



# Maharshi Dayanand University, Rohtak

[Established in Act No. 25 of 1975 of the Haryana Legislative Assembly in 1976]  
NAAC Accredited 'A' Grade

No.FO/TA-DA/2018/ 3577-3676 Dated: 10-7-18

To

1. All the Heads of the Depts,
2. Branch Officers
3. Director, UILMS, Gurugram
4. Director, University Campus School,

M.D.University  
Rohtak

**Subject: Revised rates of Travelling Allowance /Daily Allowance. Entitlement for travel etc.**

Sir/Madam,

I am desired to inform that the E.C. has approved the new rates of travelling allowance /daily allowance entitlement for travel etc. as received from the Finance Department Govt. of Haryana vide letter No.5/27/98-IFR (FD) dated 20/06/2018 (copy enclosed). The Govt. of Haryana has intimated the rates of TA/DA and travelling allowance entitlement on the basis of 6<sup>th</sup> pay Central Pay Commission already circulated vide office letter No.5/27/98-IFR dated 31/12/2010 and the University has already adopted such rules approved by the Vice-Chancellor. Now the same has been revised on the basis of 7<sup>th</sup> Central Pay Commission and on the recommendation of the allowances Revision Committee. The said proposal for adoption of revised rates of TA/DA has been approved by the Executive Council vide Reso. No.43 dated 02/07/2018 with grade pay 6000 to 10000 (pay level 08 to level 19 and above) will be entitled for Car/Taxi (AC) Journey. Moreover, journey by own Car/Taxi (AC) in the University is allowed only with the permission of the Vice-Chancellor, in terms of provision under Statute 37-“ Delegation of Administrative and Financial Powers to the officers/teachers/employee of the University”. These powers are delegated to the Dean Academic Affairs, Registrar, Controller of Examination and Finance Officer in respect of all other cases. These rules may kindly be brought to the notice of the staff working in your departments/offices.

Yours faithfully,

Encl: As above.

*Madhu*  
10/7/18  
Dy. Superintendent (Remuneration/TA-DA)  
For the Finance officer, MDU.  
Per 10/7/2018.



ORDER

No. 5/27/98-1FR (FD)

Dated the Chandigarh, 20th June, 2018

**Subject: Revised structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement.**

Whereas admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement were revised vide Finance Department office memorandum No.5/27/98-1FR dated 31.12.2010 on the basis of the recommendations of the 6<sup>th</sup> Central Pay Commission.

Now, the State Government has decided to revise the existing structure of admissibility of Travelling Allowance, Daily Allowance, Travelling Entitlement etc. on the basis of recommendations of the 7<sup>th</sup> Central Pay Commission and the recommendations of the Allowance Revision Committee as per Annexure appended to this order. These orders shall be applicable to all the employees of the Haryana Government in accordance with the stipulations included in the said annexure replacing the existing structure to the said extent.

Other terms and condition shall remain unchanged.  
These orders shall be effective from 01.05.2018

Place Chandigarh  
Date 15.06.2018

**T.V.S.N. Prasad**  
Principal Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 5/27/98-1FR (FD)

Dated the Chandigarh, 20th June, 2018

A copy is forwarded to the following for information and necessary action:-

1. All the Administrative Secretaries in the Haryana.
2. The Registrar General, Punjab & Haryana High Court.
3. All the Heads of Department in Haryana.
4. All the Divisional Commissioners in Haryana.
5. All the Deputy Commissioners in Haryana.
6. All the Sub Divisional Officers (Civil) in Haryana.

**Prasad**  
Secretary Finance  
for Principal Secretary to Govt. Haryana,  
Finance Department.

Endst. No. 5/27/98-1FR (FD)

Dated the Chandigarh, 20th June, 2018

A copy is forwarded to the following for information and necessary action :-

1. The Principal Accountant General, Haryana(A&E) and (Audit), Chandigarh
2. The Director General, Treasury and Accounts, Department, Haryana, Chandigarh.
3. The computer cell of Finance Department to upload on the website of Finance Department.

