

TA DA RULES W.E.F - 01.01.2018

CATEGORY OF EMPLOYEE (Regular, Contractual & Consulting)

- A. Vice Chancellor/Pro-Vice Chancellor
- B. Professor/Registrar/ Chief Financial Officer/ OSD/COE
- C. Associate Professor/ Director Marketing/S.A.O
- D. Assistant Professor/Manager/Engineer In charge/ Head Admin/ Librarian/Assistant Registrar/Deputy Registrar
- E. Faculty In-charge/Sr. Counselors/ Counselors/ Executives
- F. Electrician/Plumber/Driver / Office Attendant/ Lab Assistants/Receptionist

Accommodation and Subsistence Allowance

Category	Entitlement	Hotel Allowance Amount (INR)	Subsistence Allowance / DA Amount (INR)	Own Stay Arrangement Allowance Amount (INR)
A	Air/Train-I-AC/II-AC/III-AC/AC Bus/AC-Taxi	5000	1500	500
B	Air/Train-I-AC/II-AC/III-AC/AC Bus/AC-Taxi	4000	1250	400
C	Air**/Train-I**-AC/II-AC/III-AC/AC Bus	2500	1000	400
D	Train- III AC/ AC Bus	1500	600	250
E	Train- III AC/ AC Bus	1000	400	200
F	Train 2 nd Sleeper /Non AC Bus	500	250	200

LOCAL CONVEYANCE

For the purpose of claiming of local conveyance. The Regular, Contractual and Consulting employees are categorized as five different categories. Their entitlement is mentioned below.

Category	Entitlement	
	Four Wheeler	Two Wheeler
A	@ Rs. 10.00 per km.	N.A
B	@ Rs. 10.00 per km.	N.A



C	@ Rs. 10.00 per km. (<u>Prior approval to be obtained from Competent Authority</u>)	@ Rs. 5.00 per km.
D, E & F	Nil	@ Rs. 5.00 per km. (<u>Prior approval to be obtained from Competent Authority</u>)

Rules for Regular, Contractual and Consulting Staff:

1. These rates are independent of place (i.e. they are applicable in any city/town in the country)
2. Air Travel will only be in Economy Class.
3. Allowances for International Travel is subject to approval by competent authority.
4. For category C**- Travel by Air and AC-I are subject to prior approval by the competent Authority
5. Hotel Accommodation refer to room rent and the amount suggested is the upper limit and is payable only against a bill.
6. Subsistence Allowance / DA covers food, laundry, personal telephone calls and other sundry personal expenses. No bills are required for this claim.
7. When using hotel accommodation no other personal or out of pocket expenses may be claimed in addition to subsistence allowance.
8. Subsistence Allowance / DA will be calculated on hourly basis starting from departure time (of train/aircraft/bus/car) and ending with arrival time at the base (of train /aircraft /bus/car).
9. Own stay arrangement allowance is admissible when individuals make their own private arrangement for stay (instead of hotel). Stay in Govt. Guest House/ Circuit House/ Project office and accommodation arranged by university will not be considered for any stay allowances.
10. Traveling within 50 km. around Dehradun is considered on per with Dehradun therefore out station TA/DA rules will not be applicable in such cases.
11. Local Conveyance Claims will be entertained strictly within the limits indicated. Travel outside by own car will be on actual basis on production of fuel bills.
12. The Vice Chancellor may use his discretion for any claims exceeding TA/DA and local conveyance limits.
13. Employees not falling under the above mentioned categories will be suitably interpreted with the approval of the Vice- Chancellor.
14. Decision of the Vice- Chancellor will be considered final and binding on all the employees.

