

**INDIAN INSTITUTE OF TECHNOLOGY INDORE****Guidelines/Standard Operating Procedure for travelling allowance**

1. **TA/DA Advance:** The advance taken for the purpose, if any, should be adjusted within fifteen days of completion of the tour / rejoining duty (if gone on leave immediately on completion of tour).

A second advance cannot be sanctioned until settlement of the first advance has been submitted; except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. bill in respect of the first advance.

2. **Daily Allowance** (Revised Pay Rule 2016): Only the actual expenditure incurred within the following prescribed limits will be reimbursed as per normal procedure of reimbursement.

| Pay Level in Pay Matrix                         | Entitlement                     |   |                             |
|---|---------------------------------|---|-----------------------------|
|   | Hotel accommodation/guest house | Local conveyance  | Food bills(ceiling per day) |
| 14 and above (Earlier Rs 10,000 G.P. and above) | Up to Rs 7, 500 per day.        | AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city | Rs.1,200                    |
| 12 and 13(Earlier Rs 7600 to < Rs 10000 G.P.)   | Up to Rs.4,500 per day          | AC taxi charges of up to 50 km per day for travel within the city.  | Rs.1,000                    |
| 9 and 11 (Earlier Rs 5400 to Rs 7000 G.P.)      | Up to Rs.2,250 per day          | Rs.338 per day  | Rs.900                      |
| 6 to 8(Earlier Rs 4200 to Rs 4800 G.P.)         | Up to Rs.750 per day            | Rs.225 per day  | Rs.800                      |
| 5 and below (Earlier below Rs 4200 G.P.)        | Up to Rs.450 per day            | Rs.113 per day  | Rs.500                      |

**Note**

**\*\* Reimbursement of meals/food charges while on official tour on will be made on declaration basis within applicable limit.**

**\*\*The earlier system of giving 25 % of DA has been discontinued .DA at fifth CPC rate is done away with.**

- **Reimbursement of Hotel charges:** - For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim

should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs 1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent.

- **Reimbursement of Travelling charges:** - Similar to reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent.

### 3. Basis for D.A. calculation:

- Absence from headquarters on calendar day basis i.e., from midnight to midnight.
 

|  |      |
|--|------|
| Absence not exceeding 6 hours                        | 30%  |
| Absence exceeding 6 hours but not exceeding 12 hours | 70%  |
| Absence exceeding 12 hours                           | 100% |
- No DA for Sundays and holidays unless the employee is actually and not merely constructively on camp is be admissible.
- No DA for leave and restricted holidays during the tour is admissible.

### 4. Road mileage Allowance:-

At places where specific rates have been prescribed:-

| Pay Level in Pay Matrix | Entitlement   |
|-------------------------|---|
| 14 or above             | Actual fare by any kind of public bus, including AC buses <b>OR</b> at prescribed rate of AC taxi when journey is actually performed by AC Taxi <b>OR</b> at prescribed rates for auto rickshaw for journey by an auto, own car, motorcycle, scooter, or moped etc. |
| 6 to 13                 | Same as above with the exception that journey by AC taxi will not permissible   |
| 4 and 5                 | Actual fare by any kind of public bus other than AC bus <b>OR</b> at prescribed rates for auto rickshaw for journey by an auto, own car, motorcycle, scooter, or moped etc.   |
| 3 and below             | Actual fare by ordinary public bus only <b>OR</b> at prescribed rates for auto rickshaw for journey by an auto, own car, motorcycle, scooter, or moped etc.   |

- At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

\*\* It will increase automatically 25% whenever, DA crosses 50%.

## 5. T.A. on Tour : Entitlements for travel by Air/Rail/Road

### Travel within India:

| Pay Level in Pay Matrix | Travel entitlement            |  |
|-------------------------|-------------------------------|--|
|                         | Air                           | Rail/Road                                  |
| 14 and above            | Business or Club class by air | AC-I in a train                            |
| 12 and 13               | Economy class by air          | AC-I in a train                            |
| 6 to 11                 | Economy class by air          | AC-II in a train                           |
| 5 and below             | -                             | First Class/AC-III / AC chair car by train |

- a. 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 and by Deluxe/ordinary bus for others is allowed.
- b. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- c. All mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- d. In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

6. **Internet/ e-ticketing charges:** - are reimbursable for the tickets booked through the website of Indian Railways.

### 7. Journeys by Air

- a) Air travel by Air India only: - In all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials have to travel only by **Air India**. If travel stations are not connected by Air India, the officials may travel by Air India to the hub/ point closest to their eventual destination beyond which they may utilize the services of another airline which should preferably be an alliance partner of Air India.

- b) Air Tickets may be purchased directly from Airlines Booking Counters/ Website or from **Authorized Agents** viz., M/s. Balmer Lawrie and Company, M/s. Ashok Travels and Tours and IRCTC.
- c) In respect of Non-officials of committees /Boards/Panels the concerned ministry/Department have to mention that the non-official members has to purchase the tickets from authorized agent only. Otherwise his claim will not be settled by the ministry /Department.
- d) While settling the T.A. claim, the officer/ official concerned would also give an undertaking that: the tickets (s) have been bought at the lowest fare available on the day of booking.
- e) Routes where other than Air India approval is not required:
- Indore- Ahmedabad- Indore
  - Indore-Nagpur-Indore
  - Indore- Hyderabad-Indore-
  - Indore-Bangalore-Indore
  - Indore -Pune-Indore

#### **8. Time -limit for submission of claims for Travelling allowance:**

Time limit for submission of claim for TA has been changed from one year to sixty days succeeding the date of completion of the journey. The claim of a Government servant to traveling allowance/daily allowance on tour/Transfer/ Training/Journey on retirement, is forfeited or deemed to have been relinquished if the claim for it not preferred within sixty days succeeding the date if completion of the journey.

#### **9. Advance of T.A on Tour:**

The advance should be adjusted within fifteen days of completion of the tour/rejoining duty if gone on leave immediately on completion of tour. A second advance can't be sanctioned until an account has been given of the first except when a second journey is requires to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A .bill in respect of the first advance.

**Note:** a) The above guidelines are abstract of the detailed rules for easy reference/understanding to prefer the claim in the prescribed form.

b) These are subject to the detailed CCS Rules and amendments issued from time to time.

