

Before filling the bill form please study the rules carefully on the reverse of the Form.

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION BANNU

Travelling Allowances Bill

Name _____ Designation _____ BPS No. _____

Net Pay (excluding allowances) _____ or Declared income _____

Purpose of Journey _____

PARTICULARS OF JOURNEY						Journey by Rail / Bus			K. Meter by Road at Paisa per K.M.		Daily Allowance at Rs.....per day		Total		
Departure			Arrival			Class and number of fares	Rate or Single fare Rail/Bus	Amount	No: of K.M.	Amount	No: of Days	Amount	Amount		
Station	Date	Hours	Station	Date	Hours								9	10	11
1	2	3	4	5	6	7	8	9	10	11	12	13	14		
								R.s	P.s	R.s	P.s	R.s	P.s	R.s	P.s
Grand Total															

Certified that _____
of _____
worked as _____
At _____
from _____
To _____
Attending meeting of _____
on _____

Asst. Supdt Asst. Controller/ Secretary

Declaration

1. I hereby certify that I have actually Traveled by _____ For which I have claimed T.A.
2. Certified that I have actually attended the meeting on _____
3. Certified that Taxi charges of Rs. _____ Were actually paid by me receipt attached
4. Certified that I am drawing pay in BPS _____ and the amount does not Exceed the amount admissible in my own department.

Signature _____
Address _____

Pre-Audited & Passed for Rs.
Rs. Rupees.....
.....
Audit Officer
Audit Asst: Audit Sapdt: B.I.S.E. Bannu

N.B 1. Gazetted staff who claim T.A by own car must submit car registration duly renewed up to date. Sanction of the chairman for use of personal car is must.
2. Non Gazetted staff may submit the following certificate.
Certified that Mr. _____
is drawing basic pay Rs. _____
(Excluding allowance) in the BPS _____
(Copy of Pay Roll to be attached)

Signature and Seal of the Gazetted Officer
Drawing & Disbursing Officer
In case of non-gazetted Govt. Employment.

Revenue stamps to be affixed as under	
For upto Rs. 2000/-	Rs. 2/-
Rs. 2001/- to 10000/-	Rs. 5/-
Above Rs. 10000	Rs. 10/-

TRAVELLING ALLOWANCE RULES

For determining "Class" of Railway journey and Calculating daily and mileage allowance. There shall be different categories as scheduled below except as may be provided otherwise payment shall be made at the rate fixed for the class to which a person is entitled according to his pay i.e. (monthly salary excluding allowances in the case of salaried person) or husband's pay or declared income (in the case of non-salaried persons)

BPS	SPECIAL RATES PER DAY (R.s)	ORDINARY RATES PER DAY (R.s)
1 - 4	400/-	200/-
5 - 11	440/-	310/-
12 - 16	600/-	500/-
17 - 18	640/-	500/-
19 - 20	825/-	625/-
21 - 22	1000/-	500/-

Rates are revised by the government from time to time.

Note:

- (1) Daily allowance will be admissible only for the actual night(s) at the out-station for which daily allowance is claimed. Where night stop is not involved and if absence from headquarters exceeds six hours. Half daily allowance will be allowed.
- (2) Government Servants in BPS-20 and above may stay in Hotels and claim room rent subject to a maximum of three Daily allowances for specified station and 1.5 Daily Allowances at non-specified stations.

Note: The above facilities at serial No.2 are not applicable to supervisors staff. Practical examiners etc in view of their long stay and extra remuneration paid to them.

Special rates of Daily allowances shall be admissible at Islamabad, Lahore, Karachi, Quetta, Rawalpindi, Peshawar, Hyderabad, Multan, Faisalabad, Saidu Sharif/ Mingora, Chitral, Abbottabad and such other place as may be determined by the chairman/Board.

