



## TRAVELLING ALLOWANCE RULES PART - 1

1. Except as provided in part 2 payment of railway fare, daily allowance and village allowance shall be as under :-
2. For the purpose of Travelling Allowance/daily Allowance etc. the employee would be classified as follow
 

Grade 1	Employees drawing Grade pay at Rs. 10000/- and above P.M.
Grade 2	Employees drawing Grade pay at Rs. 8900/- and but below Rs. 9800/-
Grade 3	Employees drawing Grade pay at Rs. 4600/- and above but less than Rs. 8800/- P.M.
Grade 4	Employees drawing Grade pay at Rs. 2500/- and above but less than Rs. 4200/- P.M.
Grade 5	Employees drawing Grade pay at Rs. 1300/- P.M.
3. Railway accommodation admissible shall be under :-
 

Grade 1	10000/- and above AC 1st Class by Train, Ac Bus and Volvo
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4. The revised pay range for entitlement to travel by road public transport would be as under :-
 

Grade 2	Grade Pay exceeding Rs. 8900 - 9800/- Ac Bus and Volvo Ac 1st Class by Train
Grade 3	Grade Pay exceeding Rs. 4600 - 8800/- Ac II Tier or Ac Chair Car, Ac Bus, Delux Bus
Grade 4	Grade Pay exceeding Rs. 2500 - 4200/- Ac III Tier or Non Ac Chair Car, Ordinary Bus, Delux Bus
Grade 5	Grade Pay exceeding Rs. 1300 - 2400/- II Class or Sleeper or ordinary Bus
5. Daily allowance admissible shall be as under : (D.A.) Rates to the Haryana State Employees revised w.e.f 19 - 07 - 2016
 

Pay Range	Daily Allowance in any Town/City in Haryana including Chandigarh
Grade Pay 5 Rs. 1300 - 2400	200/-
Grade Pay 4 Rs. 2500 - 4200	250/-
Grade Pay 3 Rs. 4600 - 8800	300/-
Grade Pay 2 Rs. 8900 - 9800	400/-
Grade Pay 1 Rs. 10000 and above	500/-
6. In the case of travel by a Govt. Vehicle full daily allowance would be paid for each day or part there spend away from the Headquarters for absence of 24 hours or more. Where the total absence from the headquarters is less than 24 Hours daily allowance would be paid at the following rates :-
 

(i) When absence from Headquarters is less than 6 hours	Not daily allowance
(ii) When absence from Headquarters is for 6 hours or more but less than 12 hours	Half daily allowance
(iii) When absence from Headquarters is for 12 hours or more but not more than 24 hours.	Full daily allowance

## PART - II

1. Person undertaking the journey by their own vehicle or in a hired vehicle may take permission before hand.
  2. If person travels in another persons car and does not pay any thing for the use of propulsion of vehicle he will be entitled only Due Daily allowance as mentioned in Part I
  3. No person whose ordinary place residence is the same as the place of Board business or duty shall be entitled to D.A., if he comes from an out station to attend Board business or to place of duty at that place.
  4. No person residing with in the territorial jurisdiction of the Board shall be entitled to charge T.A. from place farther than the one which he ordinary resides.
  5. Bills no presented within 6 months from the date of journey shall lapse & shall not be entertained unless the period of 6 month is extended by the Competent authority for good cause shown
  6. In case of journey by Air/ Ac Rail/Ac Bus/Delux Bus tickets shall be appended to TA bills. In case of rail journey by 1st Class/Ac Chair Car Ticket/Ticket No. Reservation slip as the case may be shall be produced. In the absence of ticket where ever, required, ordinary rail/bus fare will be given.
- | Daily Allowance in ant Town / city<br>Out side Haryana Chandigarh | Hotel Charge Plus Daily Allowance at any place<br>in the country out side Haryana / Chandigarh |
|---|--|
| Rs. 250/-   | Grade - 5<br>Rs. 500+1/2 Daily   |
| Rs. 300/-   | Grade - 4<br>Rs. 1500+1/2 Daily  |
| Rs. 400/-   | Grade - 3<br>Rs. 3000+1/2 Daily  |
| Rs. 500/-   | Grade - 2<br>Rs. 4000+1/2 Daily  |
| Rs. 600/-   | Grade - 1<br>Rs. 5000+1/2 Daily  |

## हरियाणा विद्यालय शिक्षा बोर्ड, भिवानी

विषय : यात्रा भत्ता बिल मास..... वर्ष.....

उपसचिव (लीगल)/सचिव/अध्यक्ष महोदय के आदेश दिनांक.....अनुसार

निम्न हस्ताक्षरी निम्नलिखित विवरण अनुसार दौरे पर गया :-

स्थान	प्रस्थान	स्थान	आगमन	यात्रा का उद्देश्य	बस/रिज/बोर्ड वाहन नं.
	दिनांक समय		दिनांक समय		लाग बुक की पृष्ठ संख्या

उपरोक्त यात्रा कार्यक्रम की स्वीकृति प्रदान करते हुए संलग्न यात्रा भत्ता बिल का भुगतान करने की कृपा करें।

प्रति हस्ताक्षरित शाखाध्यक्ष

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शाखाध्यक्ष

हस्ताक्षर.....

नाम.....

पद .....

शाखा .....