



1. Name:- \_\_\_\_\_ (In Block Letters) 2. Father's Name:- \_\_\_\_\_  
 3. Address :- \_\_\_\_\_ Contact No.: \_\_\_\_\_  
 4. Designation:- \_\_\_\_\_ 5. Organization:- \_\_\_\_\_  
 6. Pay Scale/ Consolidated Salary:- \_\_\_\_\_ 7. Grade Pay:- \_\_\_\_\_  
 8. Date of Meeting/ Inspection:- \_\_\_\_\_ 9. Purpose of Meeting & Journey:- \_\_\_\_\_  
 10. Last Pay Scale & GP if Retired:- \_\_\_\_\_ 11. E-mail ID \_\_\_\_\_  
 12. Bank A/c No. (for ECS Payment) \_\_\_\_\_ Bank IFS Code \_\_\_\_\_

**(A) Honorarium:-**

S.No.	Particulars	Date		No. of Days	Rate of Honorarium	Total Amount (Rs.)
		From	To			
<b>(B) TA/DA/ Local Journey/Toll Tax etc.</b>						<b>Total(A):-</b>

Departure			Arrival			Mode of Journey & Vehicle No.	Distance for Road Mileage		Amount of Toll Tax etc.	Hotel/ NON Hotel D.A.	Total Amount (Rs.)
Date	Station	Time	Date	Station	Time		K.M.	Rate			
<b>Please add additional form if required</b>											<b>Total(B):-</b>

**(C) Accommodation/ Lodging Claim**

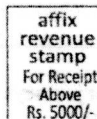
City	Place	Hotel Name & Address	Bill No.	Check IN Time/ Date	Check OUT Time/ Date	Room Rent Per Day	No. of Days	Total Amount (Rs.)
<b>Total(C):-</b>								

**Grand Total :A+B+C=** \_\_\_\_\_

**Certified that:-**

(i) Particulars provided herewith are correct & that I have not claimed TA/DA for this Journey from any other Public Source and bill is submitted first time.  
 (ii) I was not provided free lodging and/ or Boarding at the cost of Govt./University or any autonomous body if provided please attach Boarding/Lodging/Both Bills.  
 (iii) Certified that I shall perform the return Journey from \_\_\_\_\_ to \_\_\_\_\_ in \_\_\_\_\_ Class.  
 (iv) Certified that the I have traveled by shortest route and I will perform return Journey by same route and \_\_\_\_\_ mode of conveyance/ as claimed and \_\_\_\_\_ mode of conveyance  
 The above Meeting/ Journey claim is verified to be true & Correct.

**Verified By:-**



**Signature of Claimant**

**Sign. & Name of officer (Concerned Department)**

**For Use by Accounts Office Only**

**Head of Account:-** \_\_\_\_\_ **Passed for Rs.** \_\_\_\_\_/-

or return in original with remarks as attached

Dealing Clerk

Assistant Registrar

Director Finance

See Instructions Overleaf

In pursuance of Punjab Government Notification NO. 18/10/09-4FP2/440 dated 31.08.2009 w.e.f 01.08.09 and consequent approval of BOG PTU, TA/DA rules are implemented in the University w.e.f. June 1, 2010 vide PTU/Reg/Notification/68, dated 15.9.2010, on the basis of Grade Pay :-

### Rates of Daily Allowance (Hotel/ Non Hotel, DA on production of Actual Bills only)

Category	Grade Pay	A-I, Class cities Hotel/Non Hotel Rates	A2-Class cities Hotel/Non Hotel Rates	B-I, Class cities Hotel/Non Hotel Rates	B-II, Class cities Hotel/Non Hotel Rates
I	Rs.10000 & above	800/- 400/-	640/- 320/-	480/- 240/-	320/- 160/-
II	Rs.7600/- to Rs. 9,999/-	700/- 300/-	560/- 240/-	420/- 180/-	240/- 120/-
III	Rs. 5000/- to Rs. 7599/-	450/- 250/-	360/- 200/-	270/- 150/-	180/- 100/-
IV	Rs. 3800/- to Rs. 4999/-	380/- 200/-	300/- 160/-	230/- 120/-	150/- 80/-
V	Below Rs. 3800/-	300/- 150/-	240/- 120/-	180/- 90/-	120/- 60/-

### Entitlement for Rail/Road/Air journey: -

Category	Grade Pay	By Air (In India)	By Rail	By Road
I	Rs.10000/- & above	Economy Class	1 <sup>st</sup> Class A.C. / Executive Class.	Actual fare by any type of public bus including air-conditioned bus. OR
II	Rs.7600/- to Rs. 9,999/-		1 <sup>st</sup> Class / AC Chair Car / A.C. Two tier sleeper.	At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi. OR Actual fare for journeys by autorikshaw.
III	Rs. 5000/- to Rs. 7599/-	Economy Class (On the condition that the distance is more than 500 Kms.)	1 <sup>st</sup> Class / AC Chair Car / A.C. Three Tier	Same as for (I&II) above with the exception that journeys by AC taxi will not be permissible. OR At prescribed rates for Taxi / autorickshaw / own scooter / motorcycle/ moped etc.
IV	Rs. 3800/- to Rs.4999/-	N/A	Second Class Sleeper	Actual fare by ordinary public bus only. OR
V	Below Rs. 3800/-			At prescribed rates for autorikshaw / own scooter/ motorcycle / moped etc.

**Accommodation :-** The maximum rates for hotel accommodation / Tourists Bungalows for tour outside Punjab & Chandigarh on the production of receipt shall be as under :-

Grade Pay Category	Accommodation			
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star.			
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star			
III (for PTU staff only)				
	A1 cities	A2 cities	B1 cities	B2 / Other Places
	(Any hotel room upto rupees per day)			
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

### Instructions: -

- The rate of Mileage Allowance for journeys by Own Car/ Taxi/ Motor Cycle/ Scooter will be as per PTU norms, as ammended from time to time ( for rule refer [www.ptuaccounts.ac.in](http://www.ptuaccounts.ac.in)).
- The other conditions for daily allowance should remain in force: For example:-
  - Journey beyond 8 kms and within 25 kms of the place of duty should be treated as local Journey and in this case no DA is admissible.
  - A full Daily Allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more.
  - If the period of absence is less than six hours, half Daily Allowance should be admissible.
- In case boarding/lodging is provided then ½ DA. if Both are provided then ¾ DA shall be applicable.
- In Case of Travel by Shatabdi/Rajdhani/Super Fast/Mail Train and Ac Bus/ Ordinary Bus, Tickets should be attached.
- Journey should be performed by shortest route.
- If Travelled by Air, must attached Boarding Pass & Tickets otherwise TA/DA Bill will be Processed as per Min. Rate.
- All Claims must be submitted with one year from the end date of return journey
- In case of advance against TA Claim, the bills must be submitted within 7 days of the end of return journey.
- For all other points/ clarifications the punjab govt. rules as ammended from time to time shall be applicable.