

NAME OF THE A/C:

VR. No :

HEAD OF THE A/C:

DATE:

**ACHARYA NAGARJUNA UNIVERSITY:: NAGARJUNA NAGAR – 522510
TRAVELLING AND DAILY ALLOWANCE CLAIM BILL**

Name of the Claimant :

Designation and Address to which
Cheque should be sent :

Headquarters as notified to the Registrar :

Mode of Travel	Date & Time of Departure	Number of Kms. Travelled	Details of Place/s visited		Date & Time of Arrival	Amount Claimed	
			From	To		Rs.	Ps.
1. Railway Journey (a) To ____ class railway fare. (b) To ____ class railway fare.							
2. Road Journey (a) To fare (b) To fare							
3. Mileage Allowance							
4. To.....Day/s Daily Allowance at Rs per each day spent at the place of visit to conduct University business as certified below.							
Lr. No. & Date in Support of this claim	Date/s of Visit	Nature of Business					

(Rupees in words..... **TOTAL**
.....Only)

V.C.'s orders dated:

Scale of Pay:

Received payment. I certify that I have not availed any concession and that I travelled in ____ class for which I submitted claim. I certify further that this is the first time I am submitting this claim and that I did not draw T.A/D.A. for the above journey from any other source and that I was not provided with free boarding and lodging. I agree to refund to the University any amount that is not passed out of the sum received by the Audit Officer, State Audit at the time of audit of the accounts.

Station :

Date :

Affix Revenue
Stamp for Re. 1/-
when the amount
is Rs. 5000 and
above

Signature of the Claimant

Countersigned and certified that the above claim for T.A/D.A is on account of attending to University business. Hence the claim may be paid.

SIGNATURE OF CHAIRMAN/HEAD/
FORWARDING OFFICER WITH SEAL

REGISTRAR
ACHARYA NAGARJUNA UNIVERSITY

(FOR OFFICE USE ONLY)

Certified that the above claim is in order and the Bill is passed for payment.

Paid In Cash
By Cheque No.

Passed for Rs

(Rupees

Rs.Dt.....

FINANCE OFFICER

DEPUTY REGISTRAR

T.A/D.A. RULES OF ACHARYA NAGARJUNA UNIVERSITY

I. The Following rates of T.A/D.A are currently applicable to different Grades of employees as shown below.

GRADE	Class of T.A. admissible	D.A. for tours within the State	D.A. for tours outside the State
Grade-I (a) Rs. 25,600- Rs. 50,560 and above in State scales (b) Rs. 37,400 – Rs. 67,000 + AGP Rs. 9,000 and above in UGC RPS 2006 Scales. (c) Rs. 15,600 – Rs. 39,100 + AGP Rs. 7,000 and above in UGC RPS 2006 Scales.	(i) First Class or AC II Tier or AC III Tier Train Fare or A.C. Chair Car (ii) Travel by Air Conditioned buses of APSRTC	Rs. 300/-	Rs. 400/-
Grade-II (a) Rs. 13,660- Rs. 38,570 and up to and inclusive of Rs. 23,650 – Rs. 49,360 in State Scales. (b) Rs. 15,600 – Rs. 39,100 + AGP Rs. 6,000 in UGC RPS 2006 Scales.	(i) First Class or AC II Tier or AC III Tier Train Fare or A.C. Chair Car (ii) Travel by APSRTC buses (Non-Air Conditioned)	Rs. 200/-	Rs. 300/-
Grade-III (a) Rest of the Employees in State Scales. (b) Assistant Professors (Contract)/Academic Counselors/Guest Faculty – B/Time Scale NMRs/NMRs	(i) Second Class Train Fare/III Tier sleeper Class Train Fare (ii) Travel by APSRTC Buses of any type except A.C. Buses	Rs. 150/-	Rs. 200/-

II. Lodging Charges :

Loading Charges for visiting places within the state and outside the state are admissible as shown below.

Grades	At Municipal Corporations either within the State or Outside the State Except those cities mentioned in columns (3) & (4)	At Hyderabad / Secunderabad	At Delhi, Mumbai, Chennai, Kolkata, Bengaluru
(1)	(2)	(3)	(4)
Grade-I	Rs. 500/-	Rs. 750/-	Rs. 875/-
Grade-II	Rs. 300/-	Rs. 450/-	Rs. 525/-
Grade-III	Rs. 200/-	Rs. 300/-	Rs. 350/-

Note: Lodging charges shall be allowed only on production of original bill of the lodging house.