

Rules relating to Travelling Allowances and Daily Allowances

PART-I

1.1 DEFINITIONS

(a) Employees

For the purpose of this Rules Employee means any Teacher, Officer or Non-teaching employee who serves the University for Remuneration on full time basis.

(b) Local Journey

Local Journey shall mean a journey to a temporary duty point from the permanent duty point but within a radius of forty kilometers thereof.

(c) Local Conveyance

Deleted.

(d) Controlling Authority

Controlling authority shall mean (i) Vice Chancellor - for Deans, Heads/Directors of Departments/Centres/Offices (ii) Head of the Departments/Centres/Offices - for all categories of staff under their control and those invited for official work.

1.2 CLASSIFICATION OF UNIVERSITY EMPLOYEES

For the purpose of Traveling Allowances, the University Employees belonging to all categories are grouped as per the following Grade Pay:-

Group	Grade Pay
I	Rs.10,000/-and above
II	Rs.6,000/- to Rs. 9,000/-
III	Rs.4,400/- to Rs. 5,400/-
IV	Rs.3,300/- to Rs. 4,100/-
V	Below Rs.3,300/-

1.3 Vice-Chancellor, Members of the University Authorities & Statutory Selection Committees shall be treated under Group-I Category as mentioned in the Para 1.2.

1.4 T.A. FOR UNDERTAKING JOURNEY IN HIGHER CLASSES OF ACCOMMODATION

The University employees, performing a journey for which Traveling Allowance is admissible, is required to travel by the class of accommodation to which his pay range entitles him. However if an employee travels in a higher class of accommodation by air, rail, ship, bus etc. than one by which he is required to travel under the rules, the reimbursement shall be limited to the fare of the entitled class of accommodation only. However, when ticket for entitled class is not available or under exigency or for saving of journey time, the employee may travel in higher class or by Air subject to prior approval of the Vice Chancellor.

2. ACCOMMODATION ENTITLEMENTS FOR JOURNEY ON TOUR

2.1 JOURNEY BY AIR

(a) Employees drawing Grade Pay of Rs. 10,000/- and above as well as members of university authority and statutory Selection Committees may, in the exigencies of University service, travel by air with

the prior approval of Vice-Chancellor. However, no prior approval is required where the Air fare is less than twice the AC (1st class) fare.

- (b) Employees in receipt of Grade Pay between Rs. 6,000/- and less than Rs.10,000/- may also be permitted to travel by air on tour at the discretion of the Vice-Chancellor provided (i) the distance involved is more than 500 kilometers and the journey cannot be performed overnight by direct train service/direct sleeper coach service and (ii) exigency of service require such travel by air.

2.1.1 University employees and others, who are authorized to travel by air within India, shall be entitled to travel by Economy class preferably by the cheapest Airlines. However, the Vice-Chancellor and persons drawing equivalent Scale of pay may travel in any class.

2.1.2 In case of International Travel, the Vice-Chancellor shall be entitled to travel by Executive Class or Business Class or Club Class. All other employees, who shall be authorized to travel by air abroad, shall have to travel by Economy Class.

2.2 JOURNEY BY RAIL

The Employees Group and the travel entitlements for journeys by Rail on tour shall be as follows:

Employee Group	Rajdhani Express	Satabdi Express	Other Trains
I	AC-I/II Sleeper	Executive Class	AC-I/II Sleeper
II	II AC Sleeper	AC Chair Car	II AC Sleeper/FC
III	III AC Sleeper	AC Chair Car	III AC Sleeper/FC
IV	III AC Sleeper	AC Chair Car	III AC Sleeper/FC
V	III AC Sleeper	AC Chair Car	2 nd Class Sleeper

NOTES

- (I) All employees who are entitled to travel by FC/III AC Sleeper/ AC Chair Car may travel by II AC Sleeper where any of the direct trains connecting the originating and destination stations by the direct shortest rout do not provide these three classes of accommodation.
- (II) Service charges by an authorized agent for purchasing of rail ticket shall be reimbursed subject to production of original bill.
- (III) The Visiting Faculty & Other Officials, if called for official work in the University may travel by any class of accommodation except AC First Class & Executive Class.
- (IV) A Senior Citizen if called for or entrusted with official work other than Examination related work of the University may travel by any class of accommodation including AC First Class & Executive Class.

2.3 TRAVEL BY SEA OR BY RIVER IN A STEAMER

The Employee group and the entitlement of class of accommodation are given below:

Employee Group	Entitlement of Class of Accommodation
I & II	Higher Class in Steamer
III	If there be 2-Classess only on the Steamer, the lower Class
IV	i) If there be 2 classes only on the steamer, the lower class ii) If there be 3 classes, the middle or the 2 nd class iii) If there be 4 classes, the 3rd class
V	The Lowest class

2.3.1 For travel between the mainland and Andaman and Nicobar Island and Lakshadweep Group of Island by Ship operated by the Shipping Corporation of India Ltd., the entitlement of class of accommodation shall be as follows.

Employee Group	Entitlement of Class of Accommodation
I & II	Deluxe Class
III	1 st /"A" – Cabin Class
IV	2 nd /"B" – Cabin Class
V	Bunk Class

NOTES

[I] The Visiting Faculty & Other Officials, if called for official work in the University may travel by any class of accommodation.

2.4 JOURNEY BY ROAD

A. FOR THE UNIVERSITY EMPLOYEES AND MEMBERS OF UNIVERSITY AUTHORITIES & STATUTORY SELECTION COMMITTEES

a. [FOR THE JOURNEY BETWEEN HEADQUARTER TO PLACE OF DUTY/TRAINING/SEMINAR ETC. AND BACK]

i) Save as otherwise provided in the notes here under the entitlements are given below:

Employee Group	Entitlement of Class of Accommodation
I & II	Actual fare by any type of public bus including air-conditioned bus. Or Rs.15/- per km. for journey (to & fro) by taxi/own car subject to maximum of Rs. 2000/- or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/- ; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-.
III, IV & V	Actual fare by any type of public bus excluding air-conditioned bus. or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/- and prior approval of the Head of the department/Controlling Officer; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-.

ii) Members of the University Authorities and statutory Selection Committees are entitled for reimbursement of actual fare by hired taxi or @ Rs 15/- km (Non-AC car) Rs 20/- (AC car) for journey by own car.

b. [FOR THE LOCAL JOURNEY AT THE PLACE OF DUTY/TRAINING/SEMINAR ETC.]

Save as otherwise provided in the notes here under the entitlements are given below:

Employee Group	Entitlements
I & II	Actual fare by any type of public bus including air-conditioned bus; Or Rs.15/- per km. for journey by taxi/own car subject to maximum of Rs. 1500/- per day; Or

	Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/- per day ; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-per day .
III	Actual fare by any type of public bus excluding air-conditioned bus; Or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/-per day ; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/-per day .
IV & V	Actual fare by any type of public bus excluding air-conditioned bus; Or Rs.10/- per km. for journey by auto rickshaw, own scooter/motor cycle/moped etc subject to maximum of Rs. 800/-per day and prior approval of the Head of the department/Controlling Officer; Or Rs.2 per km. for journey by bi-cycle or foot subject to maximum of Rs. 200/- per day .

