

REGULATIONS ON TRAVELING AND DAILY ALLOWANCE RULES

(Under Section 26 (1) (b) & (j) of SVSU Act.)

Definitions

1. Actual Travelling Expenses

Actual Travelling Expenses means the actual cost of journey performed in University interest and also includes taxes, ferry and toll charges paid, if any.

2. Composite Transfer Grant

Composite Transfer Grant means a lump sum amount payable to a University employee in lieu of transfer travelling allowance.

a. Controlling Officer

- i. The Vice-Chancellor shall be his own Controlling Officer for the purpose of Travelling Allowance.
- ii. The Vice-Chancellor shall be the Controlling Officer in the case of the University Officers as defined in section 8 of the Haryana and Punjab Agricultural Universities Act, 1970. The University Officers shall be competent to countersign their own T.A bills provided the journeys are in accordance with the tour programmes approved by the Vice-Chancellor.
- iii. Officers of the University shall be the Controlling Officers in the case of HOD or Prof./Equiv. or Grade 'A' employees, as defined in the Statutes, and other employees working under their administrative control.
- iv. The HOD, or any other employee to whom powers have been delegated under Sr.No.7 of Schedule Part 'A' of the Statutes of Haryana & Punjab Agricultural Universities Act, 1970 shall be the Controlling Officer in the case of Class-I teachers (Assoc. Prof./Equiv.) or Class II Teachers or Grade 'B' employees as defined in Statutes, and other employees directly working under their administrative control.

b. Day

Day means a calendar day beginning and ending at midnight but an absence from Headquarter which does not exceed 24 hours shall reckon for all purposes as one day; at whatever hours the absence begins or ends.

c. Daily Allowance

Daily Allowance means an allowance for each day or part of a day spent away from headquarters, which is intended to cover the ordinary daily charges incurred by a

University employee in consequence of such absence.

Note: Where the distance between two stations (from bus stand to bus stand) is less than 20 (twenty) kms. by the shortest route, no daily allowance shall be admissible.

3. Duty Point

Duty Point means the place of office where an employee is on duty. In case of departure for both outward and inward journey, it may be the place of office, residence, stay or place of work visited, as the case may be.

a. Employee

Employee means an employee of the University other than contingent paid staff and work charged establishment.

b. Family

Family includes wife or husband, as the case may be, residing with the University employee and legitimate children and step children residing with and wholly dependent upon the University employee. It also includes dependant parents of the employee.

Notes:

- i. The term 'legitimate children' includes major sons and widow daughters so long as they are residing with and wholly dependent upon the employee.
- ii. Not more than one wife is included in the term 'family'.
- iii. An adopted child shall be considered to be a legitimate child if, under the personal law of the employee, adoption is legally recognized as conferring on it the status of a natural child.

c. Home Town

Home town of an employee means the permanent home town or village as entered in the service book or other appropriate record of the employee or such other place as may be declared by him as his home town within six months of his entering in service duly supported by reasons such as ownership of immovable property, permanent

residence of parents, brothers etc. where he would have resided but for his appointment in the University. This declaration will be subject to acceptance by his 'Controlling Officer' and may be changed once during the service of the employee with specific sanction of the 'Controlling Officer'.

Note: Where the husband and wife are University employees, the couple should be treated as single-family unit and should declare only one place to be their home town which should be the same place for both of them. In making the declaration, it is open to them to choose the home town of the parents of the wife, or an entirely different place, to be their home town, as may fit in with their traditions, and personal needs. But having once declared a place to be

their home town that place should be treated as their joint home town for all times, provided that declaration of home town by the couple shall, in such cases, be subject to approval by the appointing authority.

d. Head quarters

Headquarters of an employee shall be the station which has been declared to be his headquarter or in the absence of such declaration the station where the record of his office is kept.

e. Joining Time

Joining time means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted. An employee in transit from one post to another would rank in the grade to which the lower of the two posts would entitle him.

f. Mileage Allowance

Mileage allowance is an allowance which is given to meet the cost of a local or any other road journey and is calculated on the distance travelled between the places by the shortest or a more practicable route. If an employee travels by a route which is not the shortest but is cheaper than the shortest route, his mileage allowance should be calculated on the route actually used.