**Prasad**  
Secretary Finance  
for Principal Secretary to Govt. Haryana,  
Finance Department.

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Annexure

(To the Finance Department Letter No.5/27/98-1FR (FD) Dated 20th June, 2018)

'A' Gradation of Government Employees

Grading for the purposes of TA/DA		
Sr. No.	Grade	Description
1.	Grade - I	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 19 and above. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in Level 15 and above.
2.	Grade - II	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 16 to Level 18. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in Level 14.
3.	Grade- III	(i) For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 8 to Level 15. (ii) For Government Employees on whom their respective AIS Revised Pay Rules applies: Government Employees drawing their pay in Level 10 to 13.
4.	Grade- IV	For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 5 to Level 7.
5.	Grade - V	For Government Employees on whom the Haryana Civil Services (Revised Pay) Rules, 2016 applies: Government Employees drawing their pay in Level 4 and below.

'B' Admissibility to Travel within and outside India : when journey is undertaken by Air

Entitlement of Travel by Air		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
1	Government Employees drawing their pay in Level 18 of their respective AIS Revised Pay Rules	(i) 'Business Class' when travelling within India. (ii) 'First Class' when travelling abroad.
2	(i) Government Employees drawing their pay in Level 16 & 17 of their respective AIS Revised Pay Rules (ii) Government Employees drawing their pay in Level 20 of Haryana Civil Services (Revised Pay) Rules, 2016.	(i) 'Business Class' when travelling within India. (ii) 'Business Class' when travelling abroad.
3	(i) Government Employees drawing their pay in Level 19 of Haryana Civil Services (Revised Pay) Rules, 2016. (ii) Government Employees drawing their pay in Level 15 of their respective AIS Revised Pay Rules	(i) 'Economy Class' when travelling within India. (ii) 'Premium Economy Class' when travelling abroad.



4	Government Employees falling in Grade - II	(i) 'Economy Class' when travelling within India. (ii) 'Economy Class' when travelling abroad.
5	Government Employees falling in Grade - III	(i) 'Economy Class' when travelling within India subject to following conditions: a) Government Employee being 'Head of Department' may travel as such without any restriction. b) Government Employees other than 'Head of Department' may travel as such, after obtaining the prior approval of the concerned Administrative Secretary, only in cases where the distance of journey exceeds 500 K.M.ss. (ii) 'Economy Class' when travelling abroad.
6	Government Employees falling in Grade - IV	'Economy Class' when travelling abroad.
7	Government Employees falling in Grade - V	'Economy Class' when travelling abroad.

**'C' Admissibility to Travel within India : when journey is undertaken by Train**

Entitlement of Travel by Train		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
	Government Employees falling in Grade - I	A. C. First Class/Executive Class
2	Government Employees falling in Grade - II	A. C. First Class/Executive Class
3	Government Employees falling in Grade - III	A. C. II Tier/A.C. Chair Car
4	Government Employees falling in Grade - IV	A. C. III Tier/Non A. C. Chair Car
5	Government Employees falling in Grade - V	Second Class Sleeper/Second Class

**Note:** Within India, 'Train' shall include 'Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal' and both: 'ordinary'/'Tatkal' booking.

**'D' Admissibility to Travel within and outside India : when journey is undertaken by Sea/River Steamer:**

Entitlement of Travel by Sea/River Steamer		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
1	Government Employees falling in Grade - I	Highest available Class
2	Government Employees falling in Grade - II	Highest available Class
3	Government Employees falling in Grade - III	(i) If the vessel has facility to travel in single class - in the available class. (ii) If the vessel has facilities to travel in 2 classes - in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes - in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes - in the third highest available class.

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4	Government Employees falling in Grade - IV	(i) If the vessel has facility to travel in single class - in the available class. (ii) If the vessel has facilities to travel in 2 classes - in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes - in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes - in the third highest available class.
5.	Government Employees falling in Grade - V	Lowest available class in the vessel.

