

TRAVELLING ALLOWANCE BILLS

Tour TA Entitlements

Grade Pay	Road	Rail	Air	Steamer/Ship
₹ 10,000/- and above and those in pay scale of HAG + and above	Actual fare by any type of public bus including air-conditioned bus OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi; OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter, motor cycle, moped etc.	AC 1 st class	Business / Club Class	Highest Class/ Deluxe Class
₹ 7,600 to ₹ 8,900	Same as at (i) above with the exception that journeys by AC taxi will not be permissible	AC 1 st class	Economy Class	Highest Class/ Deluxe Class
₹ 5,400 and ₹ 6,600	-do-	AC 2 Tier class	Economy Class	Highest Class/ Deluxe Class
₹ 4,200, ₹ 4,600 and ₹ 4,800	-do-	AC II Tier class	-	Lower class 1 st / 'A' Cabin class
Below ₹ 4,200	-	First class / AC III Tier / AC Chair car	-	-
₹ 2,400 & ₹ 2,800	Actual fare by any type of public bus other than air-conditioned bus; OR At prescribed rates for auto rickshaw for journeys by auto rickshaw/ own scooter/motorcycle/moped etc.	-	-	Middle Class 2 nd / 'B' Class
Below ₹ 2400	Actual fare by ordinary public bus only; OR At prescribed rates for auto rickshaw/own scooter/ motorcycle/ moped etc.	-	-	Lowest Class Bunk Class

Air Travel only by Air India
Daily Allowance on Tour

Grade Pay	Daily Allowance
₹ 10,000/- and above and those in pay scales of HAG+ and above	Reimbursement for Hotel accommodation/guest house of upto ₹ 5000 per day, reimbursement of AC taxi charges of upto 50 kms for travel within the city and reimbursement of food bills not exceeding ₹ 500 per day.
₹ 7,600 to ₹ 8,900	Reimbursement for Hotel accommodation of upto ₹ 3000 per day; reimbursement of non-AC taxi charges of upto 50 kms per diem for travel within the city and reimbursement of food bills not exceeding ₹ 300 per day.
₹ 5,400 to ₹ 6,600	Reimbursement for Hotel accommodation of upto ₹ 1500 per day, reimbursement of taxi charges of upto ₹ 150 per diem for travel within the city and reimbursement of food bills not exceeding ₹ 200 per day.
₹ 4,200 to ₹ 4,800	Reimbursement for Hotel accommodation of upto ₹ 500 per day; reimbursement of travel charges of upto ₹ 100 per diem for travel within the city and reimbursement of food bills not exceeding ₹ 150 per day.
Below ₹ 4,200	Reimbursement for Hotel accommodation of upto ₹ 300 per day, reimbursement of travel charges of upto ₹ 50 per diem for travel within the city and reimbursement of food bills not exceeding ₹ 100 per day.

Alternatively Daily Allowance on Tour can be preferred at V Pay Commission rates:

When the Government servant stays in Government/Public Sector Guest House or makes his own arrangements

<u>Pay range (V Pay Scales)</u>	<u>Revised pay in the pay band</u>
₹ 16,400 and above	₹ 30,500 and above
₹ 8,000 and above but less than ₹ 16,400	₹ 15,000 and above but less than ₹ 30,500
₹ 6500 and above but less than ₹ 8,000	₹ 12,500 and above but less than ₹ 15,000
₹ 4,100 and above but less than ₹ 6,500	₹ 8,000 and above but less than ₹ 12,500
Below ₹ 4,100	Below ₹ 8,000

Pay range	B-1 Class cities and expensive localities	A Class cities and specially expensive localities	A-1 Class Cities	Other localities
₹16,400 and above	170	210	260	135
₹ 8,000 and above but less than ₹ 16,400	150	185	230	120
₹ 6,500 & above, but less than ₹ 8,000	130	160	200	105
₹ 4,100 and above, but less than ₹ 6,500	110	135	170	90
Below ₹ 4,100	70	85	105	55

TA bills should be countersigned by the controlling officers

For Group 'C' & erstwhile Group 'D' – Head of Office.

For Group 'B' – Head of Department.

Self-Controlling Officers – Heads of Department who are in the Grade Pay of ₹ 6,600 and above and Secretaries to Government are self-controlling officer. A copy of the prior tour approval is to be enclosed along with the TA bill.

The right of the government servant to TA including DA is forfeited or deemed to have been relinquished if the claim is not preferred within 1 year from the date on which it becomes due - SR 194 A.

If it is belatedly presented to the treasury where the bills are countersigned by the controlling authority, the prescribed procedure for processing the claim laid down in Rule 264(3) of GFR 2005 has to be followed.