



**Dada Lakhmi Chand State University of
Performing & Visual Arts, Rohtak**
(A state University established under Haryana Act No. 24 of 2014)



To

All Faculty Co-ordinators/ Director (IT),
All Consultants,
All Branch Officers/ In-charges,
DLCSUPVA, Rohtak

Memo No.

Dated:

Subject:- Prescribed Proforma for claim of Travelling Allowance as well as Road Mileage.

Please find enclosed herewith prescribed proforma for claiming of TA as well as road mileage and honorarium by Regular/ Contractual staff / Faculties / Consultants/ Visiting faculties and outside experts etc. (as the case may be) at Annexure-A & B respectively with request that claim may be considered only in prescribed proforma in future.

It is, therefore, requested that TA as well as honorarium claim (if any) of all the employees/ visitors be submitted in prescribed proforma as mentioned above so that audit objections may be avoided in future.

DA/ as above

sd-
Incharge (Accounts)
for Registrar

Endst. No. AC(24)770-73

dated: 27/09/2024

Copy of above is forwarded to the following for information and necessary action, please:-

1. PA to VC (for kind information of Hon'ble Vice-Chancellor), DLCSUPVA, Rohtak
2. OSD to Registrar (for kind information of worthy Registrar), DLCSUPVA, Rohtak
3. Director (IT & E) to upload the proforma as above on University website.
4. Deputy Director (Audit), Local Audit Department, DLCSUPVA, Rohtak w.r.t. their Memo No. 146 dated 06/08/2024

sd-
Incharge (Accounts)
for Registrar

sd-
27-9-24

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Dada Lakhmi Chand State University of Performing & Visual Arts, Rohtak.
TRAVELLING ALLOWANCE BILL

Name _____ Purpose of Journey _____
 Designation _____
 Grade Pay/Level/Declared Income for Non- _____
 Employees for T.A. Purpose, if any. _____ Date of Meeting/Inspection Exams/visit etc. _____

Departure			Arrival			Mode of Journey	Distance For Road Mileage		Amount
Station	Date	Time	Station	Date	Time		K.M.	Rate	
Total									

1. Mode of journey
 a) By Rail: Class _____ Ticket No. _____
 b) By Bus: (Ord./Deluxe/A.C.) _____
 c) Own Car No./Staff Car No./Taxi No. _____

2. Journey Halting Days _____
 3. Local Conveyance, if any _____
 (Details on separate sheet)
 4. Hotel charges, if any _____
 (Bill attached)
 5. Contact No. _____

and Toll Tax receipt attached.
 d) By Air: Ticket No. _____
 (Air Ticket attached)

<p align="center">Declaration: Certified that-</p> <p>I, _____ (name) _____ (designation) do hereby certify that I have actually performed the journeys as claimed in the travelling bill and the claim is prepared strictly as per provisions in the Haryana Civil Services (Travelling Allowance) Rules, 2016, I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules, 2016.</p> <p>Dated: _____ (Signature of the Employees) Received Payment _____</p> <p>Signature _____ Countersigned _____</p> <p>Controlling Officer _____ Journey Verified _____</p>	<p>For Use in Accounts Branch</p> <p>Head of Account _____ Pay Rs. (in figures) _____ (in words) _____</p> <p>Clerk _____ Asstt. _____ Supdt. _____</p> <p>Cheque No. _____</p> <p>Date _____ A.R.A _____</p> <p align="center">For Audit Use</p> <p>Seen (i) Sanction (ii) Bill Registrar (iii) Grant Register (iv) Attendance Register</p> <p align="center">PAY ORDER</p> <p>AUDIT BRANCH Pre-audited & passed for Rs. _____ Rupees _____</p> <p>Auditor _____ R.A./R.S.A. DLCSUPVA</p>
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Certified for payment at the spot.
 Certified that I shall perform the return journey from _____ to _____
 by the same mode as claimed in the T.A. bill.

(Signature)
 P.T.0

Certificates

Rule 78 of Haryana Civil Services (Travelling Allowances) Rules, 2016

(As amended vide F.D. Hr. Notification No. 2/4/2017-4FR dated. 04.12.2017)

Declaration by the Government employee (rule 78 of HCS TA) rules,2016.

- (i) Certified that the journey beyond jurisdiction was performed by me after the approval of competent authority.
- (ii) Certified that the journeys as claimed in the T.A Bill were actually performed by me by the mode of transport as per my entitlement as shown in my approved tour programme.
- (iii) Certified that I was actually and not merely constructively on duty of Sunday and holidays, for which daily allowance has been claimed.
- (iv) Certified that I was not absent or on casual leave during the period for which daily allowance has been claimed.
- (v) Certified that I was not treated as State guest during the period for halt and provided with free lodging and boarding.
- (vi) Certified that return ticket was purchased for journeys where such tickets were available.
- (vii) I do understand that in case it is found that the claim or part thereof is based on wrong facts. I shall be liable to the disciplinary action or major penalties under the Haryana Civil Service Punishment and Appeal Rules or relevant rules applicable to me.

Dated: _____

(Signature of the Employee)

2. Declaration by other than Govt./University Employee:

- (i) Particulars provide herewith are correct & that I have not claimed T.A/D. A etc. for this journey from any other public source.
- (ii) I have used full Taxi for the journey/ paid full propulsion charges for the car which is a private property.

Dated: _____

(Signature of the Claimant)

Name

Honorarium for the month of _____

Name	
Designation	
Office Address	
Residential Address	
Contact No.	
Purpose	
Date(s) of attending SUPVA	
Honorarium rate @	
Days for which honorarium claimed	
Total amount towards Honorarium	
PAN. NO	
IFSC Code	
Account No.	

Signature of Claimant

Signature of Verifying Officer

With office seal