NOTES

1. Tanga, cycle-rickshaw and man-driven rickshaws shall be equated to journey by scooter/motor cycle.
2. Special types of bus fare may also be allowed to the employees belonging to the Group IV &V in exigencies of service subject to the existing terms and conditions on the basis of the certificate and recommendation of the Controlling Authority.
3. (a) Employees under Group I & II may avail Taxi for journey between Railway Station/Central Bus Terminus / Airport to Siliguri/NBU Campus & vice-versa. Similarly, employees under Group III may avail Auto Rickshaw for the journey mentioned above. The maximum amount of Taxi/Auto fare shall be reimbursed as follows:

PLACES		Taxi fare admissible (Rs.)	Auto fare admissible (Rs.)
To	From		
NJP Rail Stn.	Siliguri Town	400	250
NJP Rail Stn.	NBU Campus	450	300
Siliguri	NBU Campus	400	250
Bagdogra A.P.	NBU Campus	450	300
Bagdogra A.P.	Siliguri Town	500	350

- (b) Apart from the above, the employees under Group - I of University may hire Motor Cab (Taxi) from Headquarter or place of duty for official purpose. Other employees may also hire Motor Cab (Taxi) with prior approval/concurrence of the Controlling Authority. However, all such payments shall not exceed R.T.A. rate as applicable from time to time.
4. Except what has been stated in Note-5 below, for official journey on tour from residence or office to Airport/ Railway station/Bus Stand and vice-versa, actual Taxi Hire charges may be reimbursed to employees belonging to Group I & II subject to overall ceiling as stated under Para 2.4.
 5. For official journey on tour from office/residence to Airport/Railway Station/Bus Stand and Vice-versa in A-I Cities, taxi fare as prescribed by the respective Director of Transport plus 25% thereon or actual Taxi fare whichever is less or charges paid under pre-paid taxi charges

system managed by Police/Air-port Authority, if availed. Evidence for payment of prepaid fares should be enclosed along with the T.A. bill.

B. [FOR OTHERS]

- a) The entitlements for journey between Headquarter/Residence to University Campus including Kolkata Office & Jalpaiguri Campus and back are given below:

CATEGORY OF PEOPLE	ENTITLEMENT
Members of Various Committees / Board / Sub-Committees.	Actual fare by Train (2tier AC or below) or Shared Taxi or any type of public bus excluding air-conditioned bus subject to submission of original ticket/money receipts. Or Mileage Allowances for travel by Own or Hired Car @ Rs. 15 per Km subject to maximum of Rs. 800/-
Visiting Faculty / Scientist / and any Person invited for official work	Actual fare by Train (2tier AC or below) or Shared Taxi or any type of public bus excluding air-conditioned bus subject to submission of original ticket/Money Receipts. Or Mileage Allowances for travel by Own or Hired Car @ Rs. 15 per Km subject to maximum of Rs. 800/-

- b) The Local Conveyance Charges (i.e. from Rail Station/Bus Stand to Place of Duty & back) shall be paid as per the following rate to all categories of People mentioned in the above Para and invited for official work at the NBU Shivmandir/Kolkata/Jalpaiguri Campus and travelled up to 20 kms (to & fro) by any type of public vehicles and not submitted any proof of journey

DISTANCE in KM (One Way)		CONSOLIDATED CHARGES
FROM	TO	
1	2	Rs. 30
3	8	Rs. 90
9	15	Rs. 150
16	20	Rs. 180

3. DAILY ALLOWANCE

- 3.1 When the employee either stays in a hotel or makes his own arrangement during tour, the daily allowances shall be paid as per following rates:

Employee Group	A-I Class Cities		A-Class Cities		B1-Class Cities		Other Localities	
	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.
I	2000	1100	1700	900	1400	750	1100	600
II&III	1500	900	1300	750	1100	650	800	500
IV&V	900	650	800	550	700	450	600	400

(L.C. = Lodging Charges, F.C. = Food Charges)

NOTES

- List of A-1, A and B1 class Cities are given in the annexure.
- Lodging charges shall be paid at the rate of actual expenditure supported by original Bill / Cash Memos etc. along with the T.A. Bill subject to the maximum rate admissible as per above Table. However, food charges shall be paid at the prescribed rate without production of Bill/Cash Memo.

