

No.5-TFA(6)/E.I./91

**INDIA TRADE PROMOTION ORGANISATION**

(Administration Division)

Pragati Maidan,  
New Delhi-110 001.

18th July, 1994

OFFICE ORDER NO. ADMN./437/94

Subject : Amendment to ITPO (Ex-TFAI)s TA/LTC Rules 1982

ITPO (Ex-TFAI)'s TA/LTC Rules 1982 and subsequent revisions of January/October 1989 have been amended with the approval of Competent Authority. A copy of revised "Indian Trade Promotion Organisation **Travelling Allowance & Leave Travel Concession Rules 1994**" is placed below for information of all officials/officers of ITPO (Ex-TFAI).

sd/-

(AMRIT SINGH)

JOINT MANAGER (ADMN.)

To

All ITPO (Ex-TFAI)'s officers/staff.

Copy to:

1. CMD
2. ED/SGM
3. All General Managers/FA&CAO
4. Salary/Accounts/E.II/E.III/Vigilance
5. Regional Offices, Bombay/Madras
6. Office Order File.

**INDIA TRADE PROMOTION ORGANISATION**

TRAVELLING ALLOWANCE & LEAVE

TRAVEL CONCESSION RULES, 1994

1. TITLE :

These rules may be called India Trade Promotion Organisation **Travelling Allowance & Leave Travel Concession Rules, 1994.**

2. SCOPE :

These Rules shall apply to all employees on the rolls of the Organisation and also to the deputationists unless otherwise specified in their terms of deputation.

Note : Employees of erstwhile Trade Development Authority shall continue to be governed by their present set of TA/LTC Rules till such time any other decision is taken by the Competent Authority.

3. DEFINITION :

- i.) "Organisation" means the India Trade Promotion Organisation
- ii) "Pay" in addition to basic pay includes special pay, personal pay, officiating pay, deputation (duty-allowance), dearness pay and non-practising allowance.
- iii) "Day" means a Calendar day beginning and ending at midnight. This is for general reckoning only. For the purpose of calculating Daily Allowance, "Day" is to be taken as period of 24 hours from the scheduled/actual time of departure from the Headquarters in respect of any particular tour/transfer.

In case the period of absence from Head quarters falls on two consequent days, it is reckoned as two days and Daily Allowance is calculated for each day reckoning the day of absence from midnight to midnight.

- iv) "Travelling Allowance" means an allowance the employees draw to meet the expenses incurred in connection with Organisation's work.
  
- v) "Transfer" means the movement of an employee from one Headquarter station in which he/she is employed to another such station either;
  - a) to take up duties of new post or
  - b) in consequence of a change of his/her headquarters.
  
- vi)a) "Family" means an employee's wife or husband, as the case may be residing with the employee, legitimate children and step-children, parents, step-mother, sister & minor brothers residing with and wholly dependent upon the employee. Only one wife is included in the term "Family". An adopted child shall be considered to be a legitimate child, if under the personal law of the employee, adoption is legally recognised.
  
- vi)b) A legitimate child or step child, parents/sister/minor brother who resides with the employee and whose income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of DGRG benefits) does not exceed Rs.500/- p.m. may be deemed to be wholly dependent upon the employee.

**Amended vide O.O.No.Admn.350/98 w.e.f. 12.5.98**

"Family" means an employee's wife or husband, as the case may be, residing with the employee and two surviving children or step children residing with and wholly dependent upon the employee whose income from all sources does not exceed Rs. 1500,- p.m. It includes in addition, parents, step-mother, unmarried sisters, brothers and married daughters who have been divorced, abandoned or separated from their husbands, if residing with and wholly dependent upon the employee. Widow sisters are also included, if residing with and wholly dependent upon the employee (provided their father is either not alive or is himself dependent on the employee)."

- Note: 1. The restriction of two surviving children as indicated above shall not apply in respect of existing children of an employee and a child born within one year of the restrictions coming into force and also in case of multiple births after one child.

Note : 2. Note more than one wife is included in the terms “family” for the purpose of these rules.

