

GUIDELINES ON TA/DA NORMS FOR ALL TYPES OF TEQIP-III ACTIVITIES

The Guidelines on TA/DA norms are appended below for faculty and staff who will be attending any meeting / conference / workshop / training etc. at the institution other than their own institution.

1. Travel Allowance Entitlement

Table-1

Grade Pay / AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Travel by Air	Travel by Train	Travel by Road
Rs.7600/- and above	12 and above	Economy Class by Air India*	AC First class	AC/ordinary taxi, Auto / AC Bus
Rs.5400/- to below Rs. 7600/-	9-11		AC-II Class	Ordinary Taxi, Auto / AC Bus
Rs.4200/- to below Rs.5400/-	6-8	Not Eligible	AC-II Tier / AC Chair Car	Ordinary Taxi / Auto Rickshaw / Any Public Bus incl. AC Bus
Below Rs.4200/	Below 5	Not Eligible	AC-III Tier / AC Chair Car	Auto rickshaw / Any Public Bus except AC Bus

*However, on non-availability of Air India Flights connecting two places or non-availability of ticket in Air India flights, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare.

2. Daily Allowance (D.A) Entitlement: Entitlement of D.A will be as per the following as per the note given below the table-2:

Table-2

Grade Pay / AGP of Individual (6 th Pay)	Pay level (7 th Pay)	Hotel charges per day (Max.)	Food bill per day (Max.)	Local Travel with the City (Max.) per day
Rs.10000/- and above	14 and above	Rs.7500/-	Rs.1200/-	AC Taxi charges upto 50 KMs within the city
Rs.7600/- to below Rs. 10000/-	12-13	Rs.4500/-	Rs.1000/-	AC Taxi charges upto 50 KMs within the city
Rs.5400/- to below Rs.7600/-	9-11	Rs.2250/-	Rs.900/-	Non AC Taxi charges upto Rs.338/- within the city
Below Rs.4200/ to below 5400/-	6-8	Rs.750/-	Rs.800/-	Non AC Taxi charges Upto Rs.225/- within the city
Below Rs.4200/-	5 & below	Rs.450/-	Rs.500/-	Non AC Taxi charges Upto Rs.113/- within the city

- i. Reimbursement of Hotel charges:** For levels 8 and below, the amount of claim (up to ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees upto Level 8 would be 1000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise 25% whenever DA increases by 50 %.
- ii. Reimbursement of Local Traveling charges:** Similar to Reimbursement of staying accommodation charges, levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number etc. The ceiling for levels will further rise by 25% whenever DA increases by 50%. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.
- iii. Reimbursement of Food charges :-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table-2 above and, depending on the length of absence from headquarters, would be regulated as per Table-3 below. Since the concept of reimbursement has been done away with, no vouchers will be required. The lump sum amount will increase by 25% whenever DA increase by 50%.
- iv. Timing restrictions:**

Table-3

Length of absence	Amount payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

Note:

1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC-II tier and above by train is allowed.
2. In case journey is performed by Taxi and more than one person from same college attends the workshop at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed proportionately to all the travelers.
3. In case road journey is performed by own car, copy of RC is to be submitted mandatorily.
4. Boarding Passes/Tickets (including Train, Bus etc.) Fare receipts of Taxi and Auto / Bill of Hotel & Food charges are to be deposited at the time of preferring the claim.
5. At place where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car / taxi	Rs.24/- per KM
For journeys performed by auto rickshaw, own scooter etc.	Rs.12/- per KM

**NORMS FOR PAYMENT OF HONORARIUM TO
GUESTS FOR LECTURE/SEMINAR/ WORKSHOP/ MEETING ETC.**

These guidelines shall be applicable for paying honorarium to the Experts invited from institute/ industry for delivering lectures in Workshop/ Seminar or delivering key note address in conferences/ symposia or attending meetings of various statutory authorities like BoS, Examination Committee, Academic Council, BoG (Under UGC autonomous guidelines), Industry Consultation Committee etc.