g. Own Vehicle

Own Vehicle means a registered personal vehicle in the name of the University employee concerned or in the name of his/her spouse.

h. Pay for the purpose of TA/DA shall be as under:

- i. The 'Grade Pay' appearing under various rules, determining the respective entitlement is as indicated in the Haryana Civil Services (Revised Pay) Rules, 2008 or in the Haryana Civil Services (Assured Career Progression) Rules, 2008 as amended from time to time and adopted by the University. From 01.01.2016, the Pay Band and Grade Pay have been replaced by Level of Pay Scale (Matrix) on the basis of Pay Scales revised w.e.f. 01.01.2016, as referred to in Rule 3.2 relating to Gradation pattern of employees as per Functional Pay Level/Assured Career Progression and Academic Pay Level.
- ii. In respect of those employees who are drawing pay in pre-2016 pay scale the corresponding Grade Pay in which the pay is drawn by the employee on the date of journey would determine the entitlement of TA/DA under these orders. In the revised Pay Scale w.e.f. 01.01.2016, the Level of Pay Scale (Matrices) would determine the entitlement of Travelling Allowance/Daily Allowance.
- iii. An employee's claim of travelling allowance may be regulated by the rules in force at the time of the journeys in respect of which they are made, are undertaken. No supplementary claims of travelling allowance due to increase or decrease in pay as a result of retrospective effect of promotion or reversion will be admitted.

4. Public Conveyance

Public Conveyance means the train, bus, aircraft, river steamer or any other public conveyance which plies regularly for the conveyance of passengers and run by an Organization under the control of any State Govt. or Govt. of India and also the private organizations authorized by any Govt.

Shortest Route

Shortest Route means that route by which the traveller can most speedily reach his destination by ordinary mode of travelling. If journey is performed within Haryana from one station to another the shortest route from Bus Stand to Bus Stand and out of Haryana the shortest route from Railway Station to Railway Station shall be taken into account for the purpose of these rules.

Note: In case of doubt, Head of Department may decide which shall be regarded as the shortest of two or more routes.

a. Tour

A University employee is treated on tour when he is away from his headquarters either within, or beyond his sphere of duty, in University interest, with proper sanction of the authority not lower than Head of office. In case of doubt, the Controlling Officer may decide whether a University employee during the period of particular absence from headquarters is to be treated on tour or not.

b. Transfer Travelling Allowance

Transfer Travelling Allowance means the Composite transfer grant admissible to a University employee on his transfer from one station to another in University interest which involves change of residence.

c. Travelling Allowance

Travelling Allowance means an allowance admissible to a University employee to cover the expenses incurred by him while on tour in University interest. It includes Daily Allowance, Road Mileage Allowance, Local Mileage Allowance, Permanent Travelling Allowance. It also includes reimbursement of Actual travelling expenses and hotel charges limited to entitlement.

d. The terms not defined in this chapter but defined in the Haryana Civil Services (General) Rules or Act & Statutes of the University, shall have the same meaning for the purpose of these rules.

1. These Rules may be called the Traveling and Daily Allowance Rules of the Shri Vishwakarma Skill University

2. Applicability: -

They shall apply to:

i). Members of the Authorities of the University, Members of Task Force and Members of the Committee(s) or any other external experts invited/ appointed by the Authorities or by the Vice Chancellor

ii). Officers and employees (teaching and non-teaching) of the University.

3.Traveling and Daily Allowances shall be applicable to the above categories which are listed as below: -

i) Members of Authorities, Members of Task Force, Members of Committees appointed by the above authorities or by the Vice Chancellor.

i. Journey by Rail/Journey by Air: As per these rules based on their Pay/Last pay before superannuation applicable to the employee of the University.

ii. Rate of road mileage: As per these rules applicable to the employee of the University.

iii. Rates of Traveling Allowance/ road mileage: - As per these rules applicable to the employee of the University

Provided that the Vice Chancellor may grant traveling and daily allowance at any other rate or rates in special cases, if necessary.

Honorarium/sitting fee to the Members of Authorities, Task Force and non-official Members: -

i) Rs 5000/- per meeting subject to maximum of Rs. 8000/- per day irrespective of number of meetings in a day or full day meeting.

ii) Rs.8000/-per day for inspection/visit of various committees to institutions/ Universities/ Organizations.

iii) Payment of honorarium/sitting fee is subject to income tax at applicable rates

c. Entitlement of the Vice Chancellor

(i) Journey by Rail: Air-conditioned accommodation of the highest class provided by the Railway.

(ii) Journey by Air: Executive/ Business Class/ First class.

(iii) Rate of road mileage and other entitlements: Actual as per rules of the University.

d. i) Gradation of employees of the University for the purposes of TA/DA

| Sr. | Grade | Description of University employees |
|-----|-----------|--|
| 1 | Grade-1 | Employees drawing their pay in Level 15 and above. |
| 2 | Grade-II | Employees drawing pay in Level 14. |
| 3 | Grade-III | Employees drawing pay in Level 8 to 13. |
| 4 | Grade-IV | Employees drawing pay in Level 5 to Level 7. |
| 5 | Grade-V | Employees drawing pay in Level 4 and below. |

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|-----------------|--|
| Grade I | <p>(i) Officers drawing grade pay of Rs. 10,000/- or above in pay band 37,400 - 67,000 & those who are in the pay band of HAG in Pre-2016 Pay Scales.</p> <p>(ii) Officers drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-19 & above and teachers (Professor/equivalent) drawing pay in the revised pay scale Academic Level-14 & above.</p> <p>(iii) Officers who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-23 & above.</p> |
| Grade II | <p>(i) Officers drawing grade pay of Rs. 8,900 to 9,800 in payband 37,400 - 67,000 in Pre-2016 Pay Scales.</p> <p>(ii) Officers drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-16 to 18 & above and teachers (Associate Professor/equivalent) drawing pay in the revised pay scale Academic Level-13A.</p> <p>(iii) Officers who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-20 to 22.</p> |

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| Grade III | <p>(i) Officers drawing grade pay of Rs. 4,600 to 8,800 in the pay band 9,300 - 34,800 and pay band 15,600-39,100 in Pre-2016 Pay Scales.</p> <p>(ii) Officers drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-8 to 15 & above and teachers (Assistant Professor/equivalent) drawing pay in the revised pay scale Academic Level-10 to 12.</p> <p>(iii) Officers who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-11 to 19.</p> |
| Grade IV | <p>(i) Employees drawing grade pay of Rs. 2,500 to 4,200 in pay band 5,200-20,200 and pay band 9,300-34,800 in Pre-2016 Pay Scales.</p> <p>(ii) Employees drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level-5 to 7.</p> <p>(iii) Employees who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level-5 to 10.</p> |
| Grade V | <p>(i) Employees drawing grade pay of Rs. 1,300 to 2,400 in pay band is 4,440-7,440 and pay band 5,200-20,200 in Pre-2016 Pay Scales.</p> <p>(ii) Employees drawing pay in the revised Pay Scales w.e.f. 01.01.2016- in Pay Level- 4 & below.</p> <p>(iii) Employees who are drawing pay in the revised (Assured Career Progression) Pay Scales w.e.f. 01.01.2016- in Pay Level- 4 & below.</p> |

ii) Admissibility to Travel within and outside India: when journey is undertaken by Air

| Sr. No. | Grade /Description of category of Employee | Description of entitlement |
|---------|---|---|
| 1. | Employees drawing their pay in Level 18 | (i) 'Business Class' when travelling within India. (ii) 'First Class' when travelling abroad. |
| 2. | Employees drawing pay in Level 16 & 17 falling in Grade I | (i) 'Business Class' when travelling within India. 'Business Class' when travelling abroad. |
| 3. | Employees drawing pay in Level 15 falling in Grade I | (i) 'Economy Class' when travelling within India. (ii) 'Premium Economy Class' when travelling abroad. |

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|----|---|--|
| 4. | Employees falling in Grade – II | ‘Economy Class’ when travelling within India. ‘Economy Class’ when travelling abroad. |
| 5. | Employees falling in Grade – III | ‘Economy Class’ when travelling within India subject to certain conditions: ‘Economy Class’ when travelling abroad. |
| 6. | Government Employees falling in Grade-IV | ‘Economy Class’ when travelling abroad. |
| 7. | Government Employees falling in Grade – V | ‘Economy Class’ when travelling abroad. |

iii) Admissibility to Travel within India: when Journey is undertaken by Train

| Sr. No. | Grade/ Description of category of Employee | Description of entitlement |
|---------|--|------------------------------------|
| 1 | Employees falling in Grade - I | A. C. First Class/Executive Class |
| 2 | Employees falling in Grade - II | A. C. First Class/Executive Class |
| 3 | Employees falling in Grade - III | A. C. II Tier/A.C. Chair Car |
| 4 | Employees falling in Grade - IV | A. C. III Tier/Non A. C. Chair Car |
| 5 | Employees falling in Grade - V | Second Class Sleeper/ Second Glass |

Note: Within India, ‘Train’ shall include ‘Shatabdi, Suvidha, Rajdhani, Duranto, Premium, Premium Tatkal’ and both: ‘ordinary and ‘Tatkal’ booking.

iv) Admissibility to Travel within and outside India: when journey is undertaken by Sea/River Steamer:

| Sr. No. | Grade/ Description of category of Employee | Description of entitlement |
|---------|--|---|
| | Employees falling in Grade - I | Highest available Class |
| | Employees falling in Grade - II | Highest available Class |
| | Employees falling in Grade – III | (i) If the vessel has facility to travel in single class - in the available class. (ii) If the vessel has facilities to travel in 2 classes — in the lowest available class. (iii) If the vessel has facilities to travel in 3 classes - in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes - in the third highest available class. |
| | Employees falling in Grade - IV | (i) If the vessel has facility to travel in single class — in the available class. (ii) If the vessel has facilities to travel in 2 classes - in the lowest available class. |

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| | | (iii) If the vessel has facilities to travel in 3 classes — in the second highest available class. (iv) If the vessel has facilities to travel in 4 classes — in the third highest available class. |
| | Employees falling in Grade-V | Lowest available class in the vessel. |

v) **Admissibility to Travel within and outside India : when Journey is undertaken by Bus:**

| Sr. No. | Grade /Description of category of Government Employee | Description of entitlement |
|---------|---|--|
| 1 | Employees falling in Grade – I | Volvo operated by Haryana Roadways Corporation or Any description of Air-Conditioned Bus |
| 2 | Employees falling in Grade – II | Volvo operated by Haryana Roadways Corporation or Any description of Air-Conditioned Bus |
| 3 | Employees falling in Grade – III | Volvo operated by Haryana Roadways Corporation or Any description of Air-Conditioned Bus |
| 4 | Employees falling in Grade – IV | Non-Air-Conditioned Deluxe Bus |
| 5 | Employees falling in Grade – V | Non-Air-Conditioned Ordinary Bus |

vi) **Admissibility to Travel within India: when Journey is undertaken by Taxi / Own Car/ Auto Rickshaw/ Scooter and entitled rate to draw mileage allowance for such Journey**

| Sr. No. | Grade/Description of category of Employee | Description of entitlement | Rate of Mileage entitlement for the purposes of Journey |
|---------|---|---------------------------------|---|
| 1 | Employees falling in Grade – I | Own Car or Air-Conditioned Taxi | Rs.16/- per K.M.s of journey actually performed |
| 2 | Employees falling in Grade – II | Own Car or Air-Conditioned Taxi | Rs.16/- per K.M.s of journey actually performed |
| 3 | Employees falling in Grade – III | Own Car or Air-Conditioned Taxi | Rs.16/- per K.M.s of journey actually performed |
| 4 | Employees falling in Grade – IV | Own Scooter or Auto Rickshaw | Rs. 9/- per K.M.s of journey actually performed |

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|---|--------------------------------|------------------------------|--|
| 5 | Employees falling in Grade – V | Own Scooter or Auto Rickshaw | Rs.9/- per K.M.s of journey actually performed |
|---|--------------------------------|------------------------------|--|

Note: - Own car/scooter may be accepted on the certification of the concerned claimant

vii) Admissibility to undertake local Journey while on tour and entitled rate to draw mileage allowance for such journey

| Sr. No. | Grade/Description of Category of Government Employee | Description of entitlement when local Journey is performed within Haryana and Chandigarh | Description of entitlement when local journey is performed outside Haryana and Chandigarh |
|---------|--|---|--|
| 1 | Employee falling in Grade - I | Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less. | At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less. |
| 2 | Employees falling in Grade - II | Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less. | At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less. |
| 3 | Employees falling in Grade - III | Up to a maximum of 50 K.M.s per city and at the rate of Rs. 16/- per K.M.s of actual journey performed or actual expenses, whichever is less. | At the rate of Rs. 16/- per K.M.s of the actual journey performed or actual expenses, whichever is less. |
| 4 | Employees falling in Grade - IV | Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less. | At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less. |
| 5 | Employees falling in Grade - V | Up to a maximum of 50 K.M.s per city and at the rate of Rs. 9/- per K.M.s of actual journey performed or actual expenses, whichever is less. | At the rate of Rs. 9/- per K.M.s of the actual journey performed or actual expenses, whichever is less. |

Note 1: The self-verified original receipt of payment made towards the perform of journey and payment made must be produced and appended with the claim of Travel Allowance.

Note 2: When the absence from headquarters on tour is less than 12 hours, then the entitlement to

claim reimbursement against performing local journey as mentioned under column 3 of the above table shall be admissible as under: -

| Sr. No. | Length of Absence | Actual entitlement to claim 'reimbursement for local journey' as percentage to the entitlement mentioned in columns 3 pertaining to the maximum entitlement in terms of distance |
|---------|--|--|
| 1 | If absence from headquarters or official tour is less than 6 hours | 30 % |
| 2 | If absence from headquarters on official tour is between 6 and 12 hours | 50 % |
| 3 | If absence from headquarters on official tour is between 12 hours and 24 hours | 100% |

Note: The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

viii) **Admissibility to claim reimbursement when during entire course on tour the Government Employee stays overnight in commercially run Hotel out of the Haryana/Chandigarh.**

| Sr.No. | Grade/ Description of category of Employee | Description/ ceiling of entitlement to claim reimbursement |
|--------|--|--|
| 1 | Employees falling in Grade-I | Actual expenses made subject to a ceiling of Rs.5000/- per day |
| 2 | Employees falling in Grade-II | Actual expenses made subject to a ceiling of Rs.4000/- per day |
| 3 | Employees falling in Grade-III | Actual expenses made subject to a ceiling of Rs.3000/- per day |
| 4 | Employees falling in Grade-IV | Actual expenses made subject to a ceiling of Rs.1500/- per day |
| 5 | Employees falling in Grade-V | Actual expenses made subject to a ceiling of Rs.500/- per day |

Note 1: In all such cases where reimbursement of 'stay in Hotel' is claimed, the 50% of the admissible Daily Allowance shall be deemed to be 'the full Daily Allowance' for the purpose of this Order.

Note 2: The self-verified original receipt of payment made towards the rent of Hotel Room must be produced and appended with the claim of Travel Allowance.

Note 3: This reimbursement shall be admissible when the Employee stays in a hotel for overnight. Every night stayed in the Hotel shall be reckoned as one day for the purpose of entitlement in column 3 of the above table.

ix) Admissibility to draw full Daily Allowance (DA) when on Tour within India

| Sr. No. | Grade/ Description of category of Employee | Description of entitlement when on Tour within Haryana and Chandigarh | Description of entitlement when on Tour outside Haryana and Chandigarh |
|---------|--|---|--|
| 1 | Employees falling in Grade-I | Rs. 700/- per day | Rs. 800/- per day |
| 2 | Employees falling in Grade-II | Rs. 600/- per day | Rs. 700/- per day |
| 3 | Employees falling in Grade-III | Rs. 500/- per day | Rs. 600/- per day |
| 4 | Employees falling in Grade-IV | Rs. 400/- per day | Rs. 500/- per day |
| 5 | Employees falling in Grade-V | Rs. 300/- per day | Rs. 400/- per day |

Note 1-The entitlement to draw 'actual Daily Allowances' vary from situation to situation, depending up on whether stay arrangement was subsidized/ concessional/ claimed separately or not or, as the case may be, where food arrangements were made free of cost or not, etc. In all such situation(s), the 'actual entitlement' shall be reduced to a percentage of 'full entitlement'. For such reduction representing actual entitlement, relevant instructions/provisions contained respective rules of the government need to be followed.

