As a part of initiative towards improvement in travel arrangements provided to the inspectors of DCI while performing their official duties on inspection, the competent authority has observed certain issues and decided as under:

1. Inspectors should ensure to make their travel bookings with Balmer Lawrie & Co. Ltd., authorized travel partner of DCI within 48 hours of receipt of intimation of inspection.

2. No changes, once travel plan is booked, shall be entertained until and unless routed through DCI office under extreme circumstances.

3. Inspectors should ensure to sign the duty slips of taxi services which are duly filled with particulars of journey they have performed and should not sign any blank duty slips.

4. Check-in and check-out timings of hotels as directed by Balmer Lawrie & Co. Ltd. should be strictly followed by all the inspectors.

5. Inspectors should strictly ensure their presence in colleges well within the college timings and should not leave the college before the working hours of college.

6. Inspectors should claim their inspection fees, reimbursement of TA/DA, if any, within one month of completion of inspection journey, no claim shall be entertained thereafter.

(Dr. Sabhysachi Saha)
Secretary
Dental Council of India

Copy to:

1. All Inspectors, Dental Council of India
2. The President, Dental Council of India
3. M/s Balmer Lawrie & Co. Ltd., Authorized travel partner of Dental Council of India
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.

Page 1      TA/DA bill form
Page 2 & 3  Guidelines for filling up the TA/DA bill form.
Page 4      Entitlement for Train and Road journeys.
Page 5      Entitlement for Journey by Air
Page 6      Existing rates of Daily Allowance in respect of different classes of cities.
Page 7 & 8  Different classes of Cities.
Page 9      Basis of calculation of Daily Allowance.
Page 10     Eligibility of DA in various circumstances.
Page 11 & 12 Illustration for working out DA in different conditions
Page 13     Sample TA/DA claim in respect of Air Journey.
Page 14     Sample TA/DA claim in respect of Train Journey.
Page 15     Sample TA/DA claim in respect of Road Journey.

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.

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

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 6 Hrs 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.

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)__________________________
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 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………………………………………………….

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 for Train Journey

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

### Entitlements for Road Journey

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

**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 Offers :-**  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:-

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay Range</td>
<td>A-1 Class Cities</td>
<td>A Class cities &amp; specially expensive localities</td>
<td>B-1 class cities and expensive localities</td>
<td>Other localities</td>
</tr>
<tr>
<td></td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
<tr>
<td>Rs.16,400/- and above</td>
<td>260</td>
<td>650</td>
<td>210</td>
<td>525</td>
</tr>
<tr>
<td>Rs.8,000/- to 16399/-</td>
<td>230</td>
<td>505</td>
<td>185</td>
<td>405</td>
</tr>
<tr>
<td>Rs.6,500/- to 7,999/-</td>
<td>200</td>
<td>380</td>
<td>160</td>
<td>305</td>
</tr>
<tr>
<td>Rs.4,100/- to 6,499/-</td>
<td>170</td>
<td>245</td>
<td>135</td>
<td>195</td>
</tr>
<tr>
<td>Below Rs.4,100/-</td>
<td>105</td>
<td>125</td>
<td>85</td>
<td>100</td>
</tr>
</tbody>
</table>

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
2. Brihan Mumbai UA
3. Chennai UA
4. Delhi UA
5. Hyderabad UA
6. Kolkata UA

Cities:
Ahmedabad UA
Jaipur UA
Kanpur UA
Lucknow UA.

Nagpur UA
Pune UA
Surat UA

Specially Expensive Localities:
Darjeeling District (except Siliguri sub-division)
Darjeeling Town
NEFA areas beyond Inner Line
Naga Hills Tuensang area beyond the Inner Line

Expensive/Remote Localities of Himachal Pradesh:
Lahaul and Spiti District
Kinnaur District
Bhartour sub-division and Pangi sub-division of Chamba District
Pargana of Pandrahis
Outer Seraj and Malana Panchayat Areas of Kulu District
Sarahan and Gram Panchayats of Munish, Darkali and Kashapet of Rampur Tehsil of Sirmal District
Chhuhar Valley of Jogindernagar Tehsil of Mandi District
Mangal Panchayat area of Solan District
Dodrakwar area of Rohru Tehsil
Parganas of Chhebis, Naubis, Barabis, Pandrahis and Atrarabhis
Chhota Bangal and Bbara Bangal areas of Palampur sub-division of Kangra District

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

Ukhrul
Churachandpur
Saikul sub-division (in Senapati District)

Tamenlong
Mao Maram
Jiribam
Tengnampal

‘B-1’ CLASS CITY RATES

Cities:
Agra UA
Allahabad UA
Amritsar UA
Asansol UA
Bhopal UA
Coimbatore UA
Dhanbad UA
Faridabad UA
Indore UA
Jabalpur UA
Jamshedpur UA
Kochi UA
Ludhiana
Madurai UA
Meerut UA
Nashik UA
Patna UA
Rajkot UA
Vadodara UA
Varanasi UA
Vijayawada UA
Visakhapatnam UA
Expensive Localities:
Shimla
Laccadive, Minicoy and Amindivi Islands
Jammu and Kashmir
Andaman and Nicobar Islands

The following areas of Himachal Pradesh:
Janjehli Block of Chachoit Tehsil of Mandi District
Churah Tehsil, Kunr Panchayat and Belej Pargana of Chamba Tehsil and Salooni Tehsil of Chamba District
Chopal Tehsil of Shimla District
Trans-Giri Tract of Sirmur District
Manali-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:-

<table>
<thead>
<tr>
<th>Absence not exceed 6 hours</th>
<th>Nil</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absence exceeding 6 but not exceeding 12 hours</td>
<td>70%</td>
</tr>
<tr>
<td>Absence exceeding 12 hours</td>
<td>100%</td>
</tr>
</tbody>
</table>

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 IAA1 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:** Claiment 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.
Illustration D.A.

D.A. – Partly ordinary rates & partly Hotel rates

Rate of D.A. – Ordinary Rs 105/-
              Hotel Rates   Rs 200/-

Period of calescence - From 100 hours of 19/11
             To 2100 hours of 25/11

Period of stay in Hotel - From 1830 hours of 19/11
             To 1700 hours of 24/11

Lodging charges paid at Rs. 100/- per day for 5 days

Calculations of D.A.

No of DAS advisable for the total period of absence – 7.0
For Stay in Hotel       – 5.0
Ordinary rates       – 2.0

DA for Stay in Hotel

Ordinary rate of DA      105.00/-
Less 10%                   10.50/-
                           94.50/-

Add lodging charges 100.00/-
Total (a)                  194.50/-

(a) i.e. less than the maximums admissible rate of Rs. 200/- and hence admissible

5 DAS at Rs 194.50 972.50/-
2 DAS at Rs 105.00 210.00/-

In the above case, it the lodging Charges had been 120 per day (a) will be Rs. 214.50, which will be restricted to the maximum admissibly rate of Rs 200.00.
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/-
1. Name & Designation of Claimant: XYZ
2. Basic Pay: Rs. 16,470/-
3. Institution where serving: Delhi College of Education
4. Purpose for Move/Temp Duty: Attending Lecture at N. Delhi
5. Authority for move: P.G. College, N. Delhi
6. Station from where journey commenced: Ferozepur
7. Date of Commencement of Journey: 9.7.66
8. Details of journeys by Road, Rail, Air etc. for Journey, to be filled in columns (i) to (x) printed below.

