



THIRUVALLUVAR UNIVERSITY  
SERKKADU, VELLORE - 632 115

Traveling and halting allowance Bill of Thiru/MRs./Ms/.....

Convener/Member of: .....

Railway TO ..... Do	First _____ Class Second fare Do	Dates and hours of journey	Number of K.M. Travelled	From	To	Rs.	P
Or all journeys by established motor car or steamboat services open to the Public at Re.0.50 per K.M.							
* Whenever concessional rates are available for the Railway journey either for the whole or part of the journey, Members will be paid only concessional rates.							
Sitting Fees To One day halting allowance at Rs /- each day necessarily spent at the destination for the conduct of University business as certified below. No halting allowance will be paid in respect of journey under 19 Kms.							
Date	Nature of business						
Total							

Rupees ( In Words)

E.E. Received payment

Station:

Date:



Convener/ Member of

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Re.1/-  
Revenue  
Stamp  
When claim  
Exceeds  
Rs.5000/-  
Signature

NAME AND ADDRESS  
(IN BLOCK LETTERS)



Countersigned and certified that the days for which the halting or detention allowance is claimed were necessarily spent at the destination for the conduct of University business and that the claim may be paid.

Signature.....

Chairman of .....

FOR SPOT PAYMENTS ONLY

1. CERTIFIED that the return journey for which claim has been preferred in this bill will be performed within ten days and if for any reason, the return journey is not so performed, a report will be made to the Registrar, and a refund of such amount as may be required to be made in respect of the return journey will be made by me to the University.
2. CERTIFIED also that for the above journey (to and fro) no claim has been made or will be made from any other public body or such other funds for the above journey to their interest and if any excess payment is found later, it will be liable for recovery from the individual.

Signature  
[P.T.O.]

ATTENTION IS INVITED TO THE FOLLOWING RULES

- (i) Traveling allowance will be paid ONLY BY THE CHEAPEST ROUTE.
- (ii) Traveling allowance can be claimed only after the return journey is completed. For this purpose traveling allowance will be paid provided the return journey is made within TEN DAYS FROM:
- (a) the completion of University business or
  - (b) the date of the meeting for which attendance was necessary.

Note: This limit of TEN DAYS applies also to the ONWARD JOURNEY. In the case of University Authorities, total period of twenty days exclusive of the days involved in the journeys will be allowed.

(iii) No mileage is admissible for journeys within MUNICIPAL LIMITS. Mileage will be paid to places situated outside the Municipal Limits at a distance of three miles and over from the nearest Railways Station. No mileage will be paid for fractions of a mile.

(iv) Travelling or halting allowance will not be paid to members if they have received or claimed from any other public Body such allowance for the journey which enable them to attend the meeting of the University Body.

(v) For any period not exceeding one week between meetings of Boards or adjourned meetings if any, Examiners will be paid detention allowance or traveling allowance for a second journey whichever is less. This rule will apply for journeys made in connection with practical Examinations or any other University business at the same place or any different places.

Note:- This rule will nor operate in the case of meeting of University Authorities.

(vi) NO VACATION ADDRESS IS RECOGNISED FOR PURPOSE OF PAYMENT OF T.A TO EXAMINERS.

(vii) There will be vacation period recognized by the University during the mid-summer vacation for purposes of traveling allowance to MEMBERS OF UNIVERSITY AUTHORITIES FROM 1<sup>ST</sup> April to 15<sup>th</sup> JULY and for teachers of the University (Who travel on University business as authorities) from 1<sup>st</sup> MAY TO 30<sup>th</sup> JUNE.

(viii) Examiners will be paid traveling allowances only from the station which is their usual place of business or wherever they may be at the time, WHICHEVER IS CHEAPER, in respect of journeys made to attend meetings or to conduct Practical Examinations.

(ix) No traveling allowance will be paid in respect of journeys made within the limits of the Vellore.

(x) A member will be entitled to traveling allowance only if the journey is made from his usual place of business. If the return journey is made to a place other than that from which be started, traveling allowance for that journey will be restricted to that admissible for the onward journey.

(xi) In the case of Question Paper Setters who are residents outside the Tamil Nadu, traveling allowance from any place other than their places of residence may be admitted provided it does not exceed the amount admissible had they proceeded from their places of residence.

(xii) Members of University Authorities who are not attached to any particular institution will be paid traveling allowance for attending for the meetings of the Authorities concerned only from their permanent address.

Note:

No countersignature is necessary in the case of bills for journeys to attend meetings of the Syndicate, Academic Council and Committees, or to conduct practical examination. If the Board meeting is held on a separate day after completion of practical in the case of medical Examinations, the counter signature of the chairman is necessary.



**THIRUVALLUVAR UNIVERSITY**  
SERKKADU, VELLORE - 632 115

Thiru/Tmt./Ms./Dr. ....

(IN BLOCK LETTERS)

Date	Particulars	Amount	
		Rs.	P.
	As Convener/member of the Inspection Commission inspected		
	.....		
	.....		
	.....		
		_____	_____
		_____	_____
	Rupees .....		
	.....		

O.E. Contents Received

Station:

Date:

Countersigned

Re.1/- Revenue Stamp claim Exceeds Rs.5000/-
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Signature

Address .....

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(IN BLOCK LETTERS)

Signature and Designation