Note 2- For the absence from headquarters on tour, irrespective of mode of journey, the rate at which Daily Allowance as a percentage of 'full Daily Allowance' shall be admissible as given below:

| Sr. No.. | Length of Absence | Actual entitlement to draw 'fully Daily Allowance' as percentage to the lumpsum 'full amount' mentioned in column 3 and 4 above |
|----------|--|---|
| 1 | If absence from headquarters on official tour is less than 6 hours | 30 % of lumpsum amount |
| 2 | If absence from headquarters on official tour is between 6 and 12 hours | 50 % of lumpsum amount |
| 3 | If absence from headquarters on official tour is between 12 hours and 24 hours | 100 % of lumpsum amount |

Note: The absence from headquarters will be reckoned from midnight to midnight and will be calculated on a per-day basis.

x) Admissibility to draw Composite Transfer Grant on transfer from one destination to other within India

| Sr. No. | Grade/Description of | Shortest point to point distance between the two destinations i.e. the destination from where transferred and destination to which transferred |
|---------|----------------------|--|
|---------|----------------------|--|

| | category of Employee | Up to 20 K.M. s | 21 to 100K.M . s | 101 to 200 K,M..s | 201 to 300 K. M.s | 301 to 500 K.M. s | 501 to 1,000 K.M.s | 1001 K.M.s and above |
|---|--------------------------------|-----------------|------------------|-------------------|-------------------|-------------------|-----------------------|-----------------------|
| 1 | Employees falling in Grade-I | Rs. 10,000/- | Rs. 20,000/- | Rs. 30,000/- | Rs. 40,000/- | Rs. 48,000/- | Rs. 48,000/- plus 'X' | Rs. 60,000/- plus 'X' |
| 2 | Employees falling in Grade-II | Rs. 10,000/- | Rs. 20,000/- | Rs. 30,000/- | Rs. 40,000/- | Rs. 48,000/- | Rs. 48,000/- plus 'X' | Rs. 60,000/- plus X' |
| 3 | Employees falling in Grade-III | Rs. 7,500/- | Rs. 15,000/- | Rs. 22,500/- | Rs. 30,000/- | Rs. 36,000/- | Rs. 36,000/- plus, X' | Rs. 45,000/- plus 'X' |
| 4 | Employees falling in Grade-IV | Rs. 5,000/- | Rs. 10,000/- | Rs. 15,000/- | Rs. 20,000/- | Rs. 24,000/- | Rs. 24,000/- plus, X' | Rs. 30,000/- plus, X' |
| 5 | Employees falling in Grade-V | Rs. 2,500/- | Rs. 5,000/- | Rs. 7,500/- | Rs. 10,000/- | Rs. 12,000/- | Rs. 12,000/- plus 'X' | Rs. 18,000/- plus 'X' |

Note 1: If there is need for clarification on any point, the corresponding rules of the State Government of Haryana shall apply.

Note 2: 'Pay' means, pay in the revised scales of pay special pay, non-practicing allowance, personal pay and any other emoluments, which may be specially classed as pay, actually drawn by the person.

Note 3: In the case of re-employed persons, 'pay' will include the amount of original pension and pension equivalent of retirement gratuity which he has been allowed to draw in addition to pay on re-employment. If the total of pay plus pension etc. exceeds the maximum of the pay scale of the post, such excess will be ignored.

Note 4: Honorarium or part time workers shall rank in such grade as the Vice- Chancellor may decide on case to case basis.

4. General

i) A member of the staff will be paid traveling/daily allowance for travel in connection with official work or in connection with congresses, conferences or seminars when he/she is sent as a delegate by the University (and is not paid by the authorities organizing the congress etc) or when he/she has to proceed on field work or accompany students on educational tour/field work, approval of the competent authority prescribed for the purpose shall be obtained before undertaking such journeys.