3. No D.A. shall be paid to the employees for Local Journey 'however, for official duties beyond 6 hours, D.A. @ Rs 100/- for Group – I & II and Rs.50/- for Group – III to V shall be admissible without production of Bill/Cash Memo subject to submission of claim in the prescribed form'.
4. D.A. shall be granted for each completed calendar day of absence reckoned from mid night to mid night.
5. Higher rate of Daily Allowances shall be paid on the basis of actual hours of stay in that locality.
6. Person, other than University Employees and Members of the University Authorities & Selection Committees, if called for official work in the University Campus for more than 6 hours including journey time he shall be paid D.A. as per the following table:

CATEGORY OF PEOPLE	ENTITLEMENT
Members of Various Committees/ Board/Sub-Committees.	As per their existing Grade Pay, if available otherwise similar as Employees under Group-II.
Visiting Faculty or any Person invited for official work	As per their existing Grade Pay, if available otherwise similar as Employees under Group-II.

7. Persons (other than the University Employee) residing in a place within 20 k.m from the place of engagement shall be paid Rs 100 as daily allowances for engagement of more than 6 hrs in a day for Universities duties.

3.2 DAILY ALLOWANCES FOR JOURNEY AND STAY PERIOD

Persons engaged in the University duty shall be entitled to get the D.A. (Food Charge) for the journey and stay period as follows:

Absence from Headquarter	D.A. Admissible
Upto 6 hours	Nil
6 hours to 12 hours	70% of applicable rate
More than 12 hours	100% of applicable rate

(applicable rate means the rate which is applicable for the respective place of destination and/or stay)

3.3 DAILY ALLOWANCE FOR CONTINUOUS HALTS: 'ON DUTY' OR 'TEMPORARY POSTING'.

The admissibility of D.A. at a place outside the employees' normal place of duty for continuous halt either on duty or temporary posting not exceeding 180 days shall be regulated as follows:

3.3.1A. D.A. for continuous halt 'On Duty'

No. of Days.	D.A. Admissible	
	Lodging Charges	Food Charges
First 10 days	Full	Full
Next 20 days	Full	50%
Next 150 days	40%	25%
Beyond 180 days	Nil	Nil

3.3.1B. D.A. for continuous halt on 'Temporary Posting'

Food charges will be provided @ Rs 600/- per day for Group- I & II and Rs 300/- per day for Group- III to V. Free Lodging will be provided by the University.

- 3.3.2. If a person avails free lodging and/or food provided by the University during his stay while on outstation duty or temporary posting, no D.A. shall be claimed in the respective heads.

3.4 DAILY ALLOWANCE FOR INTERNATIONAL TOUR

When an employee is deputed for attending any Training /Seminar/Workshop/Conference etc. outside the territory of India, the D.A. shall be admissible as per the rate approved by U.G.C./Central Govt. /State Govt./Granting Bodies as applicable.

3.5 D.A. ENTITLEMENT TO THE EMPLOYEES DEPUTED TO UNDERGO A COURSE OF TRAINING IN INDIA

Admissibility of D.A. (Lodging & Food Charges) when an employee is deputed for any training/refresher course /seminar /workshop/ conference or the like within India entirely in the interest of the University, shall be as follows:

- (i) When the employee is deputed for training outside his headquarter where lodging and food are not provided.

No. of Days	D.A. Admissible
First 180 days	Full (L.C. & F.C.)
Beyond 180 days	25% (L.C. & F.C.)

Training Institutes where lodging and food facility on payment basis is exist

No. of Days	D.A. Admissible
First 30days	Full (L.C. & F.C.)
Next 150 days	Half (L.C. & F.C.)
Beyond 180 days	25% (L.C. & F.C.)

- (ii) In all cases of Government/Universities sponsored training programmes, where lodging and food at the Training Institute are compulsory and are provided at “**fixed rates**”, a special allowance in lieu of daily allowance shall be admissible to employees deputed to undergo such training courses. The special allowance, irrespective of the period of the training course, shall be calculated as follows:

Outstation Participants: Actual expenditure on lodging and food plus daily allowance at 25% of the rate admissible for the place of halt.

Local Participants : Actual expenditure on lodging and food only.

NOTES:

- (1) The Term “lodging and food charges at “fixed rates” shall mean and include the expenditure on working lunch, breakfast, tea etc. as well as lodging charges as are borne by the Training Institute as per prescribed rates.
- (2) In residential training programmes, the participants who are specially permitted to stay outside the Training Institute shall be eligible to draw only daily allowance, if any, admissible to them under normal T.A. Rules.

4 JOURNEY BY UNIVERSITY VEHICLES

University Vehicles should not be used between places connected by Railway except with the prior approval of the Vice-Chancellor who shall accord such approval only in the exigencies of service and after having due regard to the need for performing the journey by University Vehicles. However, no T.A. shall be admissible in such cases of journey by University Vehicles.

4.1 **ENTITLEMENT OF TA/DA ETC. ON TRANSFER**

The TA/DA etc. on regular transfer for a period beyond 180 days shall be regulated as per the Rules and Orders issued by the Govt. of West Bengal from time to time.

PART – II

(For Examiners/Scrutinizers/Re-assessor/Moderator/Paper Setters /Coordinator/Members of the Expert Committee, Enquiry Committee, Monitoring Committee, Board of Discipline, Central Visiting Team or any other Non-Statutory Committees)

5.1 **DEFINITIONS**

(a) Local Journey

Ref. Para 1.1. (b) of PART – I

(b) Controlling Authority

Head of Departments/Centres /Chairman of the respective Committees as applicable for all the Persons mentioned above called for Official Work by the University.

5.2 **ACCOMMODATION ENTITLEMENTS FOR JOURNEY ON TOUR**

The entitlements for journey between Headquarter/Residence/ to University Campus/Kolkata Office & Jalpaiguri Campus or place of duty and back are given below:-

A. JOURNEY BY RAIL

The Persons mentioned above shall be entitled to travel by any class of accommodation except AC First Class & Executive Class.

B. JOURNEY BY ROAD

Actual fare by Shared Taxi or any type of Public Bus excluding air-conditioned Bus subject to submission of original ticket/money receipts.

OR

Mileage Allowances for travel by Own or Hired Car @ Rs. 15/- per KM subject to maximum of Rs. 800/-.

C. JOURNEY BY SEA OR RIVER IN A STEAMER

The Persons mentioned above shall be entitled to travel by Cabin Class of accommodation in Ship and Higher Class in Steamer.

5.3 **LOCAL CONVEYANCE CHARGES**

a) Persons travelled by Rail or Bus or Shared Taxi or Ship/Steamer while coming to the Place of Duty and back are entitled to get the Local Conveyance Charges as follows:-

PLACES		Taxi fare admissible (Rs.)	Auto fare admissible (Rs.)
From	To		
NJP Rail Stn.	NBU Campus	450	300
Siliguri Bus Ter.	NBU Campus	400	250
Rail Station/ Bus Terminus (except NJP & Siliguri Bus Ter.)	Place of Duty	Rs. 15/ per Km subject to max. of Rs. 450	Rs. 10/ per Km subject to max. of Rs. 300

- b) The Local Conveyance Charges (i.e. from Rail Station/Bus Stand to Place of Duty & back) shall be paid as per the following rate to all categories of People mentioned in the above Para and invited for official work at the NBU Shivmandir/Kolkata/Jalpaiguri Campus and travelled up to 20 kms (One Way) by any type of public vehicles and not submitted any proof of journey

DISTANCE in KM (One Way)		CONSOLIDATED CHARGES
FROM	TO	
1	2	Rs. 30
3	8	Rs. 90
9	15	Rs. 150
16	20	Rs. 180

5.4 DAILY ALLOWANCES

The Persons mentioned above shall be entitled to get Daily Allowances as per their existing Grade Pay, if available, otherwise similar as Employees under Group-II and under both the cases the rate specified in the table of **Para No. 3.1 of Part-I** will be applicable. The remaining clauses under **Para No. 3 of Part-I** will also be applicable to calculate the admissibility of Daily Allowances.