**'E' Admissibility to Travel within and outside India : when journey is undertaken by Bus:**

Entitlement of Travel by Bus		
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement
1	Government Employees falling in Grade - I	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus
2	Government Employees falling in Grade - II	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus
3	Government Employees falling in Grade - III	Volvo operated by Haryana Roadways Corporation or Any description of Air Conditioned Bus
4	Government Employees falling in Grade - IV	Non Air Conditioned Deluxe Bus
5	Government Employees falling in Grade - V	Non Air Conditioned Ordinary Bus

**'F' Admissibility to Travel within India : when journey is undertaken by Taxi/Own Car/Auto Rickshaw/Scooter and entitled rate to draw mileage allowance for such journey**

Entitlement of Travel by Taxi/Own Car/Auto Rickshaw/Scooter			
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement	Rate of Mileage entitlement for the purposes of journey
1	Government Employees falling in Grade - I	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
2	Government Employees falling in Grade - II	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
3	Government Employees falling in Grade - III	Own Car or Air Conditioned Taxi	Rs. 16/- per K.M.s of journey actually performed
4	Government Employees falling in Grade - IV	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M.s of journey actually performed
5	Government Employees falling in Grade - V	Own Scooter or Auto Rickshaw	Rs. 9/- per K.M.s of journey actually performed

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'G' Admissibility to undertake local journey while on tour and entitled rate to draw mileage allowance for such journey

Entitlement to undertake local journey			
Sr. No.	Grade/Description of category of Government Employee	Description of entitlement when local journey is performed within Haryana and Chandigarh	Description of entitlement when local journey is performed outside Haryana and Chandigarh
1	Government Employees falling in Grade - I	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
2	Government Employees falling in Grade - II	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
3	Government Employees falling in Grade - III	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 16/- per K.M.s of the actual journey performed *or actual expenses, whichever is less.
4	Government Employees falling in Grade - IV	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less.
5	Government Employees falling in Grade - V	Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less.	At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less.

**Note 1:** The self verified original receipt of payment made towards the perform of journey and payment made must be produced and appended with the claim of Travel Allowance.

**Note 2:** When the absence from headquarters on tour is less than 12 hours, then the entitlement to claim reimbursement against performing local journey as mentioned under column 3 the above table shall be admissible as under:-

Sr. No.	Length of Absence	Actual entitlement to claim 'reimbursement for local journey' as percentage to the entitlement mentioned in column 3 pertaining to the maximum entitlement in terms of distance
1	If absence from headquarters on official tour is less than 6 hours	30 %
2	If absence from headquarters on official tour is between 6 and 12 hours	50 %
3	If absence from headquarters on official tour is between 12 hours and 24 hours	100 %

**Note:** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

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'H' Admissibility to claim reimbursement when during the course on tour the Government Employee stays overnight in commercially run Hotel out of the Haryana/Chandigarh.

**Entitlement of reimbursement of Hotel Room Rent**

Sr. No.	Grade/Description of category of Government Employee	Description/ceiling of entitlement to claim reimbursement
1.	Government Employees falling in Grade - I	Actual expenses made subject to a ceiling of Rs. 5,000/ per day.
2.	Government Employees falling in Grade - II	Actual expenses made subject to a ceiling of Rs. 4,000/ per day.
3.	Government Employees falling in Grade - III	Actual expenses made subject to a ceiling of Rs. 3,000/ per day.
4.	Government Employees falling in Grade - IV	Actual expenses made subject to a ceiling of Rs. 1,500/ per day.
5.	Government Employees falling in Grade - V	Actual expenses made subject to a ceiling of Rs. 500/ per day.

**Note 1:** In all such cases where reimbursement of 'stay in Hotel' is claimed, the 50% of the admissible Daily Allowance shall deemed to be 'the full Daily Allowance' for the purpose of this Order.

**Note 2:** The self verified original receipt of payment made towards the rent of Hotel Room must be produced and appended with the claim of Travel Allowance.

**Note 3:** This reimbursement shall be admissible when the Government Employee stays in a hotel for overnight. Every night stayed in the Hotel shall be reckoned as one day for the purpose of entitlement in column 3 of the above table.

'T' Admissibility to draw full Daily Allowance (DA) when on Tour within India

**Entitlement to draw full Daily Allowance when on tour within India**

Sr. No.	Grade/Description of category of Government Employee	Description of entitlement when on Tour within Haryana and Chandigarh	Description of entitlement when on Tour outside Haryana and Chandigarh
1	Government Employees falling in Grade - I	Rs. 700/- per day	Rs. 800/- per day
2	Government Employees falling in Grade - II	Rs. 600/- per day	Rs. 700/- per day
3	Government Employees falling in Grade - III	Rs. 500/- per day	Rs. 600/- per day
4	Government Employees falling in Grade - IV	Rs. 400/- per day	Rs. 500/- per day
5	Government Employees falling in Grade - V	Rs. 300/- per day	Rs. 400/- per day

**Note 1:** The entitlement to draw 'actual Daily Allowances' vary from situation to situation, depending up on whether stay arrangement was subsidized/concessional/claimed separately or not or, as the case may be, where food arrangements were made free of cost or not, etc. In all such situation(s), the 'actual entitlement' shall be reduced to a percentage of 'full entitlement'. For such reduction representing actual entitlement, relevant instructions/provisions contained respective Rules need to be followed.

