




UNIVERSITY OF ALLAHABAD
Allahabad - 211 002, U. P. (INDIA)

इलाहाबाद विश्वविद्यालय

इलाहाबाद- 211 002, उ०प्र० (भारत)

GUIDELINES TO BE FOLLOWED/DOCUMENTS TO BE ENCLOSED WHILE SUBMITTING TA CLAIMS

- **Administrative Approval of the Competent Authority, authorizing the journey on TA/DA.**
- TA/DA claim shall be submitted on the prescribed form.
- Air Tickets must be purchased either directly from the Air India (at Booking counters/office/website of Air India) or from three authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and IRCTC only. This should be strictly complied of, henceforth relaxation on account of ignorance/unawareness of these rules will not be considered by Account Section.
- In case of non-availability of authorized agent at a particular place, ticket may be booked from website of Air India and three authorized Travel Agents viz Balmer Lawrie & Company Ltd., M/s Ashok Travels & Tours and IRCTC.
- All HoDs/Registrar/CoE are requested to inform the Experts who may be invited to attend meeting(s), Selection Committee(s), Seminar(s), workshop(s), examination(s), evaluation of thesis etc., that they must travel only by Air India carrier in entitled class to attend the above in sectors where Air India is operating their flights, failing which claims shall not be processed by Accounts Office.
- Original Boarding Pass along with the Air ticket in case of air journey is required to be attached mandatorily with the claim.
- **In case of journey performed through private Airlines, i.e. other than Air India, sanction from Financial Adviser of Ministry of Human Resource Development is required.**
- Non-entitled employees may also perform journey on tour by air. However, their claims will be restricted as per the entitlement of rail fare.
- Full road mileage may be admitted only in those cases where prior sanctioned by Competent Authority has been taken by concerned Controlling Officers i.e., HoD / Director / Coordinator etc. to travel by road in public interest under SR 31. Otherwise, the existing system of restricting road mileage to rail mileage between places connected by rail will continue to apply. Road mileage will be limited up to rail fare of the entitled class.
- Original copy of the food bills, hotel bills, and receipts for local journey performed to be attached for reimbursement. For levels 8 and below, the amount of claim up to the ceiling may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling etc. 



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- Temporary Duty claims on account of attending training courses are required to be supported with detention certificate issued by the institute/Establishment indicating days of participation and certificate whether free board / lodging / transport were provided or not to determine TA/DA entitlement of the individual. Submission of such certificate may be ensured.
- Time limit for submission of claim for Travelling Allowances is 60 days succeeding the date of completion of the journey. Time bar claim will not be entertained by the Finance & Accounts and Advance given, if any, be recovered in lump sum with Penal interest as per Gol norms.
- Details viz. Name of the Employee, Designation, Level and Cell as per 7th CPC, Department/Office must be clearly mentioned in the claim form.
- Date on which the Claim is submitted to Controlling Officer will be treated as Date of submission of bill.
- The bill must be counter signed by the controlling officer of the concerned Unit.
- Amount claimed must be shown in Rupees in figures as well as in words.
- Amalgamation of two or more tours should not be done.
- Hotel bills enclosed to the claim must bear Registration/License No.
- Reasons in support of cancelled tickets must be mentioned in the remark's column of TA/DA bills and a certificate duly mentioning the reasons that led to cancellation of tour must be enclosed.
- Amount of advance, wherever claimed for the purpose, is required to be mentioned in the claim.
- The aforesaid guidelines be applicable and be treated as amended subject to issuance of further instructions/office memorandums/guidelines as issued by GOI/MHRD/UGC.


09.1.19
(Finance Officer)

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