4. GRADES:

For the purpose of Calculating travelling allowance, employees are classified in the following grade :

<u>Grade</u>	<u>Pay Range</u>
First	DGM & equivalent & above
Second	Sr. Manager/Manager/ Dy..Manager & equivalent
Third	Executive/Sr. Assistant/ Assistant/ Jr. Assistant.
Fourth	All Class IV employees.

5. MODE OF TRAVEL :

Travelling allowance will normally be admissible by shortest route. However, controlling officer may relax the condition where justified.

5.1 Travel by Air :

- i) Officers of the level of General Managers & above can travel by air at their discretion. Officers of the level of DGM/ Sr. Manager or any other officer drawing basic pay within the pay scale of Sr. Managers can also travel by air at their discretion provided the distance involved in the journey is more than 500 kms. and the journey cannot be performed overnight by a direct train service/ direct ship/ coach service.

- ii) No officer will be allowed to travel by air in 1st Class except CMD if he has the rank of Secretary to Government of India or above.

**Ammended vide O.O.No.Admn./558/2008 Dated: 2.5.2008**

- 1) While availing LTC, the air journey by Non-entitled officials (both by national and private airlines) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail other than Rajdhani/Shatabdi Express. They are also required to produce the air-ticket/boarding pass and a receipt from the concerned airlines showing the fare paid.

In case the cost paid for an air ticket (In view of promotional schemes of private airlines) is less than the train fare by the entitled class the reimbursement will be limited to the actual air fare or entitled train fare whichever is less.

Wherever the officials seeks to utilize the service of travel agents, it should be limited to M/s. Balmer Lawrie & Company and M/s. Ashok Travels and Tours. The above agencies would be also ensure that procurement of tickets is made on best available bargain across all airlines.

5.2 **TRAVEL BY TRAIN - CLASS OF ACCOMMODATION**

GM & above & equivalent	DGM/SM/ Manager & equi.	DM/Exec./Sr. Asstt. & equi.	Asstt. below & equivalent
(1)	(2)	(3)	(4)
A.C.I Class	I Class or II Class A.C.II Tier Sleeper	I Class	II Class/ Sleeper

**Note :** Officials drawing basic pay which falls within a higher pay scale shall be entitled to travel by class of accommodation to which an officer/official of the higher pay scale is entitled.

5.3 Charges for reservation and telegram charges for securing reservation, if charged by the Railways, will be reimbursable.

5.4 Specific approval of the M.D. will be required in case of officers who are not entitled to travel by Air, if they have to travel by Air in the interest of the Organisation's work.

5.5 By Road

For travelling by road, employees shall be entitled to Travelling Allowance at the following rate provided they have not availed of free transport facility from any source.

Grade

First & Second Grade : Actual fare by public Deluxe Coach or Bus/pre-paid taxi, or Rs.1.60 per km. for journey performed by own Motor Cycle/Scooter or Rs. 3.80 per km. for journey by full taxi/own car.

For Third and Fourth grade : Actual fare by Public Bus/Three Wheeler of Rs. 1.60 per km for journey performed by own scooter/motor cycle.

Any further revision of these rates by the Directorate of Transport of the State concerned shall be automatically applicable.

5.6 Journeys by auto rickshaw/tonga/cycle rickshaw may be equated to travel by scooter/motor cycle and road mileage allowed.

5.7 The journeys on tour/transfer will commence from residence and conclude at residence for the purpose of road mileage only.

6. DAILY ALLOWANCE :

This is a uniform allowance intended to cover charges incurred on travelling and staying at place other than at Headquarters.

6.1 Daily allowance is to be calculated for the period of absence from Headquarters as under :

- i) For absence of less than 6 hours - Nil
- ii) For absence of 6 hours and more - 70% of normal rate  
but less than 12 hours
- iii) For absence of 12 hours and above - Full rate.

The Scheduled arrival/departure (and actual arrival if there is a delay of more than 15 minutes from the Schedule) of the mode of transport used shall be reckoned for the calculation of Daily Allowance. In respect of journeys by Road, the actual time of arrival/departure as certified by the employees shall be adopted.

