

കാലിക്കുട്ട് സർവകലാശാല ബി. ടെക് പ്രാക്ടിക്കൽ  
പരീക്ഷ നടത്തിപ്പിന്റെ TA & DA ക്ലെയിം ചെയ്യുവാനുള്ള  
നിർദ്ദേശങ്ങൾ

(സെൽഫ് ഫിനാൻസിങ് കോളേജ് അധ്യാപകർക്ക്)

**\*\*യാത്ര ചിലവ് (Travelling Allowance) (റോഡ് മാർഗ്ഗം)\*\***

- 1 കി.മി മുതൽ 8 കി.മി വരെ യാത്ര ചിലവ് അനുവദിക്കുന്നത് അല്ല.
- 8 കി.മി മുതൽ 50 കി.മി വരെ **\*As per Basic pay or consolidated salary, DA "ഒരു ദിവസത്തിന്"** അനുവദിക്കുന്നത് ആയിരിക്കും.  
**\*(TA limited to DA)** please see the table.
- 51 കി.മി മുകളിൽ, കിലോമീറ്ററിന് 2 രൂപ 50 പൈസ നിരക്കിൽ (Rs.2.50) യാത്ര ചിലവ് അനുവദിക്കുന്നത് ആയിരിക്കും. + ( 6 Hrs to 12 Hrs, Duty time = Half DA , above 12 Hrs to 24 Hrs, Duty time = One DA )

<b>*Basic pay (Rs)</b>	<b>Daily Allowance (DA)</b>
Above 70000	Rs. 600
39000-70000	Rs. 500
25100-39300	Rs.350

(ഗവ. / എസ്റ്റബ്ലിഷ്മെന്റ് കോളേജ് അധ്യാപകർക്ക്)

**\*\*യാത്ര ചിലവ് (Travelling Allowance) (റോഡ് മാർഗ്ഗം)\*\***

- 1 കി.മി മുതൽ 8 കി.മി വരെ യാത്ര ചിലവ് അനുവദിക്കുന്നത് അല്ല.
- 8 കി.മി മുതൽ 50 കി.മി വരെ **DA** ഒരു ദിവസത്തിന് അനുവദിക്കുന്നത് ആയിരിക്കും **TA** അനുവദിക്കുന്നത് അല്ല. **(TA Limited to DA)**
- 51 കി.മി മുകളിൽ, കിലോമീറ്ററിന് 2 രൂപ 50 പൈസ നിരക്കിൽ യാത്ര ചിലവ് **(TA)** അനുവദിക്കുന്നത് ആയിരിക്കും. **(UP and Down)**

കൂടാതെ **Daily Allowance (DA) അനുവദിക്കുന്നത് അധ്യാപകരുടെ അടിസ്ഥാന ശമ്പളം (Basic Pay) കണക്കാക്കിയാണ്**

Grade	Basic pay (Rs)	DA
Gr.I	Above 70000	Rs. 600
Gr.II (a & b)	39000-70000	Rs. 500
Gr.III & IV	25100-39300	Rs.350

**കാലിക്ട് സർവകലാശാല ബി.ടെക് പ്രാക്ടിക്കൽ പരീക്ഷ നടത്തിപ്പിന്റെ Remuneration, ക്ലെയിം ചെയ്യുവാനുള്ള നിർദ്ദേശങ്ങൾ**

B.TECH PRACTICAL I to IV SEMESTER	
Prescribing work	Rs.43.50 per batch
Conducting work	Rs.4.50 per candidate
B.TECH PRACTICAL V to VIII SEMESTER	
Prescribing work	Rs.85.50 (one batch) Rs.51.00 (More than one batch)
Preparing work	Rs.1.50 per candidate
Conducting work	Rs.6.00 per candidate.
B.TECH PRACTICAL VIII SEMESTER VIVA VOCE	
Viva Voce	Rs.4.50 (Minimum Rs.33.00 per day)
Thesis valuation and Viva Voce	Rs.85.50 per candidate per examiner

**Note:-**

**TA Form:** - Please enclosed with Statement of work & Practical Schedule, copy of duty certificate, copy of the appointment order, etc.

**Remuneration Form:** - Please enclosed with Statement of work & Practical Schedule, copy of duty certificate, copy of the appointment order, , etc

month & year of travel for the exam.

## 20

- It is mandatory to fill in.

Daily Allowance for Halts/Special Allowance	Total	Purpose of Journey and Halt with authorisation
---	-------	---

self Financing college (below 50 km)

date of Exam  
(on day exam)

Engineering college with place.

IET  
Kohindar

45  
km

(DA) - Basic pay (below 50km)

$$25100 - 39300 = 350$$
$$39000 - 70000 = 500$$

above - 70000 = 600

Rupees = 350/- (Three hundred & Fifty only)

350

Name of Examination with month & yr.  
and subject name.

It is mandatory Fill in)

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

Place : { it is mandatory to fill in.  
Date :

Advance drawn.....  
Balance claimed.....

Revenue  
Stamp

Signature of the Officer who travelled

Countersigned and certified that the days for which halting allowance is claimed were necessarily spent for conduct of University Business. The claim may be admitted

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



50

**A.B.D.R.**

Pre-Audit by Finance Branch

Payment by Parvisha Bhargava

Rs. \_\_\_\_\_

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

only )

found admissible and passed for payment.

The amount paid by Cheque

No.

Date \_\_\_\_\_

4884

50

**A.R/D.R/I.R/FO**

452

50.

**A.R.D.R./J.R.C.E.**

**UNIVERSITY OF CALICUT**  
(PAREEKSHA BHAVAN)

month a year of travel for the exam

**TRAVELLING ALLOWANCE BILL FOR THE MONTH OF 20**

- |                                 |   |
|---------------------------------|---|
| 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.....       |   |

It is mandatory to fill in

It is mandatory to fill in

Voucher No.....  
Month of.....  
Debit Head.....

Date	Place		Mode of Conveyance used (Special Rail)	Distance		Mileage Allowance for Rail/Air Journeys			Mileage Allowance for Road Journeys		Daily Allowance for Halts/Special Allowance		Total of each line	Purpose of Journey and Halt with authority (No. & Date of Communication) (copy to be attached)
	From	To		By Rail Air	By Road	Train Plane fare at Class	Incidental expenses for Train Travel only		Rate	Amount	Days of Business	Amount of D.A./ Spl. Allowance		
	Station	Station					Rate	Amount						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
		Self Financing college (above 51 km)												
	Engineering college with plau.	IFT Keshavn	-	-	60 km	-	-	-	2.5	150				
	IFT Keshavn	Engineering college with plau.	-	-	60 km	-	-	-	2.5	150				
	<p align="center">(DA) - Basic pay 1 1/2 DA 5 hr to 6 hr exam  <math>25000 - 39300 = 1/2 DA = 175</math>  <math>39000 - 70000 = 1/2 DA = 250</math>  above = 70000 = 1/2 DA = 300</p>													
	<p align="center">RS = (Rupees) ----- only)</p>													

date of examination (one day)

Name of the Examination with month and year & Name of the Subject.

**CERTIFICATE**

- General\*
- I certify that the amount claimed in this bill or any part thereof has not been claimed previously OR drawn from any other source.
  - 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.....
  - 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

Place { mandatory to fill in  
Date {

X Signature

Memo of Budget Allotment  
for the year.....  
Expenditure including  
this bill.....  
Balance.....

Passed and Countersigned for  
Rs.....  
Date.....

Advance drawn.....  
Balance claimed.....

Revenue Stamp  
Signature of the Officer who travelled

Countersigned and certified that the days for which halting allowance is claimed were necessarily spent for conduct of University Business. The claim may be admitted

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

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

Rs.....  
(Rupees..... only)  
found admissible and passed for payment.

Pre-Audit by Finance Branch  
Payment by Pareeksha Bhavan  
The amount paid by Cheque  
No.....  
Date.....

