

National Institute of Technical Teachers' Training & Research

SHAMLA HILLS, BHOPAL - 462002 (M.P.)
Travelling Allowance Bill

Head QuarterName					me & Designation				
Order No				Addres	ss				
Purpose of \	√isit			Basic	Pay	Grade Pay/Le	vel		
Date of Departure	Station & Time	Date of Arrival	Station & Time	Mode of Travel Air/Rail/Bus/ Steamer & Class	Amount Paid	Actually amount paid on Conveyance by Taxi/Auto/Own Vehicle	Amount of DA/ Food Charge Actually Paid		
1	2	3	4	5	6	7	8		
		* * *							
		1		Total Rs.	*				
			Grand	Total Rs. (6+7+8)		90 - 7 10	el .		
	ce if any (-) R claimed /Ref refund (in wo				Nam Banl	ature ne k A/c No C Code,			
Passed for	Payment of	Rs							
							only)		
TA Bill Clerk	<	Su	ıpdt.		ccount Office	r	Director		
			*	Receipt	01				
Received ar	amount of					np			
¥						nature ne			
				9	Ival	110			

CERTIFICATE

Certified that no amount has been claimed for / will be claimed for this journey / period in any bill drawn from any other Certified that I actually travelled by the class of accommodation as claimed in this T.A. bill. 2. Certified that I actually travelled by I class / II Class Air, Steamer / Bus & paid Rs.for 3. onward & return journey(s) as Rail / Air / Steamer / Bus fare from.....to.....to..... Certifified that the distance by the road mileage allowance has claimed is correct to the best of my knowledge & 4. belief. Certified that the journeys were performed in the interest of public service & government transports was utilized for 5. which road mileage has been claimed. 6. boarding & lodging only at state expenses of the government of India or any organization. Certified that I was not on Casual Leave on day, for which daily allowance has been charged in the bill. 7. 8. provide board / lodging at scheduled tariffs.) 9. I am liable to refund the amount received if the same is not admissible by the aduit. THE FOLLOWING SELF ATTESTED DOCUMENT MUST ATTACHED: Air Ticket with Boarding Pass 1. 2. Confirmed Train Ticket 3. **Bus Ticket** Food Bill & Taxi Bill 4.

Place		ě.	
Date			Signature of Travel Officer

SUMMARY OF TRAVELLING ALLOWANCE RULES

Grading of Government Servent & Rates of Daily Allowance as per 7th pay commission subject to production of original receipt / bill

Note: This is not applicable to participants

S.No.	Pay Level in Pay Matrix (With Grade Pay)	Hotel Accommodation (Per Day)	Taxi Charge within the City	Food Bill Per Day
1.	14 and above (Rs. 10, 000 and above and those in pay scales of HAG+and above)	₹7500.00	AC taxi as per actual expenditure	₹1200.00
2	12 and 13 (Rs. 7600 to Rs. 8900)	₹4500.00	AC Taxi upto 50 km per day @ Rs. 24/-	₹1000.00
3.	9 to 11 (Rs. 5,400 to 6,600)	₹2250.00	Non-AC taxi Rs. 338/- per day	₹900.00
4.	6 to 8 (Rs. 4,200 to Rs. 4,800)	₹750.00	Non-AC taxi Rs. 225/- per day	₹800.00
5.	5 and below (Below Rs. 4,200)	₹450.00	Non-AC taxi Rs. 113/- per day	₹500.00