



बाबासाहेब भीमराव अम्बेडकर विष्णुविद्यालय
विद्या विहार, रायबरेली रोड, लखनऊ-226025
Babasaheb Bhimrao Ambedkar University
(A Central University)
Vidya Vihar, Rae Bareli Road, Lucknow-226025

No. 23/PS-Fo/2011
Dated: 24th June, 2011

T.A. Circular

Guidelines to be observed in case of settlement of TA/DA as well as Honorarium bill of the Visiting Guests, Examiners and various Committee Members etc.

1. All the column be dully filled in, including distance column in Kilometres.
2. Head of the Department/Statutory Officer has to ensure that the C.A.'s approval is taken for above visit.
3. Journey be performed in Air India (Economy class) else the approval of C.A. is taken.
4. For metro cities local transport by taxi is to be reimbursed subject to a maximum of Rs. 16/- per Kilometre on production of taxi receipt, otherwise claim is to be restricted by Rs. 8/- per kilometre.
5. Claiming Air/Rail journey, it is compulsory to attach the boarding pass/journey ticket both sides.
6. If the journey is performed by own car & the place is connected by rail, then reimbursement would be restricted to II AC Rail fare end to end (No local transport). When no rail ticket is produced the claim to be restricted as per Second Class rail fare.
7. The dully filled in TA Performa/Honorarium format be submitted to AR(F)/SA-II of the Finance Section for reimbursement.
8. For claiming Hotel DA, the receipt has to be produced & claim shall be restricted as per VI "CPC" orders.
9. For claiming normal DA, the provisions of V CPC are applicable & claim be restricted as per V CPC orders.
10. If there is any discrepancy between above & TA rules then FRSR part-II TA rules shall prevail.
11. This issues with the approval of C.A. & comes into force from the date of issue.

Finance Officer

Copy to:

1. P.S. to V.C. for information.
2. All Head of the Deptt./Statutory Officers
3. All Sectional Heads.
4. A.R. (Finance)/SA-I &II, UDC &Cashier.