- 5.5 Persons (other than the University Employee) residing in a place within 20 k.m from the place of engagement shall be paid Rs 100 as daily allowances for engagement of more than 6 hrs in a day for Universities duties.

PART - III

(For Contractual Employees/Research Scholars/Casual Workers)

6.1 DEFINITIONS

(a) Contractual Employees

For the purpose of T.A. Rules Contractual Employee means any Teacher, Officer or Non-teaching employee appointed by the University Authority on Contractual basis for a fixed tenure with a lump-sum amount of remuneration.

(b) Research Scholars/Staff

For the purpose of T.A. Rules, Research Scholars/Staff mean any JRF, SRF or any other person selected by the University Authority for specific Research work with a fixed monthly fellowship/remuneration.

(c) Casual Workers (on Daily Basis)

For the purpose of T.A. Rules, Casual Worker of the University means any person who works purely on temporary basis i.e., no work no pay with daily wage rate as approved by the State Govt.

(d) Local Journey

Ref. **Para 1.1. (b) of PART - I**

(e) Controlling Authority

Controlling authority shall mean (i) Vice Chancellor - for Head of Departments/Centres/Principal Investigators (ii) Head of Departments/Centres for all other persons except the persons working

under any Research Projects/Schemes (iii) Principal Investigator for all the persons working under his/her Research Project/Scheme.

6.2 **CLASSIFICATION OF CONTRACTUAL EMPLOYEES & RESEARCH SCHOLARS**

(a) **CONTRACTUAL EMPLOYEES**

Post Hold	Group (As per para 1.2 of Part – I)
Director	I
Teacher / Officer	II
Non-Teaching Gr. III	IV
Non-Teaching Gr. IV	V

(b) **RESEARCH SCHOLARS**

The paid Research Scholar (JRF & SRF) shall be treated as Group-II as per the Table shown in the **Para 1.2 of the PART – I** for settlement of TA & DA claims.

7. **ACCOMMODATION ENTITLEMENTS FOR JOURNEY ON TOUR**

- (a) Accommodation entitlement to the Contractual Employee & Research Scholars for journey on tour shall be same as mentioned on the **Para 2 of PART – I**.
- (b) The Casual workers are entitled to get the ordinary Bus/Rail Fare for local journey and super Bus/Sleeper Class Rail Fare for the journey performed beyond the limit for local journey area.

8. **DAILY ALLOWANCE**

(a) **Contractual Employees & Research Scholars**

The entitlement of Daily Allowances to the Contractual Employee & Research Scholar shall be same as mentioned in **Para 3 of PART– I**.

(b) **Casual Workers**

The Casual worker of the University is entitled to get the daily allowances as per below mentioned Table

Type of Employee	A-I Class Cities & Darjeeling Dist.*		A-Class Cities		B1-Class Cities		Other Localities	
	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.	L.C.	F.C.
Casual	900	650	800	550	700	450	600	400

(L.C. = Lodging Charges, F.C. = Food Charges)

PART –IV

9.1 PROOF OF JOURNEY

Proof of journey as stated here under is mandatory while forwarding the T.A. bill to the Finance Branch for payment/ adjustment failing which the claim shall be restricted to ordinary bus fare or Sleeper Class Rail fare, whichever is less.

Submission of original Counterfoils of Tickets & Boarding Pass in case of Air Travel (outside experts may submit photocopy of the Counterfoil of Tickets of return journey) or self declaration in writing with PNR.No. (ii) Submission of original/copy of tickets or declaration of Train Number, PNR Number, Ticket Number, Date and Class of Journey in case of Journey by Rail (iii) Submission of original/copy of Tickets/ Money receipts in case of Travel by Buses or self declaration in writing.

