

UNION PUBLIC SERVICE COMMISSION, NEW DELHI

Subject-Note regarding payment of the Commission's contribution towards travelling expenses of candidates summoned for interview/Personality Test/Viva Voce/Intelligence Tests etc.

The Union Public Service Commission do not defray the travelling or other expenses of candidates summoned for interview. They however, contribute towards those expenses to the extent mentioned below:-

(a) In respect of journeys by rail, payment of the Commission's contribution towards the travelling expenses of a candidate shall be restricted to a single Second Class (Mail) railway fare by the shortest route to the place of interview from the railway station nearest to the candidate's normal place of residence or from which he actually performs the rail journey, which is nearer to the place of interview, and back to the same station or the amount of railway fare actually incurred, whichever is less. In addition to Second Class railway fare, sleeper charges shall be reimbursed to the candidates who avail of the sleeper facility, in respect of journey by sea from and to any place in India which is not connected by rail and where the mode of travel is by steamer, the rate of contribution will be restricted to a single Second Class steamer fare exclusive of the diet charges. In the case of candidates who are called for interview from Andaman and Nicobar Islands and Lakshadweep, the Commission's contribution towards their steamer charges will be restricted to "Bunk Class" fare only. In the case of a candidate who comes from outside India, the Commission's contribution towards T.A. will be restricted to that admissible for journeys performed within the limits of the Indian Union.

(b) A candidate who resides at a place where there is no railway station shall, for the portion of road journey, performed by him, be paid road mileage at the rate of 50 Paise per Kilometre or the actual amount paid for the road journey, whichever is less. The road mileage will be based on the road journey performed to and from the nearest railway or steamer station, or from the sub-division or Tehsil Headquarters, to the nearest railway or steamer station and back, whichever distance is shorter.

(c) Railway servant will be paid the same contribution as are admissible to other candidates on producing a certificate from the appropriate railway authority to the effect that they were not provided with free passes/P.T.O.'s to cover the journey. No such contribution will be paid if they use a privilege pass for the purpose of coming for interview.

(d) If railway servants or other Central Government servants use a Privilege Tickets Order they will be paid the amount spent on the Privilege Ticket Order subject to a maximum of the Second Class railway fare by the shortest route or the amount of railway fare actually incurred by the candidates whichever is less.

(e) Halting allowance at the rate of Rs.30.00 per day shall be granted to candidates summoned for interview/personality tests etc. at Delhi in the following circumstances:-

- (i) Where a candidate is invited for interview on a particular date, but is not interviewed on that date due to administrative difficulties and is interviewed on another date soon thereafter;
- (ii) Where candidate is called for interview by the Commission for different posts on two different dates, the interval between these dates being so short that the candidate cannot be expected to go back and come again; and

Note - Halting allowance under the clause may also be granted by the Commission to a candidate who is called for an interview by any Organization, other than the Commission and is paid T.A. by that Organization for his journey from his normal place of residence to the place of interview and back (but not halting allowance for the same period) and who continues to stay at the place of interview to attend interview of the Commission provided that such halting allowance would have been payable by the Commission under the sub-para had the earlier interview also been arranged by the Commission instead of by any other organization.

(iii) Where a candidate is required to take a written practical test followed by interview on a subsequent date.

No halting allowances shall be admissible for the particular date(s) on which an interview or a written test is held. The payment of halting allowance shall be subject to the condition that the contribution towards travelling allowance for the journey to and from plus the halting allowance is more economical than the payment of T.A. contribution for two separate journeys to and fro.

(f) In all cases where Rail-cum-Road Tickets are available candidates should utilize them for their journey. The Commission's contribution in such cases will be limited to the cost of rail-cum-road tickets, wherever such tickets are available.

(g) In all cases where journey is performed by Railways at a time when concessional return tickets are available the Commission contribution for the journey by Rail shall be limited to the cost of such return tickets.

(h) In case any other concession is used, the candidates will be paid the amount spent on rail fare subject to a maximum of Second Class railway fare by the shortest route or the amount of Railway fare actually incurred by him, whichever is less.

(i) Where a candidate commences his journey to the place of interview from a place other than one mentioned as the normal place of residence in his application and this place is more distant from the place of interview than the normal place of residence, he should bring with him, in case he is employed a certificate from his employer in the case of private employment and from the Head of the Office in the case of employment under Government, to the effect that he actually performed the journey from the place for the purpose of the interview. In case he is not employed, any change in the normal place of residence would be recognized only if he had informed the Commission of the change in his address prior to the date of interview.

Note 1- The Commission's contribution towards the travelling expenses will be paid in cash on the spot when the candidates come for interview, except where the candidature is provisional. Candidates are therefore, required to bring with them the enclosed T.A. Forms duly filled in with particulars of onward and return journey when they come for interview.

Note 2 - The Commission do not make arrangements for boarding and lodging of the candidates.

