



Bansal Institute of Engineering & Technology, Lucknow

NH-24, Near Sewa Hospital, Sitapur Road Lucknow, 226021

T/DA RULES

1. GENERAL

The travelling and daily allowances rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The expenditure incurred by them is to be reimbursed to them. This policy lays down the TA, DA and lodging entitlements of all employees irrespective of purpose of move and supersedes all other instructions on the subject.

2. APPROVAL

All journeys must be got approved by the competent authority (Director) in writing. If, however, time does not permit written permission in advance it shall be done immediately on return from tour /temporary duty but in such cases verbal permission need to be obtained.

3. THE JOURNEY ON TOUR MAY BE PERFORMED BY ANY OF THE FOLLOWING MODES:

- Air
- Train
- Road
- Combination of the above

3.1 Journey by Air (Economy class): Director any other person specifically permitted on the need basis.

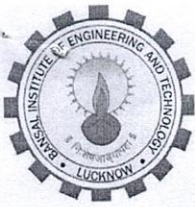
3.2 By the Rail: The entitlement of the class of journey by rail is given below :

- | | |
|---|--------------|
| a) Professors/Associate Professors and equivalent | : IInd AC |
| b) Assistant Professors /Lecturer and equivalent | : IIIrd AC |
| c) Technical Assistant and equivalent | : IInd Class |
| d) Marketing Staff | : IInd Class |

3.3 Journey by Road : The Entitlement is given below

- | | |
|--------------------------------|---------------------------------------|
| a) Faculty & Equivalent | : Institute's Car /Taxi, Own Vehicles |
| b) Tech. Asstt. and equivalent | : Bus |
| c) Marketing Staff | : Institute's Car/Bus/Taxi |





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4. Mileage Allowance

Mileage allowance is admissible when the journey local calls is performed by own vehicle. It is a admissible at the following rate:

- a) Own Scooter/Bike : Rs.3.00/K.M.
- b) Own Car : Rs.7.50/K.M.

5. Daily Allowance for Halts at Outstation

DA at the prescribed rates for each full day of halt for a maximum of 30 days of halt at one station except under special circumstances is admissible. Additional arrangements may, however, be made under special circumstances.

5.1 The DA rates are given below:

- a) Professors/ Associate Professors and equivalent : Rs.1500/Day
- b) Assistant Professors/ Lecturer and equivalent : Rs.1000/Day
- c) Marketing Persons Technical Assistant and equivalent : Rs. 600/Day
- d) Others : Rs.500/Day

6. Incidental Charges

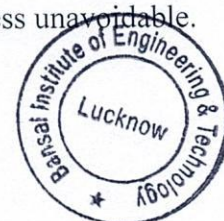
Transportation from residence to railway station/ airport, airport/railway station to place of duty; Actual expenses will be admitted.

7. Lodging at the outstation:

It is expected that the faculty/staff in general will be able to arrange accommodation in the guest house / hotel of the host organization if any. In such a case, no additional allowance will be admitted. However, if the employee has to make his /her own arrangements of the accommodation, following are the entitlements:

Type of city	Prof/Assoc.Prof	Asst.Prof.	Marketing/others
a) Class A city	Rs.2000/Day	Rs.1500/Day	Rs.1000/Day
b) Class B city	Rs.1500/Day	Rs.1000/Day	Rs.750/Day
c) Class C city	Rs.1000/Day	Rs.750/Day	Rs.500/Day

Hotel charges will be paid against actual bills and most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.





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8. Advance

Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA Claim

TA/DA claim must be settlement within 7days from the date of return from tour.

TA/DA claim shall be got countersigned by the HOD and submitted to the Accountant , who in turn shall check for accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

9. Official Duty TA Report

All TA/DA claim shall be accompanied with a copy of official duty report. This shall briefly highlight the activities and the duties performed by the officer at the outstation. No claim will be passed without OD report.

Prof. (Dr.) S.K. Agrawal
Director