Note: In the case of congresses/conferences/seminars, prior approval of the Vice Chancellor shall be obtained. The Deans may sanction field work by teachers and other Research/Technical Staff of the University in respect of projects approved by the University or sponsored by any authority and within the sanctioned provision.

ii) In case of other tours on official work, Finance Officer, Deans and Registrar may authorize the move in the case of staff working with them. In the case of Deans and Registrar, the tour programme shall be got approved by the Vice Chancellor of the University.

iii) When a person combines tour with vacation/leave and does not return to headquarters immediately on completion of tour, he will be entitled to traveling/daily allowance for onward journey only.

iv) When a member of the vacation staff is required to come to headquarters from outside to attend, during vacation meetings of the University or other Statutory bodies and of Committees appointed by these bodies or meetings of examination committees etc. he/she will be entitled to travel grant for the journey from the place of stay outside to the place of the meeting and back but not to any daily allowance.

v) A person compulsory recalled to duty before the expiry of leave sanctioned to him/her will be entitled to draw travel grant from the place at which the communication reaches him/her provided the leave is curtailed by not less than a month. If the period by which the leave is curtailed is less than a month travel grant may be allowed at the discretion of the Vice Chancellor.

vi) a) A teacher attending conference/seminar/ workshop etc. with the financial assistance under the scheme "Unassigned Grants" of University Grants Commission, or other similar travel grant from any other funding agency, the rules of respective scheme shall be followed.

b) In respect of teachers nominated/deputed to attend the conferences/seminar/ workshop from out of the University funds other than unassigned grants, the following cases of teachers shall be considered for approval by the competent authority.

i) A person who is nominated or elected as President / Chairman of the Conference/ meeting/ section etc.

ii) A person whose paper has been accepted for being presented at the Conference/Seminar.

iii) The traveling allowance shall not exceed the actual traveling expenses and daily allowance that they may be paid in special case to the participant shall be decided by the Vice Chancellor.

iv) The authority competent to permit a person to proceed on tour etc. may sanction an advance to cover his traveling expenses for a period not exceeding thirty days. A second advance is not permissible except under special sanction of the Vice Chancellor, until an account has been given of the first advance.

v) The T.A. bills shall be submitted immediately after return from tour and latest within a month of the completion of the tour. Balance amount of the advance, if any, shall however be deposited at the earliest not later than one week. Unless permitted by the Vice Chancellor, the entitlement of a person to traveling and daily allowances is forfeited as deemed to have been relinquished if the claim is not preferred within one month from the date on which they become due. In special circumstances, the Vice Chancellor may relax this condition upto six months for the reasons to be recorded.

vi) Traveling and daily allowances once drawn and admitted shall not be revised in consequence of revision of TA regulations or increase in pay resultant on promotion/ grant of advance increments with retrospective effect except for late authorization/drawl of increments.

vii) The Deans and Registrar will be their own Controlling Officers. They will also be Controlling Officers in the case of the staff working with them.

viii) It is the duty of a Controlling Officer before signing or countersigning a traveling allowance bill

- a. To see that the halt has not been unnecessarily or unduly protracted;
- b. To satisfy himself/herself that traveling allowance for journey by Rail has been claimed for the class of accommodation actually used; and
- c. To observe any other instructions which the Registrar or the Vice Chancellor may give for his/her guidance. The Controlling Officer may disallow any claim, in his/her opinion, does not fulfil the above conditions.

ix) The Controlling Officer may permit a person to draw the actual cost of hiring a conveyance not exceeding the scales given below in connection with a journey performed in the University's interest within a radius of 8 kms from his headquarters when a staff car /University conveyance is not made available.

Note 1: Conveyance expenses will not be reimbursed in respect of a journey, if the person concerned is granted any compensatory leave or otherwise receives any special remuneration, for the purpose of the duty, which necessitated the journey. However, where the person is recalled to office from his residence, the controlling officer may reimburse conveyance expenses in addition to the overtime allowance admissible to him.

Note 2: In the case of a person below the rank of Assistant or equivalent, conveyance expenses may be paid if he/she is required to attend the office outside the ordinary hours of duty and does not receive any special remuneration /overtime allowance.

Note 3: When a person travels a class lower than that he/she is entitled, he/she shall be entitled to the reimbursement fare of the class actually used.