



BOARD OF INTERMEDIATE & SECONDARY EDUCATION SAIDU SHARIF SWAT

TRAVELLING ALLOWANCE

Instructions: Prepare your bill in light of TA/ DA rules. Rates given on next page.

Name: _____ Desig: _____ BPS: _____ Running Basic Pay: _____ Account No.: _____

Bank Name: _____ Bank Code: _____ Cheque No. _____ Dated: _____

Purpose of Journey: _____

Dates of Journey						Nature of Journey Bus/car	Mileage by Road			Daily Allowance		Total	
Departure			Arrival				Distance (km)	Rate	Amount (Rs.)	No. of Days	D.A per day	Amount (Rs.)	Amount (Rs.)
Station	Date	Hour	Station	Date	Hour	8							
1	2	3	4	5	6	7							
						Grand Total:							

N.B. 1. Gazetted staff claiming T.A by own car must submit car registration and pay slip.

2. Non-Gazetted staff may submit the following certificate.

Certified that Mr. _____ is drawing Basic Pay Rs. _____ (excluding allowances) in BPS _____

Duties verified

Asstt. Supdt. Asstt. Controller

Signature: _____

Address: _____

Phone/Cell No. _____

Signature and Seal of the Head of Institution

Received Payment

Signature

TRAVELLING ALLOWANCE RATES

1. Daily Allowance Rates

BPS	SPECIAL RATES PER DAY (Rs)	ORDINARY RATES PER DAY (Rs)
1-4	400	200
5-11	440	310
12-16	600	500
17-18	640	500
19-20	825	625
21-22	1000	700

1. Travel Allowance Rates

Category	Per Kilometer rate
Personal car/ Taxi	Rs. 5
Motorcycle/ Scooter	Rs. 2
Public Transport	Rs. 1
Govt. servants (BPS 1 – 22)	Rs. 1