			TRAVELLING	G AND [	DAILY ALLOW	ANCE BI	LL	
Name								
Designation	n/Salary/Grad	de						
Month of Visit								
Application	Date							
(A) JOURNEY DETA			(B) DAILY ALLOWANCE			Total Amount (A+B)		
Mode of Transport	Distance in K.M.	Period o absence Hours			City	Hotel (Rs.)	Non Hotel (Rs.)	

## Note: TA/DA policy available on DGR website.

- **A.**) According to Regulation-12, If travel by own conveyance while on tour, then he/she will be entitled to get:
  - 1.) Rs.10per km for car/jeep
  - 2.) Rs.5per km for two wheeler
- **B.**) According to Reguation-15, classification of cities as following:

Sr. No.	Name of Cities	Classification
1.	Delhi, Mumbai, Kolkata, Chennai & State Capitals	A-1
2.	Chandigarh, Ludhiana, Jalandhar, Amritsar, Bathinda	B-1
	& Patiala	
3.	Other places	B-2

## **DECLARATION/CERTIFICATE FOR JOURNEY ON TOUR**

I hereby certify that:-

- 1. My Tour is approved by Competent Authority.
- 2. DA/TA claimed is as per my entitlement and I will be liable to refund if over claim is found at any stage.
- 3. I certify that the journey was performed by \_\_\_\_(Train/Car/Bus/Air/Taxi/own car etc.) and was in public interest.
- 4. I have not claimed above journey expenses in the past.

Date:
Name of Employee:
Designation:
Signature
Counter Sign of Project officer/ Recommended officer:
Designation: