



Ref: GTU/Staff TA-DA/2018/1641

Date: 16/03/2018

### Travelling and Daily Allowance Rules for Officer/Employees/Staff of the University

The guidelines on TA / DA norms are appended below for Officer/employees/Staff of the University who will be attending any seminar/workshop/conference /any other event/ etc. on behalf of University or representing University

#### A. Travel Allowance Entitlement:

##### i. For Employees recruited on Scale

Grade Pay/AGP of Individual	Travel by Air #	Travel by Train	Travel by Road@
₹ 7600/-and above	Economy Class	AC First Class	AC/Ordinary Taxi, Auto/AC Bus
₹ 5400/- to below ₹ 7600/-	Economy Class	AC-II Tier	Ordinary Taxi, Auto/AC Bus
₹ 4200/- to below ₹ 5400/-	Not Eligible	AC-II Tier/AC Chair Car	Ordinary Taxi/ Auto rickshaw/Any public Bus incl. AC Bus
₹ 1800/- to below ₹ 4200/-	Not Eligible	AC-III Tier/AC Chair Car	Auto rickshaw/ Any public Bus except AC Bus
Below ₹ 1800	Not Eligible	Second Sleeper	Auto rickshaw/ Any public Bus except AC Bus

##### ii. Employees Recruited on Contractual Fixed Salary

Fixed salary of Individual ( p.m.)	Travel by Air #	Travel by Train	Travel by Road@
₹ 80,000 and above	Economy Class	AC First Class	AC/Ordinary Taxi, Auto/AC Bus
₹ 40,000 and above but less than ₹ 80,000	Not Eligible	AC-II Tier	Ordinary Taxi, Auto/AC Bus
₹ 30,000 and above but less than ₹ 40,000	Not Eligible	AC-III Tier/AC Chair Car	Auto rickshaw/ Any public Bus except AC Bus
Below ₹ 30,000	Not Eligible	AC-III Tier/AC Chair Car	Auto rickshaw/ Any public Bus except AC Bus



### **Note:**

1. These norms are applicable only when any Employee of the University is permitted to represent Gujarat Technological University.
2. Advance approval of the Section Head is mandatorily required to be taken for claiming Travelling, Daily allowance.
3. Advance of any amount will not be given for attending such events etc.
4. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC-II tier and above by train is allowed.
5. In case journey is performed by Taxi and more than one person attends the workshop/events etc. at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed to any one of the persons as per @
6. In case road journey is performed by own car, copy of RC book is to be submitted mandatorily.
7. Boarding passes/Tickets (including Train, Bus etc.)/Fare receipts of Taxi & Auto are to be mandatorily submitted at the time of the claim.
8. Air travel will be allowed to the eligible person only, as per table above.
9. The cancellation charges shall be reimbursed only in case of cancellation/postponement of the event by the University/Institution.
10. If any person travel by mode higher than for which he/she is eligible, he will be entitled to reimburse as per the eligibility only.
11. If travelling for an event also includes travelling of the Student, Student will be reimbursed only as per rate of Second Class Sleeper for railway/ Ordinary Bus fare, even if he/she has travelled by higher class
12. **Due date for payment of Travelling Allowance bills :**

The claim for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates. However, due date for payment does not invoke right to claim the Travelling Allowance bills. Such allowance will be paid after due verification by the University by on-line mode only.



### 13. Wrong/Excessive claim of Travelling Allowance Claim:

In case wrong/Excessive claim by the Expert, appropriate action will be taken by the University Authority in addition to deposit of the excessive claimed amount.

14. Other than daily allowance and Travelling allowance as per eligibility, any extra expense done will have to be borne by the Employee.
15. All Class-3, Class- 4 employees recruited on daily wages will be paid mileage as per for two wheeler rate or Auto rickshaw fare up to Rs. 160/- only. However, if any work requires more travelling/time bound work, Section Head has power to approve Travelling Allowance up to Rs. 500, only if proper justification is given by Section Head.
16. In case of any eventuality and emergency, decision of the Honorable Vice-Chancellor shall be final.

# If the distance from the source to destination (one side) is more than 500 km.

@ Road Mileage will be applicable as per GTU/Circular/Int\_Aud/TA/002/2015, dated 09/01/2015

### B. Daily Allowance for Out Station Journey

(a) When the Government Employee stays in Government/Public Sector Guest house or makes his own arrangements.

#### 1. For Employees recruited on Scale

Grade pay Range	Localities other than those mentioned in columns (3),(4) and (5)	B-1 Class cities and expensive localities	A Class cities and specially expensive localities	A-1 Class cities.
	₹	₹	₹	₹
(1)	(2)	(3)	(4)	(5)
₹ 7600 and above	400	450	550	670
₹ 4200 and above; but less than ₹ 7600	320	400	480	600
₹ 2800 and above; but less than ₹ 4200	270	340	420	520
₹1800 and above but less than ₹ 2800	240	290	350	450
Below ₹ 1800	150	180	220	280



### 2. Employees Recruited on Contractual Fixed Salary

Fixed salary of Individual ( p.m.)	Localities other than those mentioned in columns (3),(4) and (5) ₹	B-1 Class cities and expensive localities ₹	A Class cities and specially expensive localities ₹	A-1 Class cities. ₹
₹ 80,000 and above	400	450	550	670
₹40,000 and above but less than ₹ 80,000	320	400	480	600
₹ 30,000 and above but less than ₹ 40,000	240	290	350	450
Below ₹ 30,000	150	180	220	280

(b) When the Employee/Staff of the University stay in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs.

#### 1. For Employees recruited on Scale

Grade pay Range	Localities other than those mentioned in columns (3),(4) and (5) ₹	B-1 Class cities and expensive localities ₹	A Class cities and specially expensive localities ₹	A-1 Class cities. ₹
(1)	(2)	(3)	(4)	(5)
₹ 7600 and above	870	1110	1370	1690
₹ 4200 and above; but less than ₹ 7600	590	860	1060	1320
₹ 2800 and above; but less than ₹ 4200	520	650	800	990
₹1800 and above but less than ₹ 2800	340	420	510	640
Below ₹ 1800	170	220	260	330



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Fixed salary of Individual ( p.m.)	Localities other than those mentioned in columns (3),(4) and (5) ₹	B-1 Class cities and expensive localities ₹	A Class cities and specially expensive localities ₹	A-1 Class cities. ₹
₹ 80,000 and above	870	1110	1370	1690
₹40,000 and above but less than ₹ 80,000	590	860	1060	1320
₹ 30,000 and above but less than ₹ 40,000	340	420	510	640
Below ₹ 30,000	170	220	260	330

**Note:**

1. As specified by Government Class of Cities are as under:

Sr. No.	Class of city	Cities covered
1.	A-1	Delhi UA, Brihad Mumbai UA, Kolkata UA, Chennai UA
2.	A	Ahmedabad UA, Bangalore UA, Hyderabad UA, Kanpur, Pune UA, Nagpur UA, Lucknow UA, Jaipur UA
3.	B	Agra UA, Allahabad UA, Bhopal UA, Coimbatore UA, Dhanbaad UA, Indore UA, Jabalpur UA, Nagpur UA, Jamshedpur UA, Kochi UA, Kozhikode UA, Lucknow UA, Ludhiana UA, Madurai UA, Meerut UA, Patna UA, Surat UA, Thiruvananthapuram UA, Vadodara UA, Varanasi UA, Vijayawada UA, Vishakhapatnam UA
4.	Other than Sr. No. 1,2,3	All cities other than A-1, A & B mentioned above.

(UA) = Urban Agglomeration

**Note :**

**UA = Urban Agglomeration :** The localities which are included in urban agglomeration of different cities are as adopted for the population census 1991. The same in respect of the above cities of Gujarat States are reproduced in Annexure to these rules. The same in respect of cities of other States/ Union Territories shall be as laid down by the Central Government for Their employees stationed at those places.

Sd/-

Registrar (i/c)