Submission of Bill/Money Receipt in case of journey by Hired Car except metered taxi stating Car no, address date of journey, places To and from, Distance, Time etc or Duty Slip.

9.2 PROOF OF HIRING OF VEHICLE

The original Money Receipts/Bills/Vouchers of Vehicle Hire Charges shall be attached with the T.A. bill for payments/adjustment.

9.3 PROOF OF BOARDING CHARGES

The original Money Receipts/Bills/Vouchers of the Hotel/Guest House/Inspection Bungalow shall be enclosed with the T.A. bill for payments/adjustment.

9.4 TA/DA FOR SPONSORED PROJECTS/SCHEMES

For travel under the Sponsored Scheme/Projects, the rules for TA & DA shall be regulated as per the terms & conditions of the Sponsoring Bodies and wherever TA & DA Rules of the University is applicable, it shall be exempted from obtaining the prior approval for hiring of vehicle and the monetary ceiling subject to availability of Fund.

9.5 T.A. BILL AND PAYMENT OF T.A. BILL

The T.A. Bill should be submitted in the prescribed format and payment would be made as per rule for payment of general bills.

9.6 The tables of rates under Para 2.4.(A)(a), 2.4.(A)(b), 2.4.(B)(a), 2.4.(B)(b), 3.1 of Part-I shall be reviewed from time to time and the Finance Committee shall revised the rate in consonance with the prevailing Cost-Index.

9.7 Persons of Eminence not regulated by any pay scale and or covered by the extant Rule, may be entitled to the TA/DA as per the approval of the University Authorities/Vice-Chancellor on the recommendation of the Controlling Authority.

10.1 If question arises, the Vice-Chancellor in consultation with Finance Officer may review the rates of T.A/D.A/Conveyance etc. from time to time and make appropriate changes if necessary.

10.2 In case of any thing not covered in this Rules, the Vice-Chancellor considering the merit of the case shall decide the same.

ANNEXURE

CITY / AREAS FOR DAILY ALLOWANCES

AREAS FOR A-1 CLASS CITY RATES

Brihat Mumbai, Kolkata, Chennai, Delhi, Bangalore.

AREAS FOR A CLASS CITY RATES

Capitals of all States/Union Territories & Specially Expensive/Remote Localities.

Specially Expensive Localities

State of Sikkim

Darjeeling District

(except Siliguri Sub-Divn.)

Darjeeling Town, Kalimpong & Kurseong.

NEFA areas beyond

Inner Line

Naga Hills Tuensange areas beyond the Inner Line

Remote Localities of Himachal Pradesh:

Ichaul and Spiti District

Bharmour Sub-division

And Pagni Sub-division

Of Chamba District

Chhuhar Valley of Joginder Nagar Tehsil of Mandi District

Mangal Panchayet area of Solan

District

Pargana of Pandrahbis

Dodrakwar area of Rohru Tehsil

Outer Seraj and Malana

Panchayet Areas of Kulu

District

Parganas of Chhebis, Naubis,

Barabis, Pandrahbis and

Atharahbis

Sarahan and Gram Pan-

Chayets of Munish, Darkali

and Kashapet of Rampur

Tehsil of Simla District

Chhota Bhangal and Bara

Bhangal areas of Palmpur Sub-

division of Kangra District

The following hill areas in Manipur which do not fall on the National Highway:

Ukrul, Tamenlong, Mao Maram, Churachandpur, Jiribam,

Tengnampal, Saikul Sub-division (in Senapati District)

AREAS FOR B-1 CLASS CITY RATES

Agra UA, Jamshedpur UA, Surat UA, Allahabad UA, Kochi UA, Kozhikode UA,

Thiruvananthapuram UA, Vadodara UA, Coimbatore UA, Ludhiana, Varanasi UA, Dhanbad UA,

