

TA/DA rules

I. Domestic Daily Allowance & T.A:

Form No: 705A

Grade Pay Rs.	Hotel Tariff Per day Rs.	City Taxi charges Per Day Upto Rs. / Kms.	Max. Food Bill Per Day	Air	Rail	Road
10,000 & above and pay scales of HAG+ & above	5000	AC - 50 Km	500	Business / Club	AC I	AC Taxi/ Own Scooter/ Any Public Bus incl. AC Bus.
7,600 - 8,900	3000	Non-AC 50 Km.	300	Eco.	AC I	Same as above, except AC Taxi
5,400 - 6,600	1500	Rs.150	200	Eco.	AC II	Do
4,200 - 4,800	500	Rs.100	150	NA	AC II	Do
< 4,200 & > 2,400	300	Rs. 50	100	NA	I Class, AC III	Auto /Own Scooter/ Any Public Bus except AC Bus
< 2,400	300	Rs. 50	100	NA	I Class, AC III	Auto/Own Scooter/Ord. Public Bus

II. DA Rates when hospitality provided for Domestic & Foreign:

Hospitality Status	DA %	Absence	DA %
1) Free boarding and lodging	25%	< 6 Hrs.	Nil
2) Free boarding alone	50%	> 6 Hrs. < 12 hrs.	70%
3) Free lodging alone	75%	>12 Hrs.	100%
4) Stay in office building free of cost	75%	--	--

III. Foreign Travel DA & Accommodation Rules:

	DA/Accommodation	US \$ Per day
1	For European/South American Countries, Japan, USA and Australia	75.00
2	Others	56.25 / 45.00
3	Accommodation as per the approved hotel rates in accordance with the	GoI, MEA norms

IV. Project staff (consolidated)/students working in projects:

Designation of Project/ Research Staff	Mode	Max. Hotel tariff per day on provision of bill	DA up to Rs.	Local Conveyance up to Rs.
1) Project Mechanic/Project Asstt.	III AC	300/-	100/-	50/-
2) Sr. Project Mechanics/Sr. Project Asstt./Project Technician	III AC	500/-	150/-	100/-
3) Project. Associate/Sr.Project Associate/M.Tech/Ph.D	AC II	1500/-	200/-	150/-
4) Consultants/Sr. Project Sc./Engr./Post Doctoral	AC II	3000/-	300/-	200/-

INSTRUCTIONS FOR PREPARING TRAVELLING ALLOWANCE BILLS

- Journey of different kinds and halts should not be entered on the same line.
- Bills must be properly prepared and submitted within 7 days of completion of journey. Failure to do so may entail recovery of advance, if any drawn, in a single installment, through the salary bill submitted thereafter.
- Money Receipts/Ticket numbers should be furnished along with the T.A. bill.
- When the first item of a traveling allowance bill a halt, the date of commencement of halt should be stated in the last column.
- Hotel bills should invariably enclosed when D.A. is claimed at Hotel rates.
- A certificate of attendance given by the court or authority should be attached to the bill, if traveling allowance is drawn for attending a Court under summons or otherwise.

CERTIFICATE

Certified that I actually traveled in the class to which I am entitled. It is also certified that I did not perform the road journeys for which the mileage have been claimed at the higher rates by taking a single seat in any public conveyance excluding steamer which plies regularly for heir as prescribed in (SR.46) between two fixed points at the fixed rates. It is also certified that I did not perform the journey free of charges or without payment or incurring in running expenses. In case of hiring taxi, it is also certified that the hiring of taxi was essential and road mileage is not claimed from any other source.

- Traveling by road included traveling be sea or river in a steam launch or in any vessel other than a steamer and traveling by canal. (this particular kind should be specified in the bill)
- In case where the Steamer Company has two rates of fare, one inclusive of diet, the "fare" should be held to mean, "fare exclusive of diet."