



# SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL DIR UPPER

Form No.A-1

KHYBER PAKHTUNKHWA, PAKISTAN

Voucher No. \_\_\_\_\_ Date \_\_\_\_\_

Cheque No. \_\_\_\_\_

Name of Claimant \_\_\_\_\_

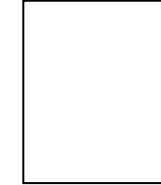
Designation \_\_\_\_\_

Grade \_\_\_\_\_

Basic Pay Scale \_\_\_\_\_

Purpose of Journey \_\_\_\_\_

Appointed by (University/Supdt) \_\_\_\_\_



Signature.....

Name.....

Address.....

Tehsil.....

Received Payment Signature.....

Certified that Mr./Ms.....  
Is working in BPS.....

District/Agency Accounts Officer  
District / Agency Education Officer  
(Duly Stamped)

Chairman / Principal  
Headmaster / Headmistress  
(Duly Stamped)

(Instructions see overleaf)

Certified that..... has  
worked as External Inspector / Resident Inspector/ Suptt./Deputy / Asstt  
Supdt/Practical Examiner in.....(A/S) Exam  
20..... at.....Centre  
w.e.from.....to.....)

Sanction to travel by his personal car / Air as Claimed may kindly be accorded

Bill Asstt ACE/DCE CE

Returned unpassed with the remarks that

Bill Asstt ACE/DCE CE

Date of Journey						Particulars	Journey by Rail, Bus, Car or Air			Mileage by Road			Daily Allowance		Total of col.# 10+13+15
Departure			Arrival				(1)			(2)			(3)		
Station	Date	Hour	Station	Date	Hour		Class & Number of Fare	Rate of Fare Rail/Bus/Car/Air	Amount (RS.)	No. Of KM	Rate	Amount	Rate	Amount (Rs.)	Amount (Rs.)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Grand Total															

### PAYMENT ORDER

Head of Expenditure \_\_\_\_\_

Passed for Rs \_\_\_\_\_

Rupees \_\_\_\_\_

Controller of Examinations

Bill Asstt..... ACE/DCE..... SBBU Sheringal, Dir (Upper)

### AUDIT

Pre-audited & Passed for Rs. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **RATES OF T.A / D.A**

**Revised - 2012**

<b>BPS</b>	<b>Ordinary Rates per day (Rs.)</b>	<b>Special Rates per day (Rs.)</b>
<b>1-4</b>	<b>310</b>	<b>500</b>
<b>5-11</b>	<b>390</b>	<b>550</b>
<b>12-16</b>	<b>700</b>	<b>900</b>
<b>17-18</b>	<b>1250</b>	<b>1600</b>
<b>19-20</b>	<b>1550</b>	<b>2050</b>
<b>21</b>	<b>1750</b>	<b>2500</b>
<b>22</b>	<b>1750</b>	<b>3000</b>

**Note:** Daily allowance will be admissible for the actual night(s) at the out station for which Daily Allowance is Claimed.

Special daily allowance is permissible for PESHAWAR, ABBOTABAD, SAIDU SHARIF & CHITRAL for Examination purpose.

## **TRAVELING ALLOWANCE**

By Public Transport

Rs.2/-per km.

Personal Motor Cycle or Scooter having Registration.

Rs.2/-per km.

Personal Car having Registration.

Rs.5/-per km.

## **INSTRUCTIONS FOR T.A / D.A. BILLS**

1. The claimant may submit his/her bill duly filled in all respect. Incomplete bill shall not be processed.
2. Pay slip issued by A.G Office / District Account Office may be attached.
3. In case where proper pay roll is not adopted a Basic Pay Certificate duly signed by Disbursing Officer (District Accounts / Agency Accounts Officer / District Education Officer / Agency Education Officer) & not by the Principal / Headmaster / Headmistress concerned be appended with T.A / D.A Bill.
4. In case of journey by personal car, a photocopy of Car registration showing the name of claimant clearly as well as upto date Last Paid Token be attached.
5. In case of travelling by Air, Ticket Number may be inserted on the body of T.A / D.A bill & Air Ticket duly attested should also be attached.
6. In case performed as Superintendent / Practical Examiner / Inspector, APPOINTMENT ORDER issued by the office of C.E may be attached in original.
7. In case performed as Deputy / Assistant Supdt, DUTY RELIEVING CERTIFICATE by the Centre Supdt as well as appointment order be attached.
8. Payment of Hotel charges under any circumstances will not be allowed.
9. No TA/DA is permissible to Internal Examiner. In case a Teacher is transferred to some other institution before the commencement of the Examination, the fact should be intimated, so that alternate arrangements may be made accordingly.
10. No TA/DA is permissible within 16 km radius around the Examination Centre.
11. Conveyance allowance is permissible to Local / External Examiner for Practical Examination / Local Inspectors @ Rs.100/- (per working day).
12. Inspection Fee  
(A) Rs.500/- (for Local) (per inspection day)  
(B) Rs.200/- (for non Local) (per inspection day)
13. Revenue stamp worth Rs.4/- must be affixed on T.A / D.A Bill, otherwise Rs.10/- will be deducted from the Bill amount.

Controller of Examinations  
Shaheed Benazir Bhutto University