

From

Director Higher Education,
Haryana, Panchkula.

To

All Principals posted in the Government Colleges
in the state of Haryana.

Memo No. 11/8-2022 Ad(2)

Dated: 28-7-2022

Subject:- To obtain approval /permission from the competent authority before sending TA bills for countersignature as well as to send TA bills once in a month of journey performed.

Kindly refer on the subject noted above.


It has come to the notice of the department that the Principals /officiating Principals working in the Govt. Colleges in the State of Haryana send their TA Bills for countersignature alongwith the letters for seeking approval of JBJ which is against the Govt. instruction issued from time to time. First of all, the permission from the competent authority should be obtained as per provision contained in the HCS(TA) Rules, 2016 under Rule 12 mentioning the date of journey, Mode of Journey, Place to be visited and purpose of journey which are generally not mentioned in the letter received from the Principals. In the absence of aforementioned points the department has to face difficulty in granting the permission of JBJ to the officer concerned. However, it has also been observed that the Principals/officiating Principals send their TA bills of five or six months together in single TA bill form which is also not appreciable. Moreover, in HCS(TA) Rule, 2016 under Rule-77 (1 & 2) there is a following provision:-

77. Submission of Claim once in a month.-

(1) The Government employee shall submit his travelling allowance claim, in the prescribed form appended to these rules, only once in a month for various journeys performed during the preceding month and no supplementary claim in this regard shall be entertained.

(2) The copy, in original, of tour programme approved by the competent authority shall invariably be attached with the claim.

In view of above, you are directed to get their Journey beyond Jurisdiction sanctioned from the competent authority and thereafter ensure to send the TA bills alongwith the copy of sanction order of JBJ and also to claim their TA bills month wise instead of sending the TA bill of more than one months together.


Superintendent Admn
for Director Higher Education,
Haryana, Panchkula