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 along with guidelines and other required information for filling up the TA/DA claim Forms/Bills.

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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 –

<table>
<thead>
<tr>
<th>DEPARTURE</th>
<th>ARRIVAL</th>
<th>Mode of Journey</th>
<th>DISTANCE</th>
<th>In case of –</th>
<th>FARE (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- ROAD (Taxi, Bus, etc.)</td>
<td>K.M.</td>
<td>AIR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- AIR</td>
<td></td>
<td>a) Flight No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- RAIL</td>
<td></td>
<td>b) Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>c) Ticket No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>TRAIN</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a) Train No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>b) Class</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>c) Ticket No.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BUS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>a) Ordinary/Delux/AC</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>b) Ticket No.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Station</th>
<th>Date</th>
<th>Time</th>
<th>Station</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
<td>e</td>
</tr>
<tr>
<td>Onward Journey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Return Journey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Travelling allowance C/F

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

Contd...2...
**Travelling allowance B/F (Total of A)**  
Rs._______________________________

B. **Daily Allowance** –  
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 :** _________________

**Revenue Stamp**

**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.*

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**(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 consessional 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

<table>
<thead>
<tr>
<th>‘A-1’ Class cities</th>
<th>‘A’-Class cities and specially expensive localities</th>
<th>‘B-1’ Class cities and expensive localities</th>
<th>Other localities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
<td>Rs.</td>
</tr>
<tr>
<td>260</td>
<td>650</td>
<td>210</td>
<td>525</td>
</tr>
</tbody>
</table>

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 | Delhi UA |
| Calcutta UA       | Chennai UA |

**‘A’ CLASS CITIES/AREAS**

| Ahmedabad UA | Jaipur UA* | Nagpur UA* |
| Bangalore UA | Kanpur UA  | Pune UA    |
| Hyderabad UA  | Lucknow UA* |

**‘B-1’ CLASS CITIES/AREAS**

| Agra UA*       | Jamshedpur UA* | Surat UA   |
| Allahabad UA* | Kochi UA       | Thiruvananthapuram UA* |
| Bhopal         | Kozhikode UA*  | Vadodara UA |
| Coimbatore UA  | Ludhiana       | Varanasi UA |
| Dhanbad UA*    | Madurai UA     | Vijayawada UA* |
| Indore UA      | Meerut UA*     | Vishakhapatnam UA |
| Jabalpur UA*   | Patna UA       |

**Specially Expensive Localities (Eligible for A class city rates)**

Darjeeling District

NEFA areas beyond Inner Line

Darjeeling Town

Naga Hills Tuensange area beyond the Inner Line

**Expensive/Remote Localities of Himachal Pradesh**

| Lahaul and Spiti District | Kinnaur District | Chhuhar Valley of Jogindernagar Tehsil of Mandi District |
| Bharmour sub-division and Pangi sub-division of Chamba District | Mangal Panchayat area of Solan District Dodrakwar area of Rohru Tehsil |
| Pargana of Pandrachhis | Parganas of Chhebis, Naubis, Barabis, Pandrachhis and Atharabhis |
| Outer Seraj and Malana Panchayat | Chhota Bhangal and Bara Bhangal areas of Palampur |
| Areas of Kulu District | Sub-division of Kangra District |
| Sarahan and Gram Panchayats of Munish, Darkali and Kashapet of Rampur Tehsil of Simla District |

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

| Ukhrul | Tamenlong | Mao Maram |
| Churachandpur | Jiribam | Tengnampil |
| Saikul sub-division (Senapati District), Manipur |

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

Shimla | Jammu and Kashmir |
| Laccadive, Minicoy and Amindivi Islands | Andaman and Nicobar Islands |

The following areas of Himachal Pradesh

| Janjehli Block of Chachoit Tehsni of Mandi District | Churah Tehsil, Kunar Panchayat and Belej Pargana of Chamba Tehsil and Salooni Tehsil of Chamba District |
| Chopal Tehsil of Shimla District | Manali-Ujhi area, Parvati and Lagg Valley and Banjar Block of Kulu District |
| Trans-Giri Tract of Sirmur 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 as ordinary rates only, irrespective of the fact that the journey was performed to an expensive locality.

**Illustration** –

|---------------------|-----------|--------------------|----------|

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 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.