



SHAHEED BENAZIR BHUTTO WOMEN UNIVERSITY PESHAWAR

TA/DA Form

Name of Claimant _____ Designation _____ Basic Pay/ Grade _____
Purpose of Journey _____ CNIC / NTN _____

Dates of Journey			Journey by (AIR/TRAIN) (Fare Rate) (1)		Mileage by Road (2)		Daily Allowance (3)		Total Amount (1+2+3)
Arrival			Amount	No. of Km*Rate	Amount	No. of Days*Fare Rate	Amount	Amount	
Departure	Time	Station	Date	Time	Station	Date	Time	Station	Date

Certified that _____ has worked as _____ at _____ w.e.f _____ to _____

Verified By _____

Head of the Department _____

Approved By _____

Vice Chancellor/ Head of the Institution. _____
(Duly Stamped)

Accountant/Supdt. _____

Treasurer _____

Resident Asstt. Director (Audit). _____

Received Payment Via Cheque No. _____

Payee's Signature _____

Rs. 1 Revenue Stamp to be fixed here upto Rs. 2000/-
Rs. 2/- if it exceeds
Rs. 2000/- & Rs. 5/- if it exceeds
Rs. 10,000/-

Rates of (T.A) / (D.A)

INSTRUCTION FOR T.A / D.A BILLS

Daily Allowance

BPS	Existing		Revised (w.e.f 01.08.2012)	
	Ordinary Rates	Special Rates	Ordinary Rates	Special Rates
1-4	200	400	310	500
5-11	310	440	390	550
12-16	500	600	700	900
17-18	500	640	1250	1600
19-20	625	825	1550	2050
21	700	1000	1750	2500
22	700	1000	1750	3000

- The claimant may submit his/her bill duly filled in all respect. Incomplete bill shall not be entertained.
- No TA / D.A bill of Superintendent / Deputy Superintendent / Assistant Superintendent will be entertained without proper Pay Roll duly signed by the concerned disbursing officer (District Accounts Officer / Agency Account Officer / Distt. Education Officer / Agency Education Officer).
- In Case where proper Pay Roll is not adopted, a Basic Pay Certificate duly signed by District Accounts / Agency Accounts Officer / Distt. Education officer / Agency Education officer and not by the Principal (Headmaster / Headmistress concerned be appended with TA / D.A Bill.
- In case of Journey by Personal Car, a photo copy of Car registration showing the name of claimant clearly as well as upto date last paid Token any Pay Roll duly attested may be attached otherwise bill will not be processed and returned.
- In case of traveling by Air, Air Ticket Number may be inserted on the body of TA / D.A bill and Air Ticket duly attested should also be attached with TA / D.A Bill.
- In case performed as superintendent / Practical Examiner / Inspector Appointment order issued by the office of C.E may be attached in original.
- In case performed as Deputy/Assistant Supt. Duty / Relieving certificate by the Centre Suptd. as well as appointment order may be attached.
- Taxi charges are not allowed on the routes where Public Transport is available.
- Payment of Hotel Charges under any circumstance will not be allowed.
- The facility of Residence Chowkidar / Daffar or any Class-IV Servant shall not be allowed in view of the Question Paper kept in Bank custody.
- No conveyance Allowance is permissible to the Asst/Deputy Supt (Male) except Lady/Asst/Deputy Suptd. At the rate of Rs. 100/- per working day subject to the condition that distance between the residence and examination centre is not less than half a mile.
- No TA / D.A is permissible to Internal Examiner. In case a Teacher is transferred to some other institution before the Commencement of the Examination, the fact should be intimated so that alternate arrangements may be made accordingly.
- No TA / D.A is permissible within 16km radius.
- Conveyance allowance is permissible to Local External Examiner for Practical Examination at rate of Rs. 100/- (per working day) (A) Rs. 500+100/- (for local) (per inspection day)
- Inspection Fee (B) Rs. 200 + TA / D.A (Non local) (per inspection day)
- Revenue stamp worth Rs. 4/- on each bill be affixed otherwise bill will be returned due to such minor objections.

Travelling Allowance

By Bus or any other Vehicle	2.50/per Km
By Personal Car	10.00/ per Km
By Personal Bike	5.00/ per

Controller of Examination
Shaheed Benazir Bhutto Women University Peshawar