6.2

S. No	Category	Hotel Room Rent (excluding Taxes)		Daily Allowance (Per day)		
		Principal Cities	Other Cities	Principle Cities	Other Cities	Composite rate of daily allowance.
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	CMD/ Chairman/ MD	All expense if the Chairman & Managing Director/ Chairman/ Managing Director stays in a Hotel i.e. Hotel Accommodation food and other expense incurred on the official tour, may be treated as official expense and adjusted without allowing daily allowance for				



		such tours.				
2.	Executive Director	- as above -				
3.	SGM & GM equivalent	Single room Hotel Kanishka, New Delhi or Hotel of equivalent tariff.	80% of principal cities.	13% of room rent*	13% of room rent*	Same as in Col (5) or (6) as the case may be.
4.	DGM/ Sr. Mgr. & equiv.	Single room in Hotel Janpath New Delhi or Hotel of equivalent.	-do-	20% of room rent*	20% of room rent*	-do-
5.	Manager/ DM & equivalent	Single room in Hotel Lodhi, New Delhi or Hotel equivalent tariff.	-do-	20% of room rent*	20% of room rent*	-do-
6.	Executive/ Sr. Asstt/ Asstt/ Jr. Assistant	75% of single room of Lodhi Hotel, N.D. or Hotel equivalent tariff.	-do-	20% of room rent*	20% of room rent*	-do-
7.	Other staff category	Single room in Ashok Yatri Niwas or Hotel of equivalent tariff.	-do-	40% of room rent*	40% of room rent*	-do-

\*ROOM RENT MEANS TARIFF OF SPECIFIED HOTELS AS IN COL.3. THIS WILL BE WITHOUT TAXES AND BREAKFAST. ALL TAXES ON ROOM RENT ARE FULLY REIMBURSABLE.

NOTE : I

The Principal cities are Delhi, Mumbai, Chennai, Calcutta, Ahmedabad, Hyderabad & Bangalore.

**NOTE : II**

The rates given in column No. 6 i.e., for other cities may also be treated as ordinary rates of DA.

**NOTE : III**

Rate of Daily Allowance for exhibitions organised outside Headquarters of an employee but within India in case where an employee stays in a hotel, he/she shall be paid daily allowance as per his/her entitlement vide Rule 6.2 plus 10% thereof with a minimum of Rs.175/- per day.

**Amended vide O.O.No.Admn./1328/2007 Dated 14.09.2007**

Sl.No	Category	Principal Cities	Other cities	Daily allowance in %age of room rent (per day) for principal and other cities
1.	CMD/Chairman/ MD	All expenses, if the Chairman & Managing Director/Chairman/ Managing Director stays in a Hotel i.e. Hotel Accommodation food and other expenses incurred on official tour, may be treated as official expenses and adjusted without allowing daily allowance for such tours.		
2.	Executive Director	As above		
3.	SGM	Rs.5,500/-	80% of principal cities	13% of hotel tariff
4.	GM	Rs.3,300/-	-do-	-do-
5.	DGM	Rs.3,300/-	-do-	20%
6.	Manager	Rs.2,640/-	-do-	20%
7.	DM	Rs.2,640/-	-do-	20%

8.	Executive	Rs.1,980/-	-do-	20%
9.	Sr.Asstt.	Rs.1,980/-	-do-	20%
10.	Asstt. & Jr.Asstt.	Rs.1,980/-	-do-	20%
11.	Other Staff	Rs.825/-	-do-	40% <b>(Ammended vide O.O.No. 1417/2007 dt.9.10.2007)</b>

**Note:**

- (i) The above room rents are without taxes & breakfast. All taxes on room rent are fully reimbursable.
- (ii) 20% of the proposed tariff for principal cities would be paid extra during stay in Mumbai and Bangalore as the rates of the hotel tariffs are high in these cities.

