

केंद्रीय होम्योपैथी परिषद्
CENTRAL COUNCIL OF HOMOEOPATHY
जनकपुरी, नई दिल्ली-58
JANAKPURI, NEW DELHI-58
Guidelines for submitting TA/DA claims

- i. Besides travelling cost, food charges @ Rs.900/- per day shall be paid. No bill is required to be submitted for food charges.

Actual postage charges (only in respect of P&T Deptt.) for sending the Inspection Report can also be claimed provided that original receipts of said expenditure are made available to support the claims.
- ii. The actual amount paid by the Inspectors/Visitors for the stay in Hotel/Circuit House/Guest House/Dak Bungalows at the place of duty/inspection only up to a maximum amount of Rs.4500/- per day shall be reimbursed to him/her providing that original receipt is made available along with. Please note that charges for stay at any place than the actual place of duty/inspection are not reimbursable.
- iii. The actual expenses incurred by the claimant for his/her travel, food, lodging (on the station of duty only) and postage charges, subject to the maximum ceiling as mentioned above, may be reimbursed by the CCH on receiving his/her T.A/D.A claim along with original tickets/receipts/bills.
- iv. The TA Form duly filled in completely and legibly (mentioning the name, complete postal address and PIN along with the e-mail and Phone/Mobile numbers of the claimant) and signed at the place mentioned on the bottom of page 3 of the T.A/D.A claim form by the claimant (signed on a revenue stamp of Rs.1/-, if the claim is for an amount of Rs.5000/- or more) along with all vouchers/bills/receipts/tickets in original are to be submitted to the **'Secretary, Central Council of Homoeopathy, Jawaharlal Nehru Bharatiya chikitsa Avum Homoeopathy Anusandhan Bhawan, 61-65, Institutional Area, Opp. D Block, Janakpuri, New Delhi-110058'**, positively before completion of sixty days of the date of inspection/meeting/journey.
- v. The T.A. claim received in the CCH office after sixty days from the date of inspection will be treated as 'time barred claim' and no payment may be made against such claims unless delay is justified and found fit for relaxation as per Govt. Rules.
- vi. In case of cancellation of tickets due to postponement or cancellation of programme / inspection by the CCH, admissible cancellation charges are reimbursable by CCH, if claimed, subject to submission of relevant documents/receipts/bills in original.

- vii. Please provide the Bank Account Number, IFSC code, name of the Bank and name of Branch in the form provided with the T.A. bill along with a cancelled cheque leaf of the said bank account, for crediting the amount of sanctioned T.A/D.A directly to the Bank Account of the claimant.
- viii. The Inspectors/Visitors appointed are requested to make reservations for the to and fro journey as per directions given in letters of Central Council for inspection.
- ix. The Inspector / Visitor who is entitled to travel by air in her/his official capacity (under the respective State/Central Govt. Rules), may travel by Air in Economy class at her/his discretion by the shortest direct route or by train in 2nd A.C.. However, it is necessary to travel by Air India (by economy class only) on the sectors where Air India flights are available. However, Ministry of Civil Aviation has notified 37+26+15=78 sectors/routes where Air India does not operate. No permission is required if travelled by private airlines on these 78 sectors. Copy of list of 78 sectors is enclosed.
- x. In case a Medical Inspector/Visitor appointed for inspection wishes to travel by any private air line on other routes , it is necessary to obtain prior permission from '**Financial Advisor, Ministry of AYUSH, B-Block, GPO Complex, INA, New Delhi-110023**' mentioning the reasons for opting journey by the Private Airline along with copy of Commission letter. The re-imburement for journey in Private Airlines on the Sector(s) connected by Air India shall be made only on submission of the permission letter in original from Financial Advisor of said Ministry.
- xi. Please note that booking of air tickets is permissible either directly from office / website of the concerned airline or through any of the three authorized agents namely M/s Ashok Travels & Tours or M/s Balmer Lawrie and Co. Ltd. or IRCTC. No other agency (including online agencies like makemytrip, yatra.com, via.com, Paytm, amazon.in, cleartrip, skyscanner, goibibo.com etc.) is authorized for booking of air tickets for official tours (by Govt. of India) and no air fare shall be paid in case of non-compliance. Please enclose air tickets reflecting the amount of fare on it and the **boarding pass** in original with the T.A/D.A claim.
- xii. In case of travel by Car / Taxi between places connected by train, the claim shall be restricted to 1st class train fare under the TA Rules.
- xiii. The T.A/D.A claim will be considered for re-imburement by the CCH office only after receipt of the Inspection Report, in compliance of letter issued by CCH, to claimant.

ANNEXURE-I

PROFORMA FOR SEEKING RELAXATION FOR TRAVEL BY OTHER AIRLINES

1. Name with designation :
2. E-mail address :
3. Mobile/telephone/fax no. :
4. Ministry/ Department along with address :
5. Whether on duty or for LTC purpose :
6. Details of family members in case of LTC :
7. Complete sector for which travel is intended
Including the sector(s) for which relaxation is
Required :

Sector*	Date	From	To	Flight No. Dep. Arr.
Sector 1				
Sector 2				
Sector 3				

* Sector(s) for which relaxation is required may be indicated by (#) mark.

8. Detailed reason(s) for not utilising Air India services :
9. Attach Non -Availability of Seat Certificate in case
relaxation is required due to non-availability of
seat(s) in the Air India flight(s) :

Signature

(Name & Designation)

Annexure-II

Sl. No.	Sectors
01	Ahmedabad – Pune- Ahmedabad
02	Ahmedabad- Jaipur- Ahmedabad
03	Ahmedabad- Indore- Ahmedabad
04	Bangalore-Coimbatore- Bangalore
05	Bangalore- Vishakhapatnam –Bangalore
06	Chennai-Coimbatore- Chennai
07	Chennai-Tuticorin-Chennai
08	Chandigarh- Srinagar-Chandigarh
09	Guwahati - Dibrugarh- Guwahati
10	Guwahati –Bagdogra- Guwahati
11	Hyderabad-Bhubaneswar- Hyderabad
12	Hyderabad- Bhopal- Hyderabad
13	Hyderabad-Cochin- Hyderabad
14	Hyderabad-Coimbatore- Hyderabad
15	Hyderabad-Nagpur- Hyderabad
16	Hyderabad- Rajamundry- Hyderabad
17	Hyderabad- Raipur- Hyderabad
18	Hubli- Bangalore- Hubli
19	Jaipur-Jammu- Jaipur
20	Jaipur-Hyderabad-Jaipur
21	Kolkata- Raipur- Kolkata
22	Kolkata-Visakhapatnam-Kolkata
23	Lucknow- Patna- Lucknow
24	Lucknow-Kolkata-Lucknow
25	Mumbai- Bhuj- Mumbai
26	Mumbai-Diu- Mumbai
27	Mumbai-Nanded- Mumbai
28	Mumbai-Porbandar- Mumbai
29	Mumbai- Jabalpur- Mumbai
30	Mumbai-Pune- Mumbai
31	Mumbai – Vadodara- Mumbai
32	Nagpur-Kolkata- Nagpur
33	Nagpur-Hyderabad- Nagpur
34	Nagpur-Pune- Nagpur
35	Nagpur-Bangalore- Nagpur
36	Nagpur-Indore- Nagpur
37	Varanasi-Kolkata-Varanasi

Annexure -III

S.No.	Sectors
1	Agartala-Guwahati-Agartala
2	Amritsar-Srinagar-Amritsar
3	Bhopal-Raipur-Bhopal
4	Bangalore-Tuticorin-Bangalore
5	Bangalore-Raipur-Bangalore
6	Bangalore-Pondicherry-Bangalore
7	Bangalore-Belgaum-Bangalore
8	Chennai-Kozhikode-Chennai
9	Chennai-Rajamundry-Chennai
10	Chennai-Tiruchirapali-Chennai
11	Chennai-Vishakhapatnam-Chennai
12	Delhi-Gorakhpur-Delhi
13	Guwahati-Aizawl-Guwahati
14	Hyderabad-Indore-Hyderabad
15	Hyderabad-Pondicherry-Hyderabad
16	Indore-Nagpur-Indore
17	Indore-Bangalore-Indore
18	Jorhat-Guwahati-Jorhat
19	Jorhat-Kolkata-Jorhat
20	Mumbai-Hubli-Mumbai
21	Mumbai-Surat-Mumbai
22	Mumbai-Belgaum-Mumbai
23	Mumbai-Bhavnagar-Mumbai
24	Patna-Ranchi-Patna
25	Varanasi-Kolkata-Varanasi
26	Varanasi-Lucknow-Varanasi

Annexure -IV

S.No.	Sectors
1	Bhopal-Jabalpur-Bhopal
2	Bhubaneswar-Kolkata-Bhubaneswar
3	Bhubaneswar-Visakhapatnam-Bhubaneswar
4	Calicut-Bangalore-Calicut
5	Chennai-Belgaum-Chennai
6	Chennai-Bhubaneswar-Chennai
7	Chennai-Pune-Chennai
8	Guwahati-Jaipur-Guwahati
9	Guwahati-Silchar-Guwahati
10	Kolkata-Patna-Kolkata
11	Kolkata-Ranchi-Kolkata
12	Pune-Indore-Pune
13	Pune-Kochi-Pune
14	Mumbai-Hubli-Mumbai
15	Visakhapatnam-Vijayawada-Visakhapatnam