

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 Regulation-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 & Patiala	B-1
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: