

(PAREEKSHA BHAVAN)

1) Name (in block letters).....	5) Basic Pay/Consolidated Amount.....
2) Designation.....	6) Savings Bank A/c No.
3) Name of College.....	7) Name of the Bank with IFSC Code
4) Permanent Address.....	Voucher No.....
.....	Month of.....
.....	Debit Head.....

[illegible]

General*

- 1) I certify that the amount claimed in this bill or any part thereof has not been claimed previously OR drawn from any other source.
- 2) I certify that the Road journey on.....for which mileage allowance has been claimed at the higher rates was performed in my own car Reg. No.....
- 3) I certify that I was actually present on the previous day of the practical examination for the preparation work.

*Necessary certificate should be attested with dated signature

Memo of Budget Allotment for the year.....	Passed and Countersigned for Rs.....	Advance drawn.....	Revenue Stamp	<i>Signature of the Officer who travelled</i>
Expenditure including this bill.....	Date.....	Balance claimed.....		
Balance.....				

Signature..... Chairman/Board of Examiners/Question Paper setters in.....

Asst. **S.O.** **A.R./D.R.**

Payment by Pareeksha Bhavan

The amount paid by Cheque
No.
Date

<i>Asst.</i>	<i>S.O.</i>	<i>A.R./D.R./L.R./FO</i>	<i>Asst.</i>	<i>S.O.</i>	<i>A.R./D.R./L.R./CE</i>
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RATES OF T. A. AND D. A. TO EXAMINERS, QUESTION PAPER SETTERS, SYNDICATE MEMBERS, PRINCIPALS OR THOSE WHO TRAVEL ON CALICUT UNIVERSITY EXAMINATION BUSINESS

- Note :
- No. T. A./D. A. will be paid if the journey distance is not more than Eight Kilometres unless otherwise specified in the rules.
 - For calculating T. A./D. A. Head quarters alone will be considered. Vacation address will not be considered.
 - The Vice-Chancellor may, for special reasons to be recorded, allow a particular examiner/question paper setter, mileage allowance at a higher rate than is prescribed in rule 1 below.
 - The provisions under these rules are independent of the provisions in Part II, KSR.

Rule 1. Travelling Allowance for journey by Road/Rail

Road Mileage/Rail

Road Mileage @ Rs.2 per kilometer (special conveyance) OR II A/C Railway fare + incidental expense at the rate of 80 paise per kilometre for Grade I officers

Classification	Rate	Eligible class of journey by train
Grade I - All employees who draw an actual basic pay of Rs. 50,400/- and above	0.80	II AC
Grade II (a) - Employees with actual basic pay of Rs. 42,500/- and above, but below Rs.50,400/-	0.60	I Class
Grade II (b) - Employees with actual basic pay of Rs.27,800/- and above, but below Rs.42,500/-	0.50	III AC
Grade III - Employees with actual basic pay of Rs.18,000/- and above, but below Rs.27,800/-	0.50	II Class
Grade IV - Employees with actual basic pay below Rs.18,000/-	0.50	II Class

General - If one travels more than 200 kilometres a day by Road, the rate of mileage allowance for the excess over 200 kilometres will be reduced to $\frac{3}{4}$ of the normal rate per kilometre.

- Mileage for journey by Air : (i) Prior Sanction from the Vice-Chancellor has to be obtained for performing journey by Air.
(ii) Actual Air fare + D.A as Incidental Expenses each way (Air tickets should be produced along with the T.A./D.A. claims) + Boarding pass / Ticket Jacket.
- Mileage for Journey by Ship
Actual Ship fare + D.A. outside rate OR $1\frac{3}{4}$ of Fare whichever is higher will be paid (Cash Receipt should be produced for claiming ship fare)
- Daily Allowance
 - Rupees 400/- (Rupees Four hundred only) per day for actual day of University business irrespective of duration of hours of halt. For inter-state travel Rs.550/- per day (Grade I).

Grade	Inside State	Outside State
I	400/-	550/-
II (a)	320/-	450/-
II (b)	320/-	450/-
III	250/-	350/-
IV	250/-	350/-

- Rs. 550/- per day will be paid as D.A. for duty at Lakshadweep.
 - For Chemistry Practical Examination one D.A. will be paid for the previous day of the examination for preparation work provided a certificate to that effect is furnished on the T.A. bill.
 - For meetings of Board of Examiners, Question Paper Setters, D.A. for the actual day of University business will be paid to the members in addition to the eligible T.A. All Officers are eligible for T.A./D.A. only if the distance travelled exceeds 8 kilometres, as per rules.
 - No T.A./D.A. will be paid to the Examiners for Practical/Viva-Voce Examinations etc. unless the distance travelled exceeds 8 kilometres. If the distance travelled is below 8 kilometres but more than 2 kilometres conveyance allowance @ Rs. 5/- per day will be paid for the actual number of days of duty.
 - For intervening Holidays or Off days between days of Duty T.A. or D.A. whichever is less will only be paid.
5. T.A. and D.A. to Syndicate Members / Senate Members
- Road mileage @ Rs.12/- per kilometres will be paid (Special conveyance) irrespective of the distance travelled in a day.
 - D.A. will be Rs. 900/-

Controller of Examinations