

* ORDINANCE NO. 10

Travelling Allowance and Daily Allowance

(Refer clause XX of Section 37)

1. Members (Other than local members) of the authorities, bodies and Committees of the University, Moderators, Examinations, Inspectors appointed to inspect colleges or centres of examination shall be paid travelling allowance and daily allowance at the following rates for attending meetings or for journeys connected with examinations or the affairs other than Convocation of the University.

A TRAVELLING ALLOWANCE :

Travelling allowance and daily allowance shall be admissible in accordance with the rates prescribed from time to time by the Govt. of M.P. provided that the D.A. shall be admissible only for the day(s) on which meeting(s) is/are attended, examination(s) held, inspection done or University Business attended irrespective of the day of arrival and departure.

The daily allowance shall also be paid for the period spent on journey for the purpose.

The members experts of various bodies shall be paid special halt allowance if the business involved is of more than a day provided that the examiners/teachers called for remunerative work, shall not be paid special halt allowance.

Note :-

1. Travelling allowance shall be payable by the shortest route unless journey by longer route is permitted by the Kulapati.
2. No road mileage will be paid to the examiners/teachers called for remunerative work for journey to and from railway station/Bus Station. However an amount equivalent to one ordinary daily allowance shall be paid as Headquarter allowance to meet the conveyance charges for both sides.
3. In case of places connected by rail unless prior permission of the Kulapati has been obtained for journey in One's own car travelling allowance shall be paid as if the journey has been made by rail.
4. The claimant shall certify that he has travelled by the class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid by him.

* As amended by item No. 152 of E.C. dated 21.12.86

(a) If a member attends a meeting or meeting of the Vishwavidyalaya and a meeting or meetings of another body (which also pays T.A.) and makes only one visit for the purpose, he shall be entitled to receive travelling allowance and other charges from one source only;

(b) For interval between such last meeting of the Vishwavidhyalaya and the first meeting of the other body and vice-versa, the member shall be entitled to daily allowance for not exceeding three days at the prescribed rates provided he is not paid daily or halting allowance by the other body for such days.

(i) No first class railway ticket number will be necessary from the members of authorities/teachers/employees of the university who perform the journey in connection with the Examination or any other University work.

(ii) The member of authorities/Teachers can claim their T.A. bills before completing their journey on a certificate that they will perform the return journey in the class for which the T.A. is claimed.

If they do not travel in the same class, they will refund the amount.

(iii) Reasonable Taxi charges from and to the aerodrome will be admissible on the basis of a certificate from the claimant.

When a member has to attend two or more meetings of the