Madurai UA, Vijayawada UA, Indore UA, Meerut UA,

Visakhapatnam UA, Jabalpur UA,

EXPENSIVE LOCALITIES

Shimla, Jammu and Kashmir, Lakshadweep, Minicoi and Amindivi Island,
Andaman & Nicobar Island

The following areas of Himachal Pradesh:

Janjehli Block of Chachit Tehsil of Mandi District	Churah Tehsil, Kunr Panchayet and Balej Parganas of Chhamba and Salooni Tehsil of Chhamba District
Chopal Tehsil of Simla District Trans Giri Tract of Shimla District.	Manali-Ujhi Areas, Parvati and Lagg valley and Baniar Block of Kulu District



FORMAT

**UNIVERSITY OF NORTH BENGAL
RAJA RAMMOHANPUR
T.A & D.A. CLAIM FORM**

PART -I

(To be filled by the Claimant)

Name: _____

Designation: _____ Grade Pay: _____

Department/Address: _____

Place & Purpose of Journey: _____

Tour approved by: _____

Details of Journey: **A. (Onward & Return Journey)**

From		To		Km	Mode of Transport & Class	Actual Fare Paid(Rs.)	Amt. Admissible
<u>Date</u> <u>Time</u>	Place	<u>Date</u> <u>Time</u>	Place				
TOTAL(A)							

B. {Service Charges}

Name of the Travel Agent	Bill No.	Date	Charges Paid	Amt. Admissible
TOTAL (B)				

C. {Internal Travel}

Date	Time	From	To	Km.	Mode of Transport	Actual Fare Paid (Rs.)	Amt. Admissible

TOTAL (C)							

D. {Details of Motor Cab (Taxi) Hire Charges} {Original Bill be attached}

Date	Place	Hiring Agency	Cab No.	Charges Paid	Amt. Admissible
TOTAL (D)					

E. {Details of Lodging Charges} {Original Bill be attached}

Date of Arrival	Date of Departure	No. of Days	Name of the Place & Hotel/Guest House	Charges Paid	Amt. Admissible
TOTAL (E)					

F. {Details of Food Charges}

Class of City	Period of Staying		Food Charges Claimed			Amt. Admissible
	From	To	No. of Days	Rate (Rs.)	Total (Rs.)	
A-I						
A						
B-I						
OTHER						
TOTAL (F)						

STATEMENT OF CLAIM

PARTICULARS	TOTAL CLAIM	Amt. Admissible
A. Fare for Onward & Return Journey		
B. Service Charges Paid To Agent		
C. Expenses on Internal Travel		
D. Expenses on Motor Cab Hire Charges		
E. Expenses on of Lodging Charges		

F. Expenses on of Food Charges		
TOTAL (A+B+C+D+E+F)		
Less: - Advance Drawn, if any (Chq. No. dtd.)		
NET CLAIM		

The above details submitted by the Claimant are true & correct.

Date: _____

Place: _____

Full Signature of Claimant

(Signature of the Controlling Authority)

[NOTE: - Signature of the Controlling Authority is not required where the approval letter of the Controlling Authority is enclosed]

PART -II

[FOR USE IN FINANCE / PAYING DEPARTMENT]

Passed for Rs. _____ Adjusted Rs. _____ Net Payment Rs. _____

Head of A/C _____ Department _____

D.A.

I.A.Section

Paying Officer

(RECEIPTS / PRE-RECEIPTS)

Received Rs. _____ (rupees _____)]

_____ only in cash/by cheque No. _____ Dated _____

Date:

Signature of Claimant

[FOR PAYMENT THROUGH FINANCE DEPARTMENT]

NAME OF THE FUND & BANK ACCOUNT No.	
Voucher No. & Date	No:- Date:-

D.A.

Cashier

A.O.

A&AO

F.O