

CERTIFICATE

1. Certified that no amount has been claimed for / will be claimed for this journey / period in any bill drawn from any other source.
2. Certified that I actually travelled by the class of accommodation as claimed in this T.A. bill.
3. Certified that I actually travelled by I class / II Class Air, Steamer / Bus & paid Rs.for onward & return journey(s) as Rail / Air / Steamer / Bus fare from.....to.....
4. Certified that the distance by the road mileage allowance has claimed is correct to the best of my knowledge & belief.
5. Certified that the journeys were performed in the interest of public service & government transports was utilized for which road mileage has been claimed.
6. Certified that I was not treated as State Guest during my halt at.....& was not provided with boarding & lodging only at state expenses of the government of India or any organization.
7. Certified that I was not on Casual Leave on day, for which daily allowance has been charged in the bill.
8. Certified that I stayed from (date) to.....at.....(name of the place which provide board / lodging at scheduled tariffs.)
9. I am liable to refund the amount received if the same is not admissible by the audit.

THE FOLLOWING SELF ATTESTED DOCUMENT MUST ATTACHED :

1. Air Ticket with Boarding Pass.
2. Confirmed Train Ticket
3. Bus Ticket
4. Food Bill & Taxi Bill

Place.....

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