

***Pharmacy Council of India
New Delhi***

Guidelines for filling

of

TA/DA claim Form/Bill

By

Members & Inspectors of the Council

Contents

Contents in connection with TA/DA claim Form/Bill alongwith guidelines and other required information for filling up the TA/DA claim Forms/Bills.

<u>Particulars</u>	<u>Page No.</u>
TA/DA claim Form/ Bill	1- 2
Guidelines for filling up the TA/DA claim Form/Bill	3-4
Entitlement for journey by Train, Road & Air	5
Rate of Daily Allowance for different classes of cities and Rate of Road Mileage	6
List of Different classes of cities	7
Basis of calculation of Daily Allowance	8
Eligibility of Daily Allowance in various circumstances	9

Note :- Henceforth all TA/DA claim Forms/Bills will be cleared complete in all respect on the basis of enclosed guidelines.

Incomplete and unsigned bills will not be entertained.

PHARMACY COUNCIL OF INDIA, NEW DELHI

T.A./D.A. Claim Form/Bill

1. Name _____
(Name in Block Letters)
2. Designation _____
3. Whether still in service or retired _____
4. Basic Pay _____
(In case of official)
5. Declared Income _____
(In case of Non-Official)
6. Purpose of Journey _____
7. Dates of Inspection/ _____
Meeting

A. Travelling Allowance –

<u>DEPARTURE</u>			<u>ARRIVAL</u>			<u>Mode of Journey</u>	D I S T A N C E	<u>In case of –</u>	FARE (Rs.)
Station	Date	Time	Station	Date	Time				
a	b	c	d	e	f	g	h	i	j
Onward Journey									
Return Journey									
								Total	
								<i>Travelling allowance C/F</i>	

NOTE : Air Tickets/E.Ticket/Train Ticket/Bus Ticket be enclosed alongwith TA/DA claim bill.

Contd...2..

Travelling allowance B/F (Total of A)

Rs. _____

B. Daily Allowance –

Daily Allowance _____ days @ Rs. _____

Rs. _____

Daily Allowance _____ days @ Rs. _____

Rs. _____

C. TOTAL (A+B)

Rs. _____

D. Honorarium (applicable only for Inspectors, PCI)

Rs. _____

E. GRAND TOTAL (C+D)

Rs. _____

F. Advance if any

Rs. _____

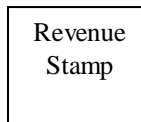
G. Balance (E – F)

Rs. _____

DECLARATION/UNDERTAKING:

- i) I have actually travelled by the mode and class and T.A. has been claimed accordingly.
- ii) I will perform the journey by mode and class for which I have been paid advance by the PCI.
- iii) I have not claimed TA/DA or any other allowance for this journey from any other source.
- iv) I was not provided free lodging, Boarding, Conveyance at the cost of Government/University or an Autonomous Body.
- v) Particulars given in the bill are true and correct.

Signature



Name : _____

Address : _____

N.B. In case of State Govt./University Employees, Claim Form be certified by the A.O./D.D.O. of the University/Deptt. concerned.

(FOR OFFICE USE ONLY)

PASSED FOR PAYMENT Rs. _____

(Rupees) _____

Guidelines for filling up the TA/DA claim Form/Bill

- Column 1 Fill in your name in block letters
- Column 2. Fill in your designation.
- Column 3. Mention whether you are still in service or retired.
- Column 4. Mention your basic pay only in case of official.
- Column 5. Mention your declared income in case of Non-Official.
- Column 6 Mention name of the meeting attended and station in case of member.
Mention name of the college inspected and station in case of Inspectors.
- Column 7 Mention date(s) of the meeting attended/ inspection conducted.
- Column A. This portion relates to details of travelling in respect of onward and return journey performed by the claimant. The sub columns are to be filled up as under :-

For Onward Journey

Sub Col.a : Mention name of the station from where you started journey such as residence/ institution.

Sub Col.b : Fill in date on which journey was started.

Sub Col.c : Fill in time at which journey was started.

Sub Col.d : Mention name of the station to which you arrived after the journey.

Sub Col.e : Fill in date on which you arrived at station after starting the journey.

Sub Col.f : Fill in time at which you reached the station.

Sub Col.g : Mention the mode of conveyance you actually used to reach Airport/Railway Station/Bus Stand etc. such as -

- Bus
- Taxi
- Individual Car etc.

Sub Col.h : Fill in distance you covered from place mentioned in column a to d (from your residence/institution etc. to reach at Airport/Railway Station/Bus Stand etc.).

