





## Certificate for payment at the spot

by the same mode as claimed in the T.A bill.

(Signature)

### Essential Information

\*Pay means basic pay as it is in the Haryana Govt. Grade (w.e.f. 1-1-96)

For other :- Pay, means emoluments which include pay plus Dearness/ Additional Dearness Allowance declared upto 1-1-09 i.e. upto the Consumer Price index 1510 points.

### PART-I

#### 1. Rate of daily allowance

(i) The rate of Daily Allowance shall be as under :-

Categories of employees and Pay Ranges	D.A. within Haryana	Outside Haryana (other than column 4)	Other towns above 10 lacs population
1	2	3	4
Grade-V Below Rs. 4000/-	80	105	130
Grade-IV Rs. 4000/-and above but less than Rs. 8000/-	90	120	145
Grade-III Rs. 8000/-and above but less than Rs. 10500/-	105	130	170
Grade-II Rs. 10500/-and above but less than Rs. 16000/-	130	170	210
Grade-I Rs. 16000/-and above	160	210	260

As per 1991 Census, the following towns are with population of 10 lacs and above :-

Ahmedabad, Bangalore, Bhopal, Calcutta, Coimbatore, Delhi, Greater Bombay, Hyderabad, Indore, Jaipur, Kanpur, Kochin, Lacknow, Ludhana, Madras, Madurai, Nagpur, Patna, Pune, Surat, Vadodara, Visakhapatnam and Varanasi.

#### 2. Entitlement for travelling by Rail/ Bus. local journeys and rate of local mileage.

Sr.	Categories of employees and	By rail	By bus	By own Car/ Scooter etc.	Rate of local mileage.
1.	Officer's of Grade-I	AC 1st class	AC Bus	By taxi or own car	Rs. 6.00 per k.m.
2.	Officer's of Grade-II	1st class 2nd class AC Sleeper	AC Bus	By taxi or own car with permission of the V.C. for each journey	-do-
3.	Employees of Grade-III	AC Chair Car			
4.	Employees of Grade-IV	-do-	Delux Bus	By Scooter/ Motor Cycle	Rs. 3.00 per k.m.
		2nd class sleeper	Express semi	No (with permission of the HOD for each journey) No	-do-
5.	Employees of Grade-V	2nd class	Delux Ordinary Bus		-do-

#### Journey by Air

Officer's in the pay scale of Rs. 18400-22400 and above only shall be entitled to journey by Air.

**Note : 1** The actual cost of reservation and sleeper charges will be reimbursed in full.

**2** In case of journey by Air, A.C. Rail/ A.C. Bus/ Deluxe Bus, Tickets shall be appended to T.A. bills. In case of Rail journey by 1st class/ A.C. Chair car ticket/ ticket No. reservation slip, as the case may be, shall be, produced. In the absence of ticket wherever required, ordinary rail/ bus fare will be given. Rates of own car/taxi

i) Rs. 6.00 per k.m.

#### Others Rules

- Members of the University Court, Executive Council, Academic Council, Selection Committee, Finance Committee, Faculties, Boards of Studies, Establishment Committee and the Committee/ Sub-Committee appointed, by the authorities of the University may travel by own car/ Taxi between the stations connected by rail or road and be allowed to charge a T.A. by road provided the distance each way does not exceed 50 k.ms. The Vice-Chancellor, in special cases may allow travel by their own car or by taxi even if the distance involved each way exceeds 250 k.ms.
- In case of examination work/ other purposes, journeys by car/ taxi allowed only with the permission of the Vice-Chancellor to the officers not below the Grade-I (ii)
- Bills not presented within one year from the date of journey shall laps and shall not be entertained unless this period of one year is extended by the Vice-Chancellor.
- Except in the case of work connected with Vishwavidyalaya examinations, daily allowance may not drawn for a continuous halt of more than 10 days at any place unless the same is sanctioned by the Vice-Chancellor in each case on the ground that the prologed halts are necessary in the interest of the University work.