1. **Persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III:** Rs. 5000/- per day/ meeting
2. **Persons from Non-TEQIP Institutions:**
 - (a) Rs. 4000/- per day for Principal/Professor/Associate Professor
 - (b) Rs. 3000/- Per day for Assistant Professor/ Contract faculty

Note:

1. No honorarium is payable to the faculty/ Professor the activities (Lecture/Seminar/Workshop/meeting) of own institution.
2. No honorarium is payable to the faculty /person from Mentor/Mentee Institute for the activities under twinning arrangement.

It supersedes the corresponding point 2.1a. i.iv (1.1 and 1.3 institutions) and point 2.2b bullet 2nd (ATUs) for internal faculty/ persons as given in the permissible and non-permissible expenditure

RAJKIYA ENGINEERING COLLEGE, BIJNOR

TRAVELLING ALLOWANCE BILL (OFFICIAL VISIT/SEMINER & CONFERENCE ATTENDED)

Name :	Emp No. :
Designation :	Account Head :
Deptt./Section:	Bank Account No. :
Grade Pay :	Bank Name and Branch :
Contact No :	IFSC code :

1. PARTICULARS OF JOURNEY (from Station to Station)						Mode of journey (Air/Train/ Steamer/Bus)	Fare (Rs.)	Distance Travelled (in km)	Ticket Nos./bill No. Remarks
Departure			Arrival						
Station	Date	Time	Station	Date	Time				

2. PARTICULARS OF LOCAL CONVEYANCE USED			Mode of journey (Auto/Taxi/Car)	Fare (Rs.)	Remarks (Voucher Attached) Yes/No
DATE	FROM	TO			

Please attach:

- (a) Copy of approval of the journey.
- (b) Tickets, where applicable.
- (c) In case of e-ticket (Air), Boarding Pass is mandatory.
- (d) Proof of payments in all cases.
- (e) Copy of Participation Certificate in case of Seminer/ Conference/ workshop etc.

3. PARTICULARS OF OTHER EXPENSES INCURRED (Please attach proof in all cases)				No. of days	
Registration Fee	Rs.		Hotel/Lodging Charges	Rs.	
VISA Fee	Rs.		Food Charges	Rs.	
Insurance Premium	Rs.		Other Charges (if any)	Rs.	

4. PURPOSE OF JOURNEY

P.T.O.

Total amount claimed (in Rs.) (Please write "as per rules" if not sure)	FOR OFFICE USE ONLY (FINANCE & ACCOUNTS)	
Advance taken (in Rs.)		Railways/Air/Steamer/Bus Fare (in Rs.)
Net amount claimed (in Rs.) (Please leave blank if all details are not filled)		Road Mileages (in Rs.) i. @ Rs.....P/KM for.....KMs
<p>I do hereby certify that:</p> <ol style="list-style-type: none"> 1. The distances for road journeys shown in the bill are correct to the best of my knowledge, 2. I have travelled in a class of accommodation not lower than the ones for which fares are claimed in this bill and to which I am entitled, 3. The journeys were performed by the shortest routes, 4. The claims for journeys mentioned in this bill have neither been preferred nor paid from any other sources. 5. I <u>was</u> / <u>was not</u> treated as a guest of a Government / an Institution and <u>was</u> / <u>was not</u> allowed free boarding and / or lodging at the expenses of that Government/ the Institution visited, 6. I <u>have</u> / <u>have not</u> availed any free transport of this Institute or anyone else for the journeys for which claims have been made. 	Local Conveyance (in Rs.)	
	Food Charges (in Rs.)	
	Accommodation Charges (in Rs.)	
	Others (Registration./VISA/Insurance etc. in Rs.)	
	Total Admissible Amount (in Rs.)	
	Net Amount (Rupees.....)	
		Nodal Finance Officer

Date:	Signature of the Claimant	Scrutinized & Checked by	Academic Coordinator
			Procurement Coordinator
			TEQIP Coordinator
			<i>DIRECTOR</i>