Sub Col.i : Mention the Flight No., Class and Ticket No. in case of Journey performed by air.

Mention Train No, Class and Ticket No. in case of journey performed by train.

Mention bus class (Ordinary/Deluxe/AC) and Ticket No. in case of journey performed by bus.

Sub Col.j : Fill the amount paid on account of each fare.

For Return Journey

The information as above is to be furnished for return journey.

- Column B. This portion relates to daily allowance.
On the basis of details under col. a to f please convert the period of DA in total number of days and hours of absence from headquarter to place of meeting/inspection and back.
For calculation and eligibility please refer page no. 8 & 9.
- Column C. Mention the total of Column A+B (i.e. TA+DA).
- Column D. Honorarium is paid only to the inspectors for inspection work @ Rs. 500/- per inspection per course (Diploma or Degree course in pharmacy). Accordingly fill the amount of Honorarium on the basis of inspections conducted.
- Column E. Mention grand total of column C+D i.e. TA+DA + Honorarium.
- Column F. Mention the amount of advance if taken for the journey.
- Column G. Mention the balance E-F i.e. grand total – advance if any.

IMPORTANT

- If benefit of senior citizen is taken, fare be mentioned clearly.
- Taxi Bill/Air Ticket/E.Ticket/Train Ticket/Bus Ticket be enclosed alongiwht TA/DA claim Form/Bill.
- Please ensure to –
 - i) affix revenue stamp on box if the claim is more than Rs. 5000/-.
 - ii) sign the TA/DA claim Form/Bill.
 - iii) clearly mention the complete postal address where payment is desired.
- In case of State Govt./University Employees, TA/DA claim Form/Bill be certified by the A.O/D.D.O. of the University/Deptt. Concerned.

Entitlement for journey by Train, Road & Air

In case of Journey by Train

- Maximum 2 tier AC Rail Fare is paid by the Council
- The claimant may travel by any class of train upto the maximum 2 tier AC.

In case of Journey by Road

- The claimant may travel by Auto Rickshaw/Scooter/Moped and Bus – Ordinary/ Deluxe/AC.

In case of Journey by Air

- At present only in special cases, Inspectors are considered for Air Travel, for which prior approval of PCI and Ministry is required.
- Central Council Members of the PCI are paid Air Travel for attending all meetings of PCI/Council work with the following conditions –
 - a) Journey should be performed preferably by Indian Air lines in economic class and various incentive schemes and concessional fares offered by Indian Air lines should be fully utilized to effect possible savings vis-à-vis the normal fares.
 - b) since the notice and agenda is issued well in advance by the Council, members should try to make their bookings in advance to the extent possible so that benefits of discounted fares can be obtained.
 - c) for selecting alternative air lines other than Indian Airlines, it should be ensured that alternative airlines is better and offers more competitive fares than Indian Airlines.
 - d) Members shall forward the original used tickets/E-tickets for reimbursement.

Rate of Daily Allowance for different classes of Cities

'A-1' Class cities		'A'-Class cities and specially expensive localities		'B-1' Class cities and expensive localities		Other localities	
1		2		3		4	
Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
260	650	210	525	170	425	135	335

Rate of Road Mileage

1. For journeys performed in own Car/Taxi Rs. 8/- per Kms.

Important

If two stations are connected by train but journey is performed by own Car/Taxi, the payment will be restricted to train fare of the entitled class.

2. For journey performed by Autorickshaw/Scooter Rs. 4/- per kms.

List of different classes of cities

‘A-1’ CLASS CITIES

Brihan Mumbai UA
Calcutta UA

Delhi UA
Chennai UA

‘A’ CLASS CITIES/AREAS

Ahmedabad UA
Bangalore UA
Hyderabad UA

Jaipur UA*
Kanpur UA
Lucknow UA*

Nagpur UA*
Pune UA

‘B-1’ CLASS CITIES/AREAS

Agra UA*
Allahabad UA*
Bhopal
Coimbatore UA
Dhanbad UA *
Indore UA
Jabalpur UA*

Jamshedpur UA*
Kochi UA
Kozhikode UA*
Ludhiana
Madurai UA
Meerut UA*
Patna UA

Surat UA
Thiruvananthapuram UA*
Vadodara UA
Varanasi UA
Vijayawada UA*
Vishakhapatnam UA

Specialy Expensive Localities (Eligible for A class city rates)