<table>
<thead>
<tr>
<th>Name of the Place of Departure</th>
<th>Date &amp; Time of Departure</th>
<th>Distance by Road in Kms.</th>
<th>Conveyance Mode/Class</th>
<th>Name of the Place of Arrival</th>
<th>Date &amp; Time of Arrival</th>
<th>Amount Due on Transportation RMA/Rail/Air</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Ground 9.7.66</td>
<td>9.7.66</td>
<td>0.00</td>
<td>Taxi</td>
<td>Air Force Ground 9.7.66</td>
<td>9.7.66</td>
<td>Rs. 160.00</td>
<td></td>
</tr>
<tr>
<td>At Post N. Delhi 9.7.66</td>
<td>9.7.66</td>
<td>10.20</td>
<td>Taxi</td>
<td>Place of Meeting 9.7.66</td>
<td>9.7.66</td>
<td>2.80.00</td>
<td></td>
</tr>
<tr>
<td>Place of Meeting 9.7.66</td>
<td>9.7.66</td>
<td>35.30</td>
<td>Taxi</td>
<td>Air Force 9.7.66</td>
<td>9.7.66</td>
<td>16.855.00</td>
<td></td>
</tr>
<tr>
<td>Air Force 9.7.66</td>
<td>9.7.66</td>
<td>0.00</td>
<td>Air Force 9.7.66</td>
<td>Place of Meeting 9.7.66</td>
<td>9.7.66</td>
<td>2.80.00</td>
<td></td>
</tr>
<tr>
<td>Place of Meeting 9.7.66</td>
<td>9.7.66</td>
<td>0.00</td>
<td>Taxi</td>
<td>Residence Ground 9.7.66</td>
<td>9.7.66</td>
<td>16.855.00</td>
<td></td>
</tr>
<tr>
<td>Residence Ground 9.7.66</td>
<td>9.7.66</td>
<td>0.00</td>
<td>Taxi</td>
<td>Residence Ground 9.7.66</td>
<td>9.7.66</td>
<td>16.855.00</td>
<td></td>
</tr>
</tbody>
</table>

9. Total: Rs. 34,430.00

Entitlement of Daily Allowance:
(i) Absence from Office/Residence from date 9.7.66 time 13.00 hrs to date 14.7.66 time 13.15 hrs.
(ii) Above period converted to No. of full days 1 & Hours 15 = 5 full days
(iii) DA admissible exceeding 6 hrs but not exceeding 12 hrs. at 70% of the rate of DA = Rs. 160.00
(iv) DA admissible at ord. rate for No. of days 1 multiply by Rate of DA Rs. 16.855.00 = Amount Payable Rs. 16.855.00
(v) DA admissible at higher rate for No. of days 4 multiply by rate of DA Rs. 2.80.00 = Amount Payable Rs. 11.20
(vi) DA admissible at Hotel rate for No. of days 4 multiply by rate of DA Rs. 2.80.00 = Amount Payable Rs. 11.20
Total Rs. 16.855.00

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: Rs. 34,430.00
11. Amount Payable on DA: Rs. 16.855.00
12. Inspection Fees (Only for inspectors): Rs. 317.00
13. Net Amount Payable (Total of Col. 10, 11, 12): Rs. 35,617.00

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

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.
# Claim for Moves on Temporary Duty (Tour)

1. Name & Designation of Claimant: [Name]
2. Basic Pay: Rs. 550/-
3. Institution where serving: [Institution Name]
4. Purpose for Move/Temp Duty: Attending Court C/o [Court Name]
5. Authority for move: [Authority Name]
6. Station from where journey commenced: [Station Name]
7. Date of Commencement of Journey: [Date]
8. Details of journeys by Road, Rail, Air, etc. for Journey, to be filled in columns (i) to (x):

<table>
<thead>
<tr>
<th>Name of the Place of Departure</th>
<th>Date &amp; Time of Departure</th>
<th>Distance by Road in Kms.</th>
<th>Conveyance Mode/Class</th>
<th>Name of the Place of Arrival</th>
<th>Date &amp; Time of Arrival</th>
<th>Amount Due on Transportation (RMA/Rail/Air)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Delhi</td>
<td>29-7-06 05.00</td>
<td>30 Kms</td>
<td>A-00</td>
<td>Residence Delhi</td>
<td>30-7-06 06.00</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Rajinderpur</td>
<td>30-7-06 07.30</td>
<td>266 Kms</td>
<td>Bus</td>
<td>Rajinderpur</td>
<td>31-7-06 07.30</td>
<td>25.00</td>
<td></td>
</tr>
<tr>
<td>Paharganj</td>
<td>31-7-06 11.30</td>
<td>22 Kms</td>
<td>Auto</td>
<td>Paharganj</td>
<td>01-8-06 12.00</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>Gurugram</td>
<td>01-8-06 06.30</td>
<td>26 Kms</td>
<td>Train/Car</td>
<td>Gurugram</td>
<td>02-8-06 07.00</td>
<td>60.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: 115 6.00

