



PUNYASHLOK AHILYADEVI HOLKAR SOLAPUR UNIVERSITY, SOLAPUR

BE-35

BASIC PAY (₹) _____

O.122 (1) Claims for travelling and halting allowance etc. shall be entertained **within a period of six months only** from the date on which it was due. Provided, however, the Management Council may sanction the payment of any claim received thereafter, which is otherwise admissible for payment under the ordinances. All such payments shall be made with a deduction of 10% of the admissible amount.

TRAVELLING ALLOWANCE, DEARNESS ALLOWANCE AND HALTING ALLOWANCE BILL

Voucher No. _____
Cash / Cheque No. / UTR No. _____

Note: All entries in this bill must be filled before claiming payment.
The Paper – Setter / Examiner / Sr. Supervisor concerned must get this bill countersigned by the Chairman / Senior Examiner / Internal Senior Supervisor.

Name : _____
(beginning with surname
in BLOCK LETTERS) _____
Nature of work : _____
Name of Examination : _____

Travelling Allowance, Dearness Allowance and Halting Allowances are due to me for above said work								₹
From (Place)	Date	Time of Departure	To (Place)	Date	Time of arrival	1 st Class Ticket No.	Mode of Travel ST / Rly / Air / Car	
D. A. @ ₹ _____/- x No. of Days _____ =								
Auto Charges = _____								
Special Allowance / Confidential Allowance = _____								
Total ₹								

College Address _____

I hereby declare that no travelling allowance from any public or semi-public authority for a part or the whole of journey in respect of the above bill has been claimed by me.

I declare that I have travelled via _____

BANK DETAILS FOR ONLINE PAYMENT				
Name of Bank	Name of Branch	Account Number	IFS Code	PAN

One Rupee Revenue Stamp if amount exceeds of Rs. 5000/-

Signature of
(Chairman / Senior Examiner / Internal Senior Supervisor / concerned authority

Claimant's Signature

Passed for ₹ _____
Rupees (in words) _____
Date _____

Section Officer (Exam) **Asst. Registrar (Exam)** **Dy. Registrar (Exam)** **Accountant (Account)** **Asst. Registrar (Account)** **Dy. Registrar (Account)** **Finance and Accounts Officer**

Note: 1) Relevant Parts of some ordinances relating to Travelling and Halting Allowances are as shown on overleaf.
2) The original money receipt for the payment of A/C 1st Class / A/C sleeper of first class rail fare is produced, failing which the claim will treated of payment on basis of the fare 2nd class if travelled by rail.

Relevant Parts of some Ordinances relating to Travelling and Halting Allowances

O.111 (1) (a) When the place of registered address of a member / person is connected by rail he / she will be paid one first class rail fare each way, on signing a declaration to the effect that he / she travelled by 1st class by the rail and the details regarding the Sr. No. of the ticket and the date marked on it is mentioned in the remarks column of the T.A. bill or the money receipt for payment of first class rail fare is produced failing which the claim be treated for payment on the basis of fare of 2nd class Express / Mail / Passenger, if travelled by rail.

i) If a person / member travels on University business by own or hired motor car, where two places are connected by rail, he / she will be paid the railway fare of the class of accommodation for which he / she has actually travelled by own or hired motor car. In addition he / she shall also quote the Registration number of own motor car or produce the receipt of hired motor car, failing which claims will be admitted for payment on the basis of II class Express / Mail / Passenger Railway.

ii) Notwithstanding anything contained in above ordinance No. (a) (i) the journey by Scooter / Motorcycle upto fifty kilometres each will be allowed.

b) When a member of person travels by S.T. bus / Luxury Bus and signs a declaration to that effect he / she will paid one S.T. Bus / Luxury Bus fare each way including reservation charges, claimed plus admissible D.A. for the period of absence from his / her registered address.

O.112 In addition to the travelling allowance persons travelling of University business will be entitled for daily allowances as below:

1) Daily Allowance shall be held admissible for the entire period of absence from Headquarter / Registered Address i.e. including the period taken for journey. For calculating the period of absence grace period of two hours in case of Railway / Steamer / Bus journey before the scheduled departure and a similar grace period after the actual time of arrival of Plane / Train / Bus shall be allowed. No such grace period shall be allowed for journey performed in the hired / owned or University vehicles, daily allowance payable for the journey period including the grace period shall be at the ordinary rates.

Basic Pay	A-1 Class cities	A Class cities and specially expensive localities	B-1 Class cities and expensive localities	Other cities
Above ₹ 8,900/- and more (HAG + Grade)	325/-	200/-	160/-	130/-
₹ 6,600/- to ₹ 8,899/-	290/-	180/-	140/-	120/-
₹ 5,400/- to ₹ 6,599/-	290/-	180/-	140/-	120/-
₹ 4,400/- to ₹ 5,399/-	225/-	150/-	140/-	110/-
₹ 4,200/- to ₹ 4,300/-	210/-	130/-	130/-	110/-
Below ₹ 4,200/-	160/-	125/-	125/-	100/-

Notes:

- i) Specified accommodation means hotel charging scheduled tariff.
- ii) For claiming D.A. for staying in specified accommodations sufficient proof should be produced along with the T.A. bill.
- iii) Daily allowance at full rates shall be admissible every 24 hours of absence, payment of fraction of 24 hours being regulated as under:

Duration of absence	D. A.
1. Upto 6 hours	30% of the admissible rate
2. Upto 12 hours	50% of the admissible rate
3. More than twelve hours	Full D.A.

O.122 (5) The travelling allowance bill forms must be filled in all respects by the claimant's only. In case, the bill forms will be filled in by the office on behalf of the claimants.