**Note 2:** For the absence from headquarters on tour, irrespective of mode of journey, the rate at which Daily Allowance as a percentage of 'full Daily Allowance' shall be admissible as given below:

Sr. No.	Length of Absence	Actual entitlement to draw 'full Daily Allowance' as percentage to the lumpsum 'full amount' mentioned in column 3 and 4 above
1	If absence from headquarters on official tour is less than 6 hours	30 % of lumpsum amount

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2	If absence from headquarters on official tour is between 6 and 12 hours	50 % of lumpsum amount
3	If absence from headquarters on official tour is between 12 hours and 24 hours	100 % of lumpsum amount

**Note:** The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

**'J' Admissibility to draw Composite Transfer Grant on transfer from one destination to other within India**

Entitlement to draw composite Transfer Grant on transfer within India								
Sr. No.	Grade/Description of category of Government Employee	Shortest point to point distance between the two destinations i.e. the destination from where transferred and destination to which transferred						
		Up to 20 K.M.s	21 to 100 K.M.s	101 to 200 K.M.s	201 to 300 K.M.s	301 to 500 K.M.s	501 to 1,000 K.M.s	1,001 K.M.s and above
1	Government Employees falling in Grade - I	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- plus 'X'	Rs. 60,000/- plus 'X'
2	Government Employees falling in Grade - II	Rs. 10,000/-	Rs. 20,000/-	Rs. 30,000/-	Rs. 40,000/-	Rs. 48,000/-	Rs. 48,000/- plus 'X'	Rs. 60,000/- plus 'X'
3	Government Employees falling in Grade - III	Rs. 7,500/-	Rs. 15,000/-	Rs. 22,500/-	Rs. 30,000/-	Rs. 36,000/-	Rs. 36,000/- plus 'X'	Rs. * 45,000/- plus 'X'
4	Government Employees falling in Grade - IV	Rs. 5,000/-	Rs. 10,000/-	Rs. 15,000/-	Rs. 20,000/-	Rs. 24,000/-	Rs. 24,000/- plus 'X'	Rs. 30,000/- plus 'X'
5	Government Employees falling in Grade - V	Rs. 2,500/-	Rs. 5,000/-	Rs. 7,500/-	Rs. 10,000/-	Rs. 12,000/-	Rs. 12,000/- plus 'X'	Rs. 15,000/- plus 'X'

**Note 1:** Save when the context requires it to be otherwise in terms of this Order, admissibility and entitlement 'to draw Composite Transfer Grant on transfer from one destination to other within India' here represents a 'lumpsum amount' to be claimed in lieu of expenses incurred in moving everything on transfer, including the household goods, conveyance, members of family, etc, and also includes the displacement compensation.

**Note 2:** The expression 'X' mentioned in column 8 and 9 in the above table represents the actual cost incurred in transporting the actually transported eligible members of the family from the destination of previous posting to the destination of place of posting on transfer. For this purpose, the entitlement of the 'transported eligible members' would be deemed to be the expense incurred in performing actual journey subject to the maximum ceiling of the entitlement to travel admissible to the Government Employee concerned. Further, if the Government Employee concerned is entitled to travel in 'own car' or 'Taxi' while conducting tour, the respective admissible mileage may be claimed for transporting the entire family as a unit as amount 'X'.

**Note 3:** The admissible entitlement, subject to all other conditioned governing it, shall be increased by 5% every year, with first such increase taking place after this Order comes in force on 1.1.2019.

**Note 4:** The Composite Transfer Grant shall be admissible only when the transfer is made in public interest.

**Note 5:** In the event before moving in terms of Note 1 from one destination to other, the Government Employee has been ordered to be transferred to a different station, the admissibility to the Composite Transfer Grant shall be between two stations where 'moving the household goods' has actually and finally taken place.

