

**Policy: Travelling Allowance (TA) & Daily Allowance (DA)**General

1. At times, the faculty and staff members of the institute have to proceed to various places for the official work. Presently, the expenditure incurred by them is being reimbursed to them on case to case basis. This practice has implicit functional difficulties and hence there is a need to lay down a policy on the subject.

2. This policy lays down the TA, DA and lodging entitlements of all employees irrespective of purpose of move (like placement, seminars or official liaisons etc) and supersedes all other instructions on the subject.

Entitlement of Travel

3. The journey may be performed by Air, Rail or Road. The TA and DA entitlements of an employee will be based on his pay scale/ group and are given as under –

- (a) Journey by Air (Economy class). Director General / any other person specifically permitted on the need basis.
- (b) Journey by Rail. The entitlements are as under-

<u>Group</u>	<u>Pay Scale</u>	<u>Travel Entitlement</u>
Group-1 (Director General, Principal & Associate Directors)	-	AC- I Class/ Executive Class
Group-2 (Professors, Director (CR & P), HsOD & equivalents)	Rs. 16400-450-20900	AC-II Tier
Group-3, 4 & 5 (Asst. Professors, Senior lecturers, lecturers & equivalents)	Rs. 12000-420-18300 Rs. 10000-325-15200 Rs. 8000-275-13500	AC-III Tier
Group-6 Group-7	Rs. 6500-200-10500 and below.	Sleeper Class

(c) Legitimate miscellaneous charges like Tatkal Seva or cancellation fee etc will also be reimbursed.

(d) Journey by Road. Move may be permitted by road. The entitlement will be as under –

<u>Group No.</u>	<u>Pay Scale</u>	<u>Travel Entitlement</u>	<u>Road mileage, in case of travel by own car</u>
Group-1, 2, 3, 4 & 5	Rs. 19400-500-22400 Rs. 16400-450-20900 Rs. 12000-420-18300 Rs. 10000-325-15200 Rs. 8000-275-13500	A.C. taxi	Rs. 10.00 per Km.
All other groups	Rs. 6500-200-10500 and below	As per actual bus fare or shared taxi (if three or more employees are involved)	

(e) Journey between residence/place of stay and railway station/airport/bus stand/taxi stand etc.:

- (i) Faculty & equivalents : Taxi or Rs 10/- per Km (for travel by personal car).  
(ii) Staff members : Auto rickshaw or Rs 5/- per Km.

(f) Local conveyance at the outstation: Taxi for faculties/ equivalents and auto rickshaw for others.

#### Entitlement for stay

4. Employees travelling outside Lucknow (for more than 50 Km. one way) will be entitled to lodging and DA. The rates will depend on the class of city (A, B or C as classified by the central government) as given below -

<u>Group</u>	<u>Lodging</u> (Rs. Per day)			<u>D.A.</u> (Rs. per day)		
	City Class-A	City Class-B	All cities other class A & B	City Class-A	City Class-B	All cities other class A & B
Group-1	4000	3000	2000	1500	1000	800
Group-2	3000	2000	1500	900	700	600
Group-3	2000	1500	1200	700	600	500
Group-4	1500	1200	1000	600	500	400
Group-5	1500	1200	1000	600	500	400
Group-6	800	700	600	550	400	300
Group-7	800	700	600	550	400	300

(Note: The DA includes all kinds of incidental charges including STD/porter charges etc. No separate reimbursement shall be admissible on such accounts.)

5. Sharing of hotels and conveyance.

In case more than one employee is travelling to a common destination, efforts will be made to share accommodation and transport.

6. Additional allowances: only for the staff of Placement Section(a) Entertainment

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|------|-------------------|----------------------------------|
| (i)  | Director (CR & P) | Actuals                          |
| (ii) | Manager (T&P)     | Rs.500/- maximum<br>at one time. |

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|-----|--------------------------------------|-------------------------------------|
| (b) | <u>Incidental / Porters Charges.</u> | Actual /Maximum Rs 200 at one time. |
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7. Payment and Documentation

- (a) All approvals must be taken in advance through proper channel.
- (b) All the bills, should be settled within 7 days of return by production of supporting bills duly countersigned by the HOD.

8. Advances. Advance up to 80% of likely expenditure can be sanctioned in deserving cases.

9. This has approval of competent authority.



(Prof. R. K. Jaiswal)  
Director

Distr:

List A

List B

List C