Darjeeling District
(Except Siliguri sub-division
Darjeeling Town

NEFA areas beyond Inner Line
Naga Hills Tuensange area beyond the Inner Line

Expensive/Remote Localities of Himachal Preadesh

Lahaul and Spiti District
Kinnaur District
Bharmour sub-division and Pangi sub-
division of Chamba District
Pargana of Pandrahbis
Outer Seraj and Malana Panchayat
Areas of Kulu District
Sarahan and Gram Panchayats of Munish,
Darkali and Kashapet of Rampur Tehsil of
Simla District

Chhuhar Valley of Jogindernagar Tehsil of Mandi
District
Mangal Panchayat area of Solan District
Dodrakwar area of Rohru Tehsil
Parganas of Chhebis, Naubis, Barabis,
Pandrahbis and Atharahbis
Chhota Bhangal and Bara Bhangal areas of Palampur
Sub-division of Kangra District

The following hill area in Manipur which do not fall on the national Highway :-

Ukhrul
Churachandpur

Tamenlong
Jiribam

Mao Maram
Tengnampal

Saikul sub-division (Senapati District), Manipur

Expensive Localities (eligible for B-1 class city rates)

Shimla
Laccadive, Minicoy and Amindivi Islands

Jammu and Kashmir
Andaman and Nicobar Islands

The following areas of Himachal Preadesh

Janjehli Block of Chachoi Tehsi
of Mandi District

Churah Tehsil, Kunar Panchayat and Belej
Pargana of Chamba Tehsil and Salooni
Tehsil of Chamba District

Chopal Tehsil of Shimla District
Trans-Giri Tract of Sirmur District

Manali-Ujhi area, Parvati and Lagg Valley
and Banjar Block of Kulu District

* Cities enjoying higher status under the earlier classification shall continue to enjoy the same status.

Basis of calculation of Daily Allowance

1. Absence from headquarters on calendar day basis, i.e. from midnight to midnight.
Absence not exceeding 6 hours Nil
Absence exceeding 6 hours but not exceeding 12 hours 70%
Absence exceeding 12 hours 100%
2. D.A. for journey period is only at ordinary rates as in Column (4) of the table given at page no. 6 even if it is through an expensive locality.
3. For return to headquarters on the same day, D.A. is at ordinary rates only, irrespective of the fact that the journey was performed to an expensive locality.

Illustration –

Dep. Ordy. Locality 0600 Hrs. Arr. Exp. Locality 0800 rs.
Dep. Exp. Locality 2000 Hrs. Arr. Ordy. Locality 2200 Hrs.

Ordinary rate of DA only admissible.

If on the other hand, the same official leaves the expensive locality at 2300 Hrs. and reaches his Hqrs. At 0100 Hrs. (next day), he is entitled to higher rate of D.A.

4. For local journey, D.A. is only at half the ordinary rate, irrespective of the locality.
5. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible at ordinary rates only.
6. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew etc.
7. D.A. may be calculated either with reference to period spent on journey first and thereafter for the period spent in expensive locality or the other way round, whichever is beneficial – *SR 51, GIOs*.
8. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on Camp. No D.A. for leave and restricted holidays availed while on tour. - *SR 72, GIO (1)*.
9. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour/temporary transfer/training. No D.A. beyond 180 days.
10. Tour ends on return to headquarters. Tour to the same place again is treated as a fresh one and D.A. will be at full rates. – *SR 73, GIOs (1) & (2)*.

Eligibility of D.A. in various circumstances

A	Free boarding and/or lodging charges availed Free boarding and lodging	25% of ordinary rate. (as mentioned at page no. 6)
	Free boarding alone	50% - do -
	Free lodging alone	75% - do -
	Stay in office building free of cost	75% - do -
B	Stay in Government/Public Sector Guest House/ rest rooms of IAAI in International Airports or making own arrangements.	At ordinary rates (as mentioned at page no. 6)
C	Lodging charges paid in excess of 25% of normal D.A. while staying in Government/Public Sector Guest House/Hostel attached to Indian Institute of Public Administration, New Delhi.	75% of ordinary rate + lodging charges (exclusive of breakfast/meals) restricted to hotel rate. (as mentioned at page no. 6)
D	Stay in hotel and other establishments including private lodges, guest/rest house, YMCA/YWCA hostels	90% of ordinary rate+lodging charges restricted to hotel rate. (as mentioned at page no. 6)

NOTE 1,- Claim for hotel rate of D.A. to be supported by vouchers for payment of lodging charge.

NOTE 2.- Luxury Tax charged by Hotels allowable subject to overall ceiling (as mentioned at page no. 6)- SR 51, GIOs.