*R. S. S. S.*

Secretary Finance  
for Principal Secretary to Govt. Haryana,  
Finance Department.



**Maharshi Dayanand University, Rohtak**  
(A State University established under Haryana Act No. 25 of 1975)

NAAC Accredited 'A' Grade  
**TRAVELLING ALLOWANCE BILL**

Name ..... Purpose of Journey .....  
 Designation .....  
 Grade pay/ Declared Income for Non-Employees ..... Date of Meeting/Inspection Exams. etc., if any.....  
 For T.A. Purposes .....

Departure			Arrival			Mode of Journey	Distance For Road Mileage		Amount	
Station	Date	Time	Station	Date	Time		K.M.	Rate	Rs.	

<b>1. Mode of Journey</b> (a) By Rail : Class ..... Ticket No. .... (b) By Bus :(Ord./ Delux/ A.C.) ..... (c) Own Car No./Staff Car No./ Taxi No. .... and Toll tax receipt Attached. (d) By Air : Ticket No. .... (Air Ticket attached)	<b>2. Journey/ Halting days.....@.....</b> .....@..... <b>3. Local Conveyance, if any .....</b> (Details on Separate Sheet) Total
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**Declaration : Certified that -**

(i) Particulars provided herewith are correct & that I have not claimed T.A./ D.A. etc. for this Journey from any other public source

(ii) I have used full Taxi for the Journey/ paid full propulsion charges for the car which is a private property.

(iii) I was not provided free lodging and/ or Boarding at the cost of Govt. University or any autonomous body.

Signature\* .....

Address .....

Received Payment Affix Re. 1 Revenue Stamp if amount exceed Rs. 5000/-

Signature .....

Countersigned .....

Controlling Officer

**For Use in Accounts Branch**

Head of Account .....

Pay Rs. (in figures).....(in words).....

Clerk ..... Asstt. ..... Supdt. ....

Cheque No. ....

Date ..... A.R.A./A.O.

**For Audit use**

Seen:(i) Sanction (ii) Bill Registrar (iii) Grant Register(iv) Attendance Register

**PAY ORDER**

**AUDIT BRANCH**

Pre-audited & passed for Rs. ....

Rupees .....

Auditor ..... R.A.E./R.S.A. ....

M.D.University

## Certified for payment at the spot

Certified that I shall perform the return journey from ..... to ..... by the same mode as claimed in the T.A. bill.

(Signature)

(a) For the purpose of TA/DA etc., grading of the employees and rates of Daily Allowance shall be as under:-

Grade-I Level. 19 and above	Employees drawing Grade Pay of Rs. 10,000/- or above Level. 19 and above	Rs. 700/- per day in Haryana	Rs. 800/- per day in outside Haryana/Chandigarh
Grade-II Level. 16 to level 18	Employees drawing Grade Pay of Rs. 8,900/- to 9,800/- Level. 16 to level 18	Rs. 600/- per day in Haryana	Rs. 700/- per day in outside Haryana/Chandigarh
Grade-III Level. 8 to level 15	Employees drawing Grade Pay of Rs. 4,600/- to 8,800/- Level. 8 to level 15	Rs. 500/- per day in Haryana	Rs. 600/- per day in outside Haryana/Chandigarh
Grade-IV Level. 5 to level 7	Employees drawing Grade Pay of Rs. 2,500/- to 4,200/- Level. 5 to level 7	Rs. 400/- per day in Haryana	Rs. 500/- per day in outside Haryana/Chandigarh
Grade-V Level 4 and below	Employees drawing Grade Pay of Rs. 1,300/- to 2,400/- Level. 4 and below	Rs. 300/- per day in Haryana	Rs. 400/- per day in outside Haryana/Chandigarh

(b) Entitlement of mode of journey while on tour within/out of India

Grade	Journey by Air	Journey by Sea or River Semester	Journey by Train	Journey by Road
Grade-I	First Class if out of India Business/Club Class if within India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-II	Economy Class within or out of India	Highest Class	A.C. First Class or Executive Class	AC Bus including Volvo
Grade-III	Economy Class (within or out of India) subject to prior approval of the Vice-Chancellor	If 2 Classes by lower; if 3 Classes by middle; if 4 classes by Third Class	A.C. 2-Tier or A.C. Chair Car	AC Bus/Deluxe Bus
Grade-IV	Economy Class (out of India only)	-do-	A.C. 3-Tier or Non-A.C. Chair Car 2 <sup>nd</sup>	Deluxe Bus/Ordinary Bus
Grade-V	Economy Class (out of India only)	By lowest Class	2 <sup>nd</sup> Class/2 <sup>nd</sup> Class Sleeper	Ordinary Bus

