km. **Rs. Zero By Petrol Vehicle and Rs. Zero By Diesel Vehicle.**

- (B) For Govt. Servants below Level 11 :-

Journey performed by Petrol/Diesel Vehicles two wheeler like Motor Cycle/Scooter etc. Rs. 5.00 Per Km. with the condition that not more than Rs. 1000/- shall be admissible in a month for such journey.
 Journeys performed other than the Petrol/Diesel driven Vehicles or on foot road journey Rs. 2.50 Per km with the condition that the expenditure may not exceed Rs. 500/- month.

Local Road Mileage from (Fare Arrival/Departure Place to Railway Station/Bus) will be admissible @ of Rs. 10.00 Per Km.

Notes :

- For employees whose pay scales have not been revised or those who opt for present scales of pay dearness allowance admissible on 1-1-06, may be added to present Grade Pay or Matrix Level and shown separately for the purpose of payment of travelling allowance at the rates as indicated above.
- Journey by Air may be admissible to those employees drawing Level 13 (d) or more will draw actual Air Fare plus an allowance equal to one fifth of the standard air fare limited to a maximum of Rs. 30/- for each journey.
- The mode of travel for road journey is classified as under :
 a. Journey by bus: Actual Bus Fare + Incidental Charges at applicable rate.
 b. Journey by Taxi (Single Seat) : Actual Fare paid + Incidental charges at applicable rates. (Taxi Fare will be admissible where taxis regularly ply on roads.)
- When the places are connected by rail & bus both for officials Level below 5 will be entitled journey by bus only when they have obtained prior permission of the Controlling Officer (Registrar/Finance Officer) and giving justification for bus journey.
- When it is possible to travel between two places either by rail or by road and the journey is actually made by road then Mileage & D.A. shall be calculated as, unless Mileage and D.A. calculated by road is less than Mileage and DA calculated by rail. If it is in the interest of University that the journey should be made by road, the travelling allowance by road will be admissible only when reasons which rendered it necessary that the journey should be made by road instead of by rail have been stated and prior sanction of the VC for undertaking such journey had been obtained.
- Daily Allowance will be admissible only for **halts of eight hours duration or more at the station (s) visited**. Day means a calendar day beginning and ending midnight.
- The claim for Travelling Allowance is preferred **by the after one year of the date of their becoming due** (excluding the time taken in the office of the drawing officer when the claimant is not his own drawing officer & in the office of the Controlling Authority) irrespective of the amount involved and the class of the employees shall not be entertained.
- Examiners claiming First class fare or taxi single seat fare will have to give railway receipt number and date or taxi receipt, as the case may be in the remarks column of T.A. Bill without which the claim will not be entertained.
- For all journeys performed by Rail or Road, the travelling allowance will be calculated by the **shortest and cheapest route available**.
- The point in a station from or at which a journey should be held to commence or end shall be the Collector's office or if there is no Collector's office the actual starting point or point visited.

Instructions for Preparing Travelling Allowance Bills

- Journey of different kind and journeys and halts should not be entered on the same line.
- Number of Kilometres travelled should be entered in all cases of journeys by Road or by Rail.
- Fractions of Kilometre in the total of a bill for road journeys should not be charged for.