6.3 For prolonged halts, D.A. will be admissible as under :

Duration of Halt	D.A. Admissible
For the first 30 days	Full rate
After 30 days	Half rate

If the halt at a particular place exceeds 30 days, the CMD/Managing Director may sanction D.A. at full rate upto the period of 60 days provided he/she is satisfied that prolonged halts are necessary in the interest of Organisation's work and that such halts continue after the first 30 days entail extra expense upon the halt on employee. Prior approval of the controlling officer will be obtained for all extended halts beyond 30 days in respect of which full DA is to be claimed.

6.4 Employees nominated by the Organisation to attend courses conducted by an outside agency or the Organisation itself, will be entitled to DA at the rate of 1/4th of

the normal DA payable under the rule per day provided boarding & lodging facilities are made available by the Organisation.

7. TRAVEL ON TRANSFER

7.1 BY AIR :

An employee who is entitled to travel by air on tour can also undertake journeys on transfer by air in which case, he/she is entitled to draw air fare actually paid for himself/herself and members of his/her family.

7.2 BY RAIL:

Employees and members of their families shall be entitled to travel by the same class of accommodation to which they are entitled while on tour.

7.3 BY ROAD:

For journey by road between places connected by rail, actual expenses limited to Rail fare of the entitled class will be reimbursed. For places not connected by rail, the employees may be reimbursed expenditure incurred against reasonable evidence of expenditure for mode of conveyance appropriate to the category of employees.

7.4 INCIDENTALS :

The employee will be entitled to draw one D.A. for himself/herself and each member of his/her family for every completed day occupied in the journey from residence reckoned from mid-night to mid-night. For the period less than 24 hours, the D.A. will be admissible as follows :

- |      |   |               |            |
|------|---|---------------|------------|
| i)   | For absence of less than 6 hours                        | -             | Nil        |
| ii)  | For absence of 6 hours and more but less than 12 hours- | 70% of normal | rate       |
| iii) | For absence of 12 hours and above                       | -             | Full rate. |

The children below 12 years will be allowed D.A. at half of the rate for adult.

#### 7.5 TRANSFER GRANT :

Employees of the Organisation will be entitled for lump-sum transfer grant and packing allowances as per the Govt. of India Rules as amended from time to time.

#### 7.6 BAGGAGE ALLOWANCE :

Employees of the Organisation will be entitled to Baggage Allowance as per Govt. of India Rules as amended from time to time.

#### 7.7 TRANSFER WITHIN THE SAME STATION :

Employees of the ITPO will be entitled to TA as per Govt. of India Rules as amended from time to time.

#### 7.8 T.A. FOR TEMPORARY TRANSFER :

Employees of the ITPO will be entitled to TA as per Govt. of India Rules as amended from time to time.

8. T.A. FOR PROCEEDING OR RETURNING FROM LEAVE :

Employees of the ITPO will be entitled to TA as per Govt. of India Rules as amended from time to time.

9. T.A. ON RETIREMENT/DEATH :

The retiring employee of the Organisation shall be entitled to draw the following T.A. for self and members of his/her family from the last station of his/her duty to his/her Home Town.

i. Actual Air fare/Rail fare including the tax on fare of the class of accommodation to which the employees was entitled on the date when he/she was last on duty in respect of self and members of his/her family. Allowance for incidental expenses and transfer grant would also be admissible.

ii. In respect of matters not specifically provided in the above rules, the cases will be decided according to the relevant provisions of the Supplementary Rules of the Govt. of India.

10. T.A./D.A. FOR TRAVELS ABROAD :

a) Travelling allowances for the duration of the journey performed in India will be regulated as in the case of tours within India.

b) Daily allowance abroad will be paid to all officers officials of the Organisation according to orders issued by the RBI, Exchange Control Department or lesser rates as per the decision of the management.

c) All officials will be entitled to travel by economy class only except CMD who will be entitled to travel by first class Air if he/she has the rank of Secretary to Govt. of India or above.

10(c) ammended vide circular No.ITPO/TVL/SL/98 dated 28.7.98 and ratified by Board in its 106<sup>th</sup> meeting held on 22.4.99.

Officer of the rank of SGM and GM will be entitled to travel by Business/Executive class for journey performed in connection with ITPO's work

10.1 Actual expenses incurred on conveyance by officials of ITPO on duty abroad will be reimbursed in full except in the case of the following :

i) Conveyance charges and portorage for personal baggage from airport to Hotel and vice versa.

ii) Conveyance charges from Hotel to place of duty (Exhibition site) and vice versa.

Note : Porterage incurred at Airport and Hotel in connection with official baggage shall be claimed at Headquarters in the T.A.Bill.

10.2 EXCESS BAGGAGE :

All officers will be entitled to carry 6 Kgs. of personal baggage both on the outward and return journey. However, CMD & officers of the rank of GMs and above shall be permitted to carry excess baggage of 10 Kgs. both onward and return journey. In addition, leader of the team for Exhibition/Fair may also be allowed excess baggage of 10 kg. for onward & return journey.

### 10.3 LOCAL TOURS ABROAD :

Local tours abroad by any members of the team within the country of deputation may be permitted for the work directly connected with the fairs/exhibitions with the approval of the leader of team. In the case of leader of team, the local tour if any will be undertaken with the approval of the Head of the Indian Mission or post abroad/MD of ITPO.

### 10.4 HOTEL ACCOMMODATION ABROAD :

All officers/employees deputed abroad for organising exhibitions will stay in respectable accommodation suitable to their status and in keeping with the reputation of ITPO with all modern facilities to ensure speedy communications with Headquarters. For this purpose, each team leader will render the certificate that the above facilities were available in the accommodation where stayed. The reservation of accommodation may be organised through Indian Missions or directly by team leader, keeping in view the prevailing circumstances in each case.

### 10.5 ENFORCED HALT(S) :

Enforced halt(s) will be paid on actual expenses (supported by receipts/vouchers) incurred by an employee towards hotel/food etc. subject to maximum of per day Daily Allowance admissible with the approval of CMD. Where no vouchers/receipts are produced or when hotel/meal are provided by Air Company/other organisation, the employee will be entitled to reimbursement of 25% of Daily Allowance Rate admissible drawn. All enforced halts are not only to be certified by the leader of the team or Indian Mission abroad but employee will also furnish evidence in the form of a certification from the concerned Air Company indicating the circumstances/reasons for enforced halts beyond the control of employee. Non-availability of seat/flight will not be taken an adequate reasons or compelled circumstances for Enforced Halt(s).



## 10.6 INCIDENTAL CHARGES :

The expenses incurred towards airport taxes in India and abroad, visa charges in India and abroad, preparation of photographs, inoculation charges will be reimbursed on production of receipts, and where receipts are not possible on certificate by the official the leader of the team will certify his/her own expenses.

10.7 In respect of matters not specifically provided in Rule 10, the cases will be decided with the approval of CMD/Chairman/MD keeping in view the provisions of IFS (PLCA) Rules.

## 11. LEAVE TRAVEL CONCESSION :

11.1 a. The concession will be admissible to all employees (whether permanent, on probation, temporary or officiating) who have completed one year of continuous service on the date of journey performed by him/her family as the case may be.

b. Employees on deputation will also be entitled to L.T.C. as per rules of the Organisation. However, in case of deputationists, the block years (two years Block and four years Block) will remain the same as in their parent cadre/organisations, The deputationists from Central Govt. Departments will, however, be entitled to a grace period of one year in the case of Home Town Concession and in case of concession to travel any place in India, once in the Block of four years.

Employees availing the benefit of LTC to Home Town or any place in India once in a block of four years and two years may, wherever necessary, avail the same in a grace period of one year.

### c. Mode of Travel :

(i) Journey by Train - same as given in Rule 5.2

(ii) Journey by Air - The employees may travel by air between places not connected by rail, where an alternative means of travel is either not available or is more expensive.

(iii) For Journey by Road

a. Between places connected by rail. Between places not connected by rail. Other modes of Travel Any other matter.	As per rule of the Govt. of India as amended from time to time.
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11.2 The concession to visit Home Town is allowed once in a block of two calendar years commencing from 1.1.1977 (1977-78). However, an employee who has a family living away from his/her place of work, may avail of the concession for himself/herself alone every year for visiting his/her home town instead of having the concession for both self and family once in a block of two years.

11.3 The concession to go to any place in India is allowed once in a block of four calendar years commencing from 1.1.77. The concession is admissible to all employees including those who are not entitled to home town concession under para 11.2 above. In case of those eligible for concession under 11.2 above, this concession is in lieu of one of the two concessions available to them in a block of four calendar years.

11.4 An employee will be entitled to claim full reimbursement of actual cost of travel from the Headquarters to Home Town/any place in India and back for himself/herself and the members of his//her family as per entitlement to travel under these rules. Claims should be preferred in prescribed form duly supported by tickets/receipts.

11.5 The term "Home Town" means the permanent home town or village as entered in the service book or other appropriate official record of the Organisation's employees

concerned or such other place as has been declared by him/her, duly supported by reasons such as ownership of immovable property, permanent residence of near relatives etc. at the place where he/she would normally resides but for his/her absence from such station for service in ITPO.

The declaration is to be made in every case to the Organisation who has been declared to be the controlling officer in respect of the employee for T.A. Claims. Persons who enter the Organisation's service in future should make such declarations before the expiry of six months from the date of entry into service. The declaration is subject to the acceptance of the Controlling Officer who shall satisfy himself/herself about the correctness thereof after calling for such evidence as he/she may consider necessary. A declaration of home town once made may ordinarily be treated as final but in exceptional circumstances, the following authorities may authorise a change in such declaration provided that such change shall not be made more than once during the service of the employee :

- i) All officers from DM and equiv. & above- CMD/MD/ED/SGM  
and equivalent & above
- ii) All employees below DMs - GM(Admn.)

In case of Managing Director, Chairman/CMD will be competent authority to authorise change of "Home Town."

11.6 When husband and wife both are employees of the Organisation, the concession will be admissible only;

a. in respect of one of them in accordance with the entitlement of the husband or of the wife, at their option.

b. the members of an employee's family need not accompany the employee or even travel in the same calendar year in which the employee travels. The members of the family will be entitled to this concession irrespective of whether or not the

employee proceeds on leave, but the return journey must be completed within six months from the date of departure and connected against the block year in which the journey is commenced.

- 11.7 An employee may avail L.T.C. during leave of any kind including casual leave. Family of the employee can avail of L.T.C. without employee being on leave himself/herself.
- 11.8. a. An advance limited to 80% of the cost of outward as well as inward journeys will be allowed provided the period of anticipated absence of the employees or his/her family, as the case may be, does not exceed 90 days. When the period of leave or the period of absence exceeds 90 days, the advance will be paid for the cost of outward journey only.
- b. If the family travels separately from the employee, the advance may also be drawn separately.
- c. The Establishment Section will keep proper record in respect of each employee pertaining to Leave Travel Concession.

NOTE :

In respect of matters not specifically provided in the above L.T.C. Rules, the cases will be decided according to the provisions of the L.T.C. rules of the Central Government.

12. CONTROLLING OFFICERS :

- 12.1 CMD/Chairman/MD/ED/SGM shall be his/her own controlling officer.
- 12.2 MD/ED/SGM will be the controlling officer in respect of SGM/GM and DGM & equivalent.

- 12.3 GM(Admn.) will be controlling officer for SM/Mgr./DM & equivalent.
- 12.4 DGM(Admn.) will be controlling officer for Executive/ Sr. Asstt./Asstt./ Jr. Asstt. & equivalent.
- 12.5 SM/Mgr.(Admn.) will be the Controlling Officer for all Class IV employees.

13. MISCELLANEOUS :

A Second TA advance may not be sanctioned to any employee until an adjustment bill in respect of first advance is submitted. However, if an employee is required to proceed on tour within two weeks of the conclusion of the return journey of the preceeding tour thus leaving inadequate time for official to prefer his/her TA bill, 2nd advance may be granted. This applies to foreign deputations also. Under no circumstances, 3rd advance would be permitted.