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/Delux Bus, tickets shall be appended to T.A. bills. In case of Rail journey by 1st class/A.C. Chair car ticket/ticket Number/reservation slip, as the case may be, shall be, produced. In the absence of ticket wherever required, ordinary rail/bus fare will be given

3. Journey by air may be allowed by the Vice-Chancellor, where it is absolutely necessary in the University interest.

(c) The rates of local journey within or out of Haryana and journey by road by a mode other than Public transport but within India:

Grade	Local Journey within or out of Haryana	Journey by Taxi/Autorickshaw	Journey by own conveyance	Rate of Road Mileage
Grade-I	AC/Non-AC Taxi charges upto 50 kms. Per diem for travel within city at the rates given under Rule 17.1.1(c)	AC Taxi	By own car	Rs. 16/- pkm for AC Car/Taxi;
Grade-II	-do-	-do-	-do-	-do-
Grade-III	Non-AC Taxi or Autorickshaw charges @ Rs. /- or Rs. /- pkm, as the case may be, limited to Rs. 150/- per diem for travel within the city	AC Taxi with prior approval of the Vice-Chancellor	By own car with prior approval of the Vice-Chancellor	Rs. 16/- pkm for AC Car/Taxi
Grade-IV	Travel charges @ Rs. 9/- pkm limited to Rs. 100/- per diem for travel within city	Actual charges when journey is performed by Autorickshaw with the prior approval of HOD for each journey	By own Scooter/Motorcycle with prior approval of the HOD for each journey	Rs. 9/- pkm for own Scooter/Motorcycle or by Autorickshaw
Grade-V	Travel charges @ Rs. 9/- pkm limited to Rs. 50/- per diem for travel within the city	-do-	-do-	Rs. 9/- pkm for own Scooter/Motorcycle or by Autorickshaw
Any University employee	Rs. /- pkm if journey on tour is performed bicycle or on foot by any University employee	-do-	-do-	Rs. /- pkm if journey is performed by bicycle or on foot

1. Members of the University Corut, 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 concerned by rail and be allowed to charge T.A. by road provided the distance each way does exceed 200 kms. The Vice-Chancellor, in special cases may allow travel by their own car or by taxi even if the distance involved each way exceeds 200 kms.

2. Journey by car/Taxi may be allowed to the Assistant Professors entitled to Grade Pay of Rs. 6,000/- working in the University Teaching Department.

Law & Management Studies, Gurgaon only. The Professors/Officers in the grade pay of Rs. 10,000/- and above may be allowed to travel by car/taxi by the Vice-Chancellor, if one side distance is maximum upto 350 kms. Provided that if the one side distance is more than 350 kms., then the journey may be performed by rail as per entitlement.

3. Bills not presented within 6 months from the date of journeys shall lapse and shall not be entertained unless this period of 6 months is extended by the Vice-Chancellor for a good cause shown.

4. The receipt of the Toll Tax will be submitted for claiming the TA in case of Journey by Taxi or Car.

permissible.

**OTHER GENERAL CONDITIONS TO BE APPLICABLE IN ALL CASES WHEREVER NECESSARY :-**

1. All others conditions will be the same as contained in TA rules/instructions issued by Haryana Govt. from time to time.
2. It may be noted and borne in mind that no additional allocation/funds will be provided on account of revision in entitlement in terms of these orders. It may, therefore, be ensured that permission to official travel is given judiciously and are restricted only to absolutely essential official requirements.
3. Wherever as per requirement bills in original are required to be submitted alongwith the claims of reimbursement, all such bills individually should always be self certified by the employee/ person preferring the claim as 'having been paid by him personally'.
4. If any question/doubt arises as to the interpretation of these instructions, it shall be referred to the Finance Department in the FR Branch for decision/clarification.
5. Necessary amendment to the relevant existing rules in the Punjab CSR Volume III (TA Rules) as applicable to Haryana Govt. employees will be issued in due course.