संघ लोक सेवा आयोग UNION PUBLIC SERVICE COMMISSION
संघ लोक सेवा आयोग से यात्रा भत्ता के अंशदान की मांग प्रस्तुत करने के लिये फार्म

Form for claiming Travel Expenses Contribution from Union Public Service Commission

साक्षात्कार का स्थान साक्षात्कार की तिथि पद का नाम
Place of the Interview Date of Interview Name of the Post

कृपया इस फार्म की दो प्रतियां टिकट और बोर्डिंग पास के साथ प्रस्तुत करें

(To be submitted in duplicate, with the ticket and boarding pass if any)

नाम और पूरा पता Name and address (in block letters)	रेल से संबद्ध स्थानों के बीच रेल या दूसरे साधनों द्वारा की गई यात्रा का विवरण Particulars of journey by rail or other means between the station connected by Rail				गाड़ी का नाम Name of the Train	श्रेणी, जिसमें यात्रा की गई Class in which travelled	वास्तव में दिया गया रेल या बस का किराया Rail /Bus fare actually paid (amount in rupees)
	निर्गम Departure		आगमन Arrival				
	From		To				
	स्थान Station	तिथि Date	स्थान Station	तिथि Date			
1	2	3	4	5	6	7	8
	आने की यात्रा Onward Journey						
	वापसी यात्रा Return Journey						
					Total		

जो रेल से संबद्ध नहीं हैं, उनके बीच यात्रा का विवरण

PARTICULARS OF THE JOURNEY BETWEEN STATION NOT CONNECTED BY RAIL

सामान्य निवास स्थान से निकटतम रेल या स्टीमर स्टेशन की दूरी और उसका नाम /
Distance from the normal place of residence to the nearest railway /steamer station and its name:
सामान्य निवास स्थान जिस उप मंडल /तहसील में स्थित है, उसका नाम और उसके मुख्यालय का नाम
Name of the sub-division/Tehsil in which the normal place of residence is situated and its H.Q. :
यदि उप मंडल या तहसील के मुख्यालय में कोई रेल या स्टीमर न हो तो मुख्यालय के निकटतम रेल या स्टीमर स्टेशन की दूरी और उसका नाम
If sub division or Tehsil HQ has not a railway/steamer station, give the distance from HQ to the nearest railway station and its name :

कुल योग Grand Total

उम्मीदवार के हस्ताक्षर
Signature of the candidate

अनुक्रमांक / Roll Number

प्रमाणित किया जाता है कि / Certified that

- कालम 8 में दावा किये गये रू0 मैंने वास्तव में साक्षात्कार के स्थान तक यात्रा के लिये रेल/सडक/हवाई जहाज के किराए पर व्यय किये और वापसी यात्रा के लिये दावा किए गए रू0 वापसी यात्रा के लिये किराए के रूप में मेरे द्वारा व्यय किए जायेंगे.
Rs..... claimed in Col 8 were actually spent by me on rail/road/air fare for performing journey upto the place of interview and Rs claimed for the return journey will be spent by me on fare for the return journey.
- इस यात्रा के लिये किसी दूसरे स्रोत से कोई यात्रा भत्ता या यात्रा बिल का कोई अंशदान नहीं मांगा गया.
NO TA or any other contribution towards TA in respect of this journey has been claimed from any other source.
- इस यात्रा के लिये कोई रियायती वापसी टिकट नहीं मिला है.
No concessional return ticket was available.
- मैं रेल कर्मचारी हूँ / नहीं हूँ.
I am / am not a railway servant.
- सं. लो. से. आ. द्वारा मेरा पिछला साक्षात्कार दिनांक को किया गया था.
I was previously interviewed by UPSC on
- (यदि यात्रा हवाई जहाज से की गई है) मैं वचन देता /देती हूँ कि इस यात्रा के लिये टिकट भारत सरकार के व्यय विभाग के द्वारा अनुमत्य देवल एजेंसी * से सर्वोत्तम उपलब्ध किराए पर ही दिनांक को बुक की गई है .
(If journey performed by Air)

I hereby undertake that the air ticket for the aforesaid journey was booked on at the BEST AVAILABLE FARE through the travel agent authorized* by Govt of India, Deptt of Expenditure.

(strike out, if not applicable)

उम्मीदवार के हस्ताक्षर
Signature of the candidate

REVERSE

केवल कार्यालय के उपयोग के लिये (For Office Use Only)

प्रमाणित किया जाता है कि / Certified that

- उम्मीदवार ने यात्रा भत्ता अंशदान का दावा उचित प्रकार से किया है.
The candidate has claimed TA contribution from the right place.
- सड़क मील भत्ता नियमानुसार दिया गया है.
The road mileage allowance has been allowed in accordance with the rules.

रूपये के लिये स्वीकृत किया गया / Passed for Rs(अंकों में)

रूपये (शब्दों में) Rupees (in words)

-----Only)

लेखा अधिकारी / Accounts Officer
संघ लोक सेवा आयोग
Union Public Service Commission

भुगतान करें / Pay Rs

Rupees

.....(Only)

लेखा अधिकारी / Accounts Officer
संघ लोक सेवा आयोग
Union Public Service Commission

प्राप्ति / RECEIPT

रकम प्राप्त की Received a sum of (अंकों में / in Figures) Rs.....

रूपये (शब्दों में / in words) Rupees

-----Only

रसीद / Receipt

रकम प्राप्त की / Received the payment

यदि रकम ₹०, 5000 से अधिक है तो 1 रु का राजस्व टिकट लगाना आवश्यक है
Revenue stamp of Re 1/- and signature thereon if the amount is more than Rs 5000-

उम्मीदवार के हस्ताक्षर
Signature of the candidate