Asst. S.O. A.R./D.R./J.R./FO Asst. S.O. A.R./D.R./J.R./CE



month 4 year of travel for  
the exam

## 20

- Voucher No

Month of.

Debit Head.

(Prop 200)  
Lucky for you

Engineering  
college  
with  
plau.

LET  
Kohinod

Govt. of Arud college (8km to 50km)

Rs. 500/- (Rupees. Five hundred only)

Note

Basic pay - Gr. III 25100 - 39300 = 350  
Gr. II (a4b) 39000 - 70000 = 500  
Gr. I above 70000 = 600

Name of Exam with month & year  
and Name of subject.

(It's mandatory fill in)

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

Place } It is mandatory fill in  
Date }

**Signature**

**Memo of Budget Allotment**  
for the year.....  
Expenditure including  
this bill.....  
Balance.....

Passed and Countersigned for  
By.....  
Date.....

Advance drawn.....

Balance claimed.....

Revenue  
Stamp

**Signature of the Officer who travelled**

Countersigned and certified that the days for which halting allowance is claimed were necessarily spent for conduct of University business. The claim may be admitted

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

**Abstract**

**50**

**A.B./D.R.**

Pre-Audit by Finance Branch

Payment by Parvika Bha Veta

found admissible and passed for payment.

The amount paid by Cheque

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

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

4886

**SQ**

**A.R./D.R./I.R./FO**

**Answer**

50

A.R.D./R./J.R./CF

**UNIVERSITY OF CALICUT**  
(PAREEKSHA BHAVAN)

month & year of travel for  
the exam

**TRAVELLING ALLOWANCE BILL FOR THE MONTH OF**

20

- 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 .....

Date	Place		Mode of Conveyance used (Special Rail)	Distance		Mileage Allowance for Rail/Air Journeys			Mileage Allowance for Road Journeys		Daily Allowance for Hails/Special Allowance		Total of each line	Purpose of Journey and Halt with authority (No. & Date of Communication) (copy to be attached)
	From	To		By Rail Air	By Road	Train Plane fare at..... Class	Incidental expenses for Train Travel only		Rate	Amount	Days of Business	Amount of D.A. Spl Allowance		
	Station	Station				Rate	Amount							
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Govt. of Ardudd college (above 51 km)

Enginury  
college  
with  
plau.

IET  
Kohinor

-

-

60  
km

-

-

-

2.5

150

IET  
Kohinor

Enginury  
college  
with  
plau.

-

-

60  
km

-

-

-

2.5

150

Note:

Basic pay

25100 - 39300 = 3000

39000 - 70000 = 500

above - 70000 = 600

(2hr to 6hr to exam) 1/2 DA 175

1/2 DA 250

1/2 DA 300

(below 50km)

(below 50km)

(below 50km)

(above 51km)

(above 51 km)

(above 51 km)

Name of the exam with month & year,  
and subject name.  
(It is mandatory fill in)

**CERTIFICATE**

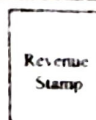
- General\* 1) I certify that the amount claimed in this bill or any part thereof has not been claimed previously OR drawn from any other source  
 2) I certify that the Road journey on..... for which mileage allowance has been claimed at the higher rates was performed in my own car Reg. No.....  
 3) 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

Place .....  
 Date .....  
 { It is mandatory fill in.

Memo of Budget Allotment  
 for the year .....  
 Expenditure including  
 this bill .....  
 Balance .....

Passed and Countersigned for  
 Rs. ....  
 Date .....

Advance drawn .....  
 Balance claimed .....



Signature .....  
 Signature of the Officer who travelled

Countersigned and certified that the days for which halting allowance is claimed were necessarily spent for conduct of University business. The claim may be admitted

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

Pre-Audit by Finance Branch		Asst.	S.O.	A.R./D.R.
Ru. ....	.....	Payment by Pareeksha Bhavan		
(Rupees..... only)	.....	The amount paid by Cheque		
found admissible and passed for payment.		No. ....		
.....		Date .....		
1000	S.O.	Asst.	S.O.	A.R./D.R./AT
	A.R./D.R./R/FO			