

TA/DA

1.	MOVEMENT ORDER	<p>1. Movement Order must be collected before journey. Back dated Movement will not be accepted by CDA in the Final claim.</p> <p>2. If Before TD, any leave or Sat , Sun is falling, then, the same must be mentioned in Special instruction column while raising TD.</p> <p>3. Officers must mention the TD Head (General , Kaveri or STFE) while raising TD and the same must be mentioned (BY hand) in the hard copy of initiation Form.</p>				
2	Ammendment	<p>AMENDMENT to be raised and approved by the competent Authority.</p> <p>Any Amendment to the Movement Order must be made before journey only.</p>				
3	Estt & place of duty	PLACE OF VISIT & ESTT TO BE MENTIONED.				
4	Any changes	AMENDMENT to be raised and approved by the competent Authority.				
5	Advance	<p>Advance forms should be signed and given back to TD section before 09.30 AM everyday (before journey date). RTGS, Pan card and cancelled cheque (All Xerox copies) must be enclosed with the Advance forms.</p>				
6	TICKET	<p>MENTION MODE OF TRAVEL BY AIR/ TRAIN/BUS/own arrangement (ENCLOSE IN THE FINAL CLAIM COMPLETE E-TICKET/ITINERARY DETAILS WITH BOARDING PASS)</p> <p>AIR TICKET MAY BE PURCHASED DIRECTLY FORM AIR LINES BOOKING COUNTERS/WEB SITE /AUTHORISED AGENT(www air-india.com (M /S BALMAR LAWRIE AND COMPANY , M/S ASHOKA TRAVELS & TOURS AND IRCTC)</p> <p>If Air India entitled officials travel by Private Air Lines , IFA (R & D) Sanction is required to be attached with the Final claim.</p> <p>If Air India facility is not available eligible for Private Air Lines (through authorized booking agency) as per the Sector Details.</p>				
7	TAXI CHARGES (WITHOUT BILL)	<p>B'LORE : 13 Rs. Per Km for all the Officers</p> <p>HYDERABAD : 11 Rs. Per Km for all the Officers</p> <p>DELHI : FIRST 02 Km Rs. 25/- FOR SUBSEQUENT KM Rs. 8/-</p> <p>Chennai : 12 Rs. Per Km for all the Officers</p> <p>Pune : 12 Rs. Per Km for all the Officers</p> <p>Kolkata : 12 Rs. Per Km for all the Officers</p> <p>Coimbatore : 12 Rs. Per Km for all the Officers</p> <p>Mumbai : 12 Rs. Per Km for all the Officers</p> <p>OTHER PLACES : Rs. 11/- per km AUTO Rs. 10/- per km</p>				
	TAXI CHARGES (WITH BILL)	<p>Bangalore – 4 km = 70/- Subsequently Rs. 14.5 Per Km</p> <p>Delhi – 1 km = 25/- further Rs. 14 Per Km</p>				
8	Foreign TD	<p>1. Officers travelling Foreign TD must enclose inksigned copy of the approval/authority to claim the Advance and the same must be enclosed with the Final Claim.</p> <p>2. Itinerary details must be mentioned in Indian Rupees.</p>				
9	DAILY ALLOWANCE (WITH BILL)	<u>Pay Level in Pay matrix</u> <u>(GRADE PAY IN Rs)</u>	<u>ACCOMMO DATION</u> <u>(IN Rs)</u> <u>(WITH BILL)</u> *	<u>TRAVELL WITHIN THE CITY (WITH BILL)**</u> <u>(DURING TD)</u>	<u>Travel Entitlements</u>	<u>FOOD BILL PER DAY(IN Rs.)</u> <u>(WITHOUT BILL)***</u>

	14 and above (10,000 & ABOVE)	7500	AC -TAXI CHARGES Ad per actual expenditure	Business /Club class by Air or AC I By train	1200								
	12 and 13 (7,600 TO 8,900)	4500	AC TAXI CHARGES UP TO 50KMS	Economy class by air or AC-I by train	1000								
	9 to 11 (5,400 TO 6,600)	2250	Non AC TAXI CHARGES Up to Rs. 338/- per day	Economy class by air or AC-II by train	900								
	6 to 8 (4,200 TO 4,800)	750	Non AC TAXI CHARGES Up to Rs. 225/- per day	Economy class by air or AC-II by train	800								
	5 and below (BELOW 2800/-)	450	Non AC TAXI CHARGES Up to Rs. 113/- per day	First class/AC-III Chair Car by train	500								
	<p><i>* For level 8 and below the amount of claim (uo to the ceiling) may be paid without production of vouchers against self certified claim only. The self certified claim should cleary indicate the period of stay, name of dwelling, check in & check out time etc. Additionally for stay in Class X cities, the ceiling for all employees up to level 8 would be Rs. 1000/- per day, but it will only be in the form of reimbursement upon production of relevant vouchers.</i></p> <p><u>Pay level 9 and above accommodation bill is must, with GST No.</u></p> <p><i>** For claiming Taxi charges (DURING TD), as per the above table, with in the city (from stay point to TD point and back, during TD) the officer must submit the taxi bills. If no taxi bills are submitted then auto charges (as per the city rates) will be given, <u>only on production of self certified voucher.</u></i></p> <p><i>*** Food charges can be claimed without any bills but it will be claimed as per the table below:-</i></p> <table><tr><td><u>Length of Absence</u></td><td><u>Amount Payable</u></td></tr><tr><td><i>If absence from headquarters is less than 6 hours</i></td><td><i>30% of Lumpsum amt</i></td></tr><tr><td><i>If absence from headquarters is between 6-12 hours</i></td><td><i>70% of Lumpsum amt</i></td></tr><tr><td><i>If absence from headquarters is less than 6 hours</i></td><td><i>30% of Lumpsum amt</i></td></tr></table>					<u>Length of Absence</u>	<u>Amount Payable</u>	<i>If absence from headquarters is less than 6 hours</i>	<i>30% of Lumpsum amt</i>	<i>If absence from headquarters is between 6-12 hours</i>	<i>70% of Lumpsum amt</i>	<i>If absence from headquarters is less than 6 hours</i>	<i>30% of Lumpsum amt</i>
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Final claims must be submitted to TA/DA section with a week of the completion of the journey.

****AS PER THE INSTRUCTIONS OF CDA TILL FURTHER ORDERS.**

Sd/-
(दक्षिणा मूर्ति .एस/ DAKSHINA MURTHY.S)
प्रशासन अधिकारी/Admin Officer
कृते निदेशक/ For Director