9. **Entitlement of Daily Allowance**

   (i) Absence from Office/Residence from date 29-7-06 time 06.00 to date 30-7-06 time 06.00 hrs.
   (ii) Above period converted to No. of full days & Hours = 1
   (iii) DA admissible exceeding 6 hrs but not exceeding 12 Hrs. at 70% of the rate of DA = 70/12 x 90 = Rs. 63.00
   (iv) DA admissible at ord. rate for No. of days 1 = multiply by Rate of DA = 90 x 1 = Amount Payable Rs. 90.00
   (v) DA admissible at higher rate for No. of days = multiply by rate of DA = 90 x 1 = Amount Payable Rs. 90.00
   (vi) DA admissible at Hotel rate for No. of days = multiply by rate of DA = 100 x 1 = Amount Payable Rs. 100.00

Total Rs. 123.00

10. Amount Payable on TA as per Col. 8 (ix) 115 6.00
11. Amount Payable on DA 90.00
12. Inspection Fees (Only for inspectors) 4.00
13. Net Amount Payable (Total of Col. 10, 11, 12 = 4.00)

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 ...........................................(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.

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Countersigned as correct claim

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.
**Sample TA Bill in respect of Road Journey**

**CLAIM FOR MOVES ON TEMPORARY DUTY (TOUR)**

1. Name & Designation of Claimant: D.X.X.Z.
2. Basic Pay: Rs. 16,100/-
3. Institution where serving: A.B.C. Dronki, College, Ghaziabad.
8. Details of journeys by Road, Rail, Air, etc. for Journey, to be filled in columns (i) to (x) printed below.

<table>
<thead>
<tr>
<th>Name of the Place of Departure</th>
<th>Date of Departure</th>
<th>Distance by Road</th>
<th>Conveyance Mode/Class</th>
<th>Name of the Place of Arrival</th>
<th>Date of Arrival</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Panchkula</td>
<td>9.6.60 06.00</td>
<td>200 Kms</td>
<td>Taxi</td>
<td>Kalkaji</td>
<td>9.6.60 06.00</td>
<td>Rs. 120.00</td>
</tr>
<tr>
<td>Kalkaji</td>
<td>9.6.60 14.00</td>
<td>200 Kms</td>
<td>Taxi</td>
<td>Noida</td>
<td>9.6.60 18.00</td>
<td>120.00</td>
</tr>
</tbody>
</table>

**Entitlement of Daily Allowance**

(i) Absence from Office/Residence from date 9.6.60 time 06:00 to date 9.6.60 time 18:00 – Hrs.

(ii) Above period converted to No. of full days & Hours equivalent.

(iii) DA admissible exceeding 6 Hrs but not exceeding 12 Hrs, at 70% of the rate of DA = Rs. 135.00

(iv) DA admissible at ord. rate for No. of days – multiply by Rate of DA = Rs. 36.00

(v) DA admissible at higher rate for No. of days – multiply by rate of DA = Rs. 120.00

(vi) DA admissible at Hotel rate for No. of days – multiply by rate of DA = Rs. 120.00

Total Rs. 135.00

**Basis for DA calculation**

(i) Absence not exceeding 6 hrs = Nil

(ii) Absence exceeding 6 hrs & not exceeding 12 hrs = 70%

(iii) Absence exceeding 12 hrs = 100%

9. **Amount Payable on TA as per Col.8 (ix) Rs. 36.00**

10. **Received payment Rs. 24.00**

11. **Amount Payable on DA Rs. 120.00**

12. **Inspection Fees (Only for inspectors) Rs. 24.00**

13. **Net Amount Payable (Total of Col. 10, 11, 12) Rs. 180.00**

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

Signature: 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.

Station: ___________________________
Date: ___________________________

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

Auditor: ___________________________
Superintendent: ___________________________
Accounts Officer: ___________________________

Countersigned as correct claim

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: ___________________________

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.