- 13.1 The officers concerned will be responsible for submission of TA bills/LTC bills/Bills for deputation abroad to Accounts Division duly supported by the copies of sanctions and other documents.
- 13.2 The adjustment bills should be submitted within one month from the completion of the return journey. Claims submitted after one months will be entertained with the approval of the Controlling Officer. The right of the employee to travelling allowance on tours/LTC Transfer/Deputation abroad including DA shall stand forfeited if the claims for it is not preferred within six months from the date of completion of return journey.
- 13.3 TA advance applications for tour in India LTC/transfer and adjustment bills thereof should be submitted/information given in Annexure A(i) and A(ii) respectively.

In respect of deputations abroad each official is expected to submit his/her adjustment bill in Annexure B Part (i) & (ii). In case, it is not possible for the employee to fill up both part of the adjustment Bill, he/she may complete Part I, thereof. This shall be deemed as submission of T.A. adjustment bill and all particulars mentioned therein shall be treated as final.

13.4 Sanction of T.A. Advance :

When tour programme of an employee is approved by the competent Authority that will imply sanction of T.A. advance as per his/her entitlement. No separate sanction of T.A. advance would be necessary in such cases.

13.5 Central Government Rules shall apply when Organisation's rules are silent.

**INDIA TRADE PROMOTION ORGANISATION**

(T.A. BILL FOR TOUR IN INDIA)

(Note: This bill should be submitted in Duplicate to TA/LTC Section)

Part - A(i)

(To be filled in by the official)

1. Name \_\_\_\_\_ Designation \_\_\_\_\_
2. Headquarters \_\_\_\_\_
3. Purpose of Journey \_\_\_\_\_  
(Also mention Fair/ Exh./Event if applicable)  
\_\_\_\_\_
4. Details of Journey(s) performed \_\_\_\_\_

<u>Departure</u>			<u>Arrival</u>			Mode of Travel & Class of accommodation	Fare	
Date	Time	Place	Date	Time	Place		Rs.	Ps.
							paid/payable	

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5. Mode of Journey(s) :

i) AIR Yes/No

ii) RAIL Yes/No

iii) ROAD Mode of conveyance used (i.e. by Government transport/by taking a Taxi, a single seat in a bus or other public conveyance, by sharing with another Government servant in a car belonging to him/her or to third person to be specified  
.....

Note: If the journey(s) by higher class of accommodation has been performed, the approval of the competent authority may be enclosed.

6. Date of absence from place of halt on account of -

(a) Restricted Holidays, and Casual Leave \_\_\_\_\_

(b) Not being actually in camp on Sundays and Holidays \_\_\_\_\_



7. Dates on which free boarding and/or lodging provided by the

a) Boarding only \_\_\_\_\_

b) Lodging only \_\_\_\_\_

c) Boarding and Lodging \_\_\_\_\_

8. Particulars to be furnished alongwith hotel receipts, etc. in cases where higher rate of Daily Allowance is claimed for stay in hotel/other establishments providing board and/or lodging at scheduled tariff :-

NAME OF THE HOTEL	PERIOD OF STAY		DAILY RATE OF ROOM RENT		TOTAL AMOUNT
	FROM	TO	RS.	PAISE	PAID

9. Details of journey(s) performed by road between places connected by rail : -

DATE	NAME(S)	PLACE(S)	DISTANCE	FARE	PAID	REMARKS
	FROM	TO	(KM)	RS.	Ps.	

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10. Amount of Advance of Travelling Allowance drawn Rs. \_\_\_\_\_ Certified that the information given is true to the best of my knowledge and belief.

(SIGNATURE OF THE OFFICIAL)

Dated : \_\_\_\_\_

Note : Before submitting the bill kindly check that the sanction of the tour is enclosed alongwith all bills/receipts in support of your claim.

**ANNEXURE A(ii)**

-3-

Entitlement	PART-A(ii)	Rs.	P.
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i) Railways/Air/Bus/Steamer Fare

ii) Road Mileage for .....Kms.@/Km.

iii) Daily Allowance :

a) \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ Per day \_\_\_\_\_

b) \_\_\_\_\_ Days @ Rs. \_\_\_\_\_ Per day \_\_\_\_\_

iv) Hotel Charges

v) Other Expenses : -

\_\_\_\_\_  
Gross Amount

Less : Amount of advance of T.A. Drawn

Vide Bill No. \_\_\_\_\_ Dt. \_\_\_\_\_

Net Amount \_\_\_\_\_

Passed for payment/recovery of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_ Only)

Asstt.(A/cs)

Executive (A/cs)

Dy. Manager

Mgr./SM

Countersigned

(Controlling Officer)

INDIA TRADE PROMOTION ORGANISATION

TRAVELLING ALLOWANCE BILL FOR DEPUTATION TO \_\_\_\_\_  
\_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

Note : This bill should be submitted in duplicate)

1. Name :
2. Designation :
3. Address (Residential) :
4. Mode of Travel : AIR/RAIL/TAXI
5. Details of Journeys

<u>DEPARTURE</u>			<u>ARRIVAL</u>		
Station	Date	Time	Station	Date	Time

- 
6. Period spent abroad (Countrywise)
- a. Sanctioned
  - b. Actual
  - c. Date on which reported for duty at Hd. Qtrs.
  - d. Period of ex-India leave, if any, availed :
7. Rate of Exchange  
(Bank voucher in support enclosed)
8. Details of advances drawn from Hd. Qtrs.
- i.) US\$ or other foreign currency
  - ii). Rupees
9. Details of surrender of foreign exchange if any, due to reduction in deputation period. (Receipt to be enclosed)

10. Misc. Expenses

- i. Airport Tax :
- ii. Taxi Charges :
- iii. Others :
  - a.
  - b.

11. Enforced Halt

- a. Name of the Place & No. of days
- b. Reasons for enforced halt
- c. Boarding & lodging charges borne or note borne by Airline
- d. Amount spent during enforced halt with details

12. Excess Baggage Ticket utilised

From \_\_\_\_\_ To \_\_\_\_\_ Weight \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Weight \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Weight \_\_\_\_\_

- a. Official or otherwise
- b. Fully utilised ticket for excess baggage enclosed
- c. Partly utilised & fully unutilised ticket for excess baggage returned to Travel

Agency - Copy of forwarding note attached.

**CERTIFICATE**

- i. I actually spent the amount under Misc. expenses as per receipts/ coupons attached.
- ii. I do not possess unutilised Air Ticket or Excess Baggage Tickets.
- iii. I was not allowed free transit by air or free passage otherwise for the journeys performed by air.
- iv. I did not avail of free boarding and/or lodging during the period of deputation for which fully/daily allowance has been claimed in this bill.
- v. During holidays, Sundays for which D.A. is drawn, while on deputation, I was actually and not merely constructively in camp.
- vi. The information furnished above is correct.

Date : \_\_\_\_\_

(Signature of the Official)

- I. Certificate at (i) above is confirmed.
- II. Certified that the team members stayed in respectable accommodation with all communication facilities like Telephone, Telex, Fax etc. during the entire period of stay abroad.

(Signature of the Leader of Delegation)

N.B.



1. Please strike out the columns which are not applicable.
2. Please attach a separate sheet duly signed for furnishing any additional information which is not covered by the proforma.



**ANNEXURE B PART (ii)**

: 3 :

**P A R T - B**

(To be filled in by Foreign Fairs A/cs. Section)

ENTITLEMENT	RATE OF EXCHANGE
-------------	------------------

1 US\$ = Rs.

1 US\$ =

US\$

Rs.

1. Daily Allowance
  
2. Airport Tax
  
3. Enforced halts
  
4. Other Misc. Expenses
  - a.
  - b.
  - c.
  - d.

Gross Total \_\_\_\_\_

Less Advance \_\_\_\_\_

Net Payable/Recoverable \_\_\_\_\_

\_\_\_\_\_

Passed for payment/recovery of Rs. \_\_\_\_\_

(Rupees \_\_\_\_\_)

Accountant

Dy. Manager

Mgr./SM

Countersigned

Controlling Officer