**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**



**Central Regional Office, Bhopal**

Bill No………………….. Dated: …………………

**TA/DA BILL OF NON-OFFICAL MEMBER INVITED FOR VISITS/ MEETING**

**Part-I (To be filled by non-official Committee Member)**

1. Name & Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Pay scale & basic pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. PAN \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Full office address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Purpose of Visit/meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Date (s) of meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of Institutes Visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Details of journey (including from and to residence/office and airport, Railway station)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Departure | | Arrival | | Mode of travel  (railway /Air/ Road) | Class | Distance | Fare paid (Air/Rail/Taxi etc.) (Rs.) | Air/Rail Ticket no./Taxi Bill/ Auto/ Taxi No. etc |
| Form | Time | At | Time |
|  |  |  |  |  |  |  |  |  |  |

1. Whether staying in rented accommodation or making own arrangements.
2. Are you a Senior Citizen (Yes/no) ………………………………………………………………………………..
3. Certified that :
   1. Particulars provided herewith are correct & that I have not claimed TA/DA etc. for this Journey from any other source.
   2. I was/was not provided free Lodging and/or Boarding at the cost of Govt./University or any Govt. aided body.
   3. I shall perform the return journey by the same mode as claimed in the TA bill.
   4. I have traveled by taxi as I could not get reservation/ Tatkal reservation in entailed class by train it is requested to reimburses me taxi charge as per actual.

Date: ………………… Signature of claimant

**Part-II (to be filled by Convener / Organiser of the meeting)**

1. The details as given in TA/DA bill have been verified and claim may be admitted.
2. The non-official member was invited under the authority of controlling officer and his attendance as above is confirmed.

Date: Signature of the Convener/Bureau Head

**Part- III (to be completed by Finance Bureau)**

Passed for Payment Rs. ---------------------

(Rupees ---------------------------------------

1. DA……………………….…..days @ Rs. Rs.
2. TA Rs.
3. Honorarium Rs.
4. Total Rs.

**DEO DRAWING&DISBURSING OFFICER**

**PAYEE’S RECEIPTS**

Received Rs. (Rupees)

Signature of Claimant

(With Revenue Stamp)

**TA/DA rules applicable to non-official committee member.**

1. **Journey by Air:** Entitled by Business/Club Class of Indian Airlines or other Airlines in pubic sector those drawing grade pa of Rs. 10,000/- and above and those in pay scale of HAG + and above. By Economy Class those drawing grade pay of Rs. 7600, Rs. 8700 and Rs. 8900, Rs. 5400 and Rs. 6600. Journey by Private Airlines is also admissible for reimbursement provided the fare charged is not more than the public sector Airlines.
2. **Journey by Rail:** Entitled by AC First Class those drawing grade pay Rs. 7600 and above by all trains. By AC II tire those drawing grade pay below Rs. 7600.
3. **Refund of cancellation charges on unused tickets:** Refund of cancellation charge on unused tickets will not be admissible unless the journey of tour is cancelled due to circumstances which are unavoidable and beyond the control of the member.
4. **Journey by Road:** Journey by road may be allowed between places not connected by rail by all types public buses or by Taxi/ own car/ Auto as the case may be at the prescribed rates notified by the State Transport Authority from time to time. In case of journey between two places connected by rail is performed by road she/he will be entitled to the prescribed road mileage limited to fare by rail of the entitled class.
5. **Conveyance/Hire charges for local Members/Experts:** Conveyance/Hire charges may be allowed to local non-official members for journey form residence/office of place to meeting and by taxi/ own car/ Auto etc. at the prescribed rates notified by the State Transport Authority from time to time. Hiring taxi for full day not permissible.
6. **Travel to/from Airport/Railway Station:** Outstation Member will be allowed conveyance hire charges incurred for travel from/to residence/Headquarter to/from the Airport/Railway Station as the case may be at the prescribed rates notified by the State Transport Authority from time to time.
7. **Daily Allowance:**
8. **For Delhi, Mumbai, Kolkatta, Hyderabad, Bangalore and Chennai**

Reimbursement for Hotel accommodation/guest house as per actual not exceeding Rs. 5000/- per day and reimbursement of food bills as per actual not exceeding Rs. 500/- per day.

1. **For other cities**

Reimbursement for Hotel accommodation /guest house as per actual not exceeding Rs. 3000/- per day and reimbursement of food bills as per actual not exceeding Rs. 300/- per day.

1. **Local conveyance Charges for Outstation Members:** No mileage allowance/hire charges of vehicles admissible for local journeys between Place of stay and place of meeting. However, when the meeting continues for more than one day, outstation members will be reimbursed taxi charges for local journey, for all days of the meeting, from place of stay to the place of meeting and back at the prescribed rates of tariff notified from time to time by the State Transport Authority. Hiring of taxi for the full day by individual members not permissible.
2. **Sitting Fees:** Honorarium will be paid as per AICTE rules.

**Note:**

1. All claims should be supported by relevant documents e.g. photo copy of tickets, original hotel receipts, boarding passes, taxi bills/receipts etc.
2. No reimbursement other that those enumerated above shall be admitted unless prior approval of the council is obtained and enclosed with the bill.