

Regd.

From

Director General Higher Education,
Haryana, Shiksha Sadan,
Sector-5 Panchkula.

To

All Principals posted in the Govt. Colleges,
in the State of Haryana.

Memo No. 11/24-2025 Ad(3)

Dated: 31.10.2025

Subject: Directions regarding submission of proposals for Journey Beyond Jurisdiction (JBJ) and TA/DA bills – instructions thereof.

Kindly refer to the subject noted above.

I am directed to invite your attention to this Department's earlier instructions issued vide Memo Nos. 11/8-2022 Ad(2) dated 28.07.2022, 14.10.2022 and 28.06.2023 on the subject cited above, wherein it was clearly mentioned that prior approval of *Journey Beyond Jurisdiction (JBJ)* must be obtained before forwarding *TA/DA bills* for countersignature. However, it has been observed that some Principals are still forwarding *TA/DA bills* either directly without obtaining prior *JBJ* sanction or are submitting requests for *JBJ* sanction along with the *TA/DA bills*, which is irregular. It has also been noticed that some cases are being submitted under the provisions of the Punjab Civil Services Rules (PCSR), whereas since the enforcement of the Haryana Civil Services (Travelling Allowance) Rules, 2016 with effect from 19.07.2016, the provisions of PCSR are no longer applicable in this matter.

In order to bring uniformity and avoid procedural lapses, it is hereby directed that all Principals/Officiating Principals, posted in the Government Colleges in the State of Haryana shall strictly adhere to the following procedure while submitting proposals for Journey Beyond Jurisdiction (JBJ) sanction and TA/DA bills:-

1. The proposal for JBJ sanction must be submitted as per **Haryana Civil Services (Travelling Allowance) Rules, 2016 and Finance Department, Govt. of Haryana letter No. 5/27/98-1FR (FD) dated 20.06.2018**, in the prescribed proforma.

Date	From	To	Mode of Journey	Purpose of journey
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2. TA/DA bills should be submitted only after approval of JBJ sanction.

3. Mode of journey must be clearly mentioned:

If the journey is by car, attach RC copy of the vehicle and specify relationship with the owner.

As per **Finance Department Notification No. 69/02/2018-1FR/27317 dated 07.04.2023**, travel by a registered personal vehicle in the name of the

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government employee concerned or in the name of his/her spouse or a vehicle borrowed by him/her from his/her immediate family members i.e. parents, real brothers or sisters. shall be treated under the "own car" category.

4. In case of journey by taxi, attach booking slip.
5. The purpose of journey should be clearly stated with supporting documents (e.g. official orders, circulars, etc.).
6. The distance between starting and ending points must be specifically mentioned with supporting proof.
7. For toll tax claims, attach bank statement as proof of payment.
8. A certificate must be furnished stating that this is the first request for JBJ sanction for the said journey.
9. If the Govt. employee holds DDO/Additional/DHEO charge, a copy of the charge assignment order must also be attached.

It is further informed that non-compliance with the above guidelines will result in such cases being treated as filed for closure without further correspondence. All Principals are therefore requested to ensure strict compliance of these instructions in letter and spirit while submitting proposals for JBJ sanction and TA/DA bills.


Superintendent Administration
for Director General Higher Education,
Haryana, Panchkula 

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to upload on portal.