3. Mileage allowance for journey by Public Transport etc for a distance not less than 16-kilometer.

I. Personal car or by engaging a full taxi.	Rs. 5/-	Kilometer
II. Motor cycle or scooter.	Rs. 1/20	-do-
(A). Public Transport playing for hire on single seat basis.		
(i) For govt Servants in BPS-7 & above.	01/-	-do-
(ii) For Govt Servants in BPS-6 & below.	01/-	-do-

5. (I) For the purpose of these rules the member of the board when on duty shall be classed category I (i).
- (II) Unless otherwise entitled to a higher class. Members of inspection Committee of members of the Staff of other Universities/Boards entitled to ACC Railway fare in their own departments shall be considered as officers of class I (ii).
- (i) Place of residence is only for retired employees ordinary travelling allowance shall be paid from the residence of Place of duty and shall terminate at the hour he returns to his residence or his destination as the case may be.
- (II) No daily allowance shall be paid for journey less than 16 Kilometers from the office of the Board/residence/place of duty.
- (III) No K.M. Allowance shall be paid for a fraction of K.M.
- (IV) A person who performs journey by the Board car will not be entitled to any T.A. But shall be paid the daily allowance admissible to him under the rules.

7. (1) Journey shall be performed by the shortest route. If a person travels from a place within the jurisdiction of the Board the journey shall be under-taken by bus unless otherwise provided in Rules or sanctioned by the Chairman.
- (II) the travelling allowance for a journey by Railway admissible to a Board Servant is the fare actually paid for the journey in class of accommodation to which he is entitled or in a lower class Plus half of the fare of the class of accommodation to which he is entitled.
8. The Chairman may himself travel by air and permit the Secretary or any officer of the Board or any other person on Board duty to travel by air. Air tickets shall be submitted along with the TADA Bill.
9. A person who performs journey by rail shall be paid actual railway fare to which he is entitled.
- (10) (1) Any person who while making journey by Road takes a single seat in an omnibus, minibus, a special transport service bus or motor lorry playing for hire shall be entitled to the actual hire paid for the seat.
- (II) Minibus special transport service and upper class fares shall be admissible to category I & II only as defined in Rule. 1.
- (11) The following additional facilities shall be given to the Superintendents of Examination-- Centres, Practical Examiners and invigilator.
 - (i) Supervisory staff. Practical Examiners appointed at local
- (11) The following additional facilities shall be given to the Superintendents of Examination-- Centres, Practical Examiners and invigilator.
 - (i) Supervisory staff. Practical Examiners appointed at local centres and within a radius of 16 kilometers shall be allowed actual fare of single seat of omnibus. Wagon and actual charges of Raksha and Tonga subject to the maximum of Rs. 10/- per working day. For this purpose preparation day will also be considered as working day. Actual place of residence and approximate distance from the residence to the centre shall be shown. A certificate to the amount spent shall be deemed sufficient for the purpose of making payment.
12. (i) Travelling allowance to a servant or a peon shall be admissible when the servant or the peon is accompanying an employees of the Board of Category "1" inspection committee or lady Superintendent of Examination Centre or an Inspectors of Examination centre or where specially sanctioned by the Chairman.
- (ii). Ordinarily mental establishment for an examination Centre shall be locally appointed Travelling allowance to a Residence Chowkidar or Daftri shall be admissible only when he is permitted by the chairman to accompany a Superintendent of examination centre.
13. (i) The chairman shall have the powers to sanction journey performed in the interest of the Board.
- (ii) The chairman shall have the powers to sanction the use of Tonga or any other means of conveyance for any work done in the interest of the Board.
14. (i) The claim for travelling expenses made under these rules shall be submitted on the prescribed T.A Bill form.
- (ii) All bills shall be submitted duly receipted affixing revenue stamps where ever, necessary. Unreceipted & in insufficiently receipted bills shall not be accepted.
- (iii) A declaration to the effect that the journey has been performed by rail or bus, minibus special transport service or own car, Taxi or air shall be recorded on the T.A. Bill.
- (iv) T.A. Bills of Middle schools Teachers and of High School shall be countersigned by the District Education Officer and Head Masters/ Heads of the Institution respectively. T.A. Bills of Gazetted Officers, Headmaster Principal and Professor Lecturers shall be countersigned by themselves.
- (v) The Gazetted Officers/ countersigning authorities shall be responsible for inaccuracy if any, in the distance involved and Net pay Drawn during the period of duty.
15. Bill not presented within six months from the date of journey shall lapse and shall not be entertained unless the delay is condoned by the Chairman for good cause shown. 16. For matters not provided above. The Board shall have the authority to pass such orders as it may deem stationary from time to time.