



LAHORE GARRISON UNIVERSITY

Main Campus, Sector-C Phase-VI, DHA Lahore
Ph: 042-37181821-22 Email: info@lgu.edu.pk

Notification No. 40/-24

Dated: 28 Nov 2024

NOTIFICATION LGU TA / DA / RA POLICY

LGU Policy on Travelling, Daily and Residence Allowance has been approved by the competent authority and enclosed herewith for compliance, please.

Brig
Registrar

[Adnan Ahmed Khan, SI(M), (Retd)]

To: All Deans, Directors, Chairpersons, Deputy Registrars (Admin & Acad),
Managers (Admissions & Marketing and Ibtida), SMO and Librarian



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(Revised – VII)

T.A.D.A Policy

1. T.A.D.A (Travelling, Daily, and Residence Allowance)

Definition:

- When any Faculty or staff member is assigned an official task to liaise with various offices, universities, industries, professionals, and different competition platforms to attend seminars, workshops, and official meetings to represent the LGU in other cities of Pakistan, he/she will be eligible for T.A, D.A, and R.A on the prescribed form.
- The related employee must secure the competent authority's approval before representing the LGU in any of the activities mentioned above in para (a).

2. T.A.D.A Rates (Inter-City)

Scale	D.A		R.A	T.A
	Overnight Stay	Short Stay		
LGPS-4 to LGPS-16	Rs.1,500	Rs.1,000	Rs. 3,000	Rs.25/KM
LGPS-17 to LGPS-20	Rs.3,000	Rs.2,000	Rs. 5,000	
Registrar	As Actual			
Vice Chancellor	As Actual			

D.A – Daily Allowance

R.A – Residence Allowance

T.A – Travelling Allowance

- Note:** T.A., D.A. & R.A. will be paid/reimbursed as per actual bills or rate in Table 2 above, whichever is lower.

4. TA (Travelling Allowance for Intra-City)

Definition:

- When official transport services are unavailable and official duty is assigned to an employee to liaise with various offices, industries, bank visits, attend seminars, or purchase different things for the university within Lahore and its surroundings. So, in this case anyone uses his/her conveyance then he/she will be eligible for this travelling allowance in lieu of fuel expenses by getting the pre-approval on the prescribed form.

5. TA Rates (Intra City)

Scale	T. A	Vehicle Category
For All Grades	Rs. 25/Km	Car
For All Grades	Rs. 15/Km	Motorcycle

6. Grade Equivalence Chart for Contractual Employees

S. No.	Designation	Equal to
1	Professor/Treasurer/Senior Directors/COE	
2	Associate Professor /Director Level / Equivalent	LGPS-20
3	Assistant Professor /Deputy Director Level / Equivalent	LGPS-19
		LGPS-18



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	(i.e. Deputy COE, Deputy Treasurer, Deputy Registrar, or any Deputy Director)	
4	Senior Lecturer / Lecturer / Associate Lecturer / Assistant Director Level / Equivalent (i.e. Assistant COE, Assistant Treasurer, Assistant Registrar, or any Assistant Director)	LGPS-17
5	Assistant Lecturer / TA / Officer Level / Equivalent (i.e. Admin Officer COE, Accounts Officer, Admin Officer RD, Admin Officer HR, Admin Officer QEC, or any Officer category)	LGPS-16
6	Superintendent / Supervisor Level (i.e. Supervisor COE, Accountant, Supervisor RD, Supervisor HR, Supervisor QEC, or any Supervisor category)	LGPS-14
7	Senior Office Assistant / Upper Division Clerk level (i.e. Senior Office Assistant COE, Senior Assistant Accountant, Senior Office Assistant RD, Senior Office Assistant HR, Senior Office Assistant QEC, Lab/Library Assistant, or any Senior Assistant category)	LGPS-12
8	Junior Office Assistant / Lower Division Clerk level (i.e. Junior Office Assistant COE, Junior Assistant Accountant, Junior Office Assistant RD, Junior Office Assistant HR, Junior Office Assistant QEC, Lab/Library Assistant, or any Junior Assistant category)	LGPS-10
9	Specialized Trade level (i.e. Electrician, Driver, Plumber, Carpenter or Cook, etc)	LGPS-8
10	Lower Class-I (i.e. Naib Qasid, Security Guard, Lab Attendant, etc)	LGPS-6
11	Lower Class-II (i.e. Sweeper, Gardner, etc)	LGPS-4

7. Forms

i. Travelling Authorization Form (TAF):

This form is required for pre-approval of travelling from the concerned Authority.

- TAF-Intra City..... (Anx "A")
- TAF-Out of City..... (Anx "B")

ii. Claim Form:

For a claim of reimbursement of expenses incurred, attach the following supporting documents.

- Claim Form (Anx "C")

- Traveling Tickets/Slips/Bills
- Hotel Bills/Slips
- Taxi fare (If available otherwise on plain paper by a concerned individual with signature)

8. Half Daily

If an employee's visit covers 12 Hours of a day shall claim half daily, half daily does not include a night stay.

9. Advance T.A.D.A

Advance T.A.D.A is not allowed but the Authority can approve the advance TADA.

10. International T.A.D.A

- Air ticket through PIA/National Airline, economy class at the shortest travel route. A copy of the air ticket/boarding shall be required for reimbursement.
- Daily allowance: As approved by the Authority.
- Residence Allowance: As approved by Authority.
- In-station / local traveling: Reimbursement of actual traveling bills. Follow the most economical option for traveling.

11. Note:

- In the case of personal car use, the faculty/staff can claim fuel expense cost only as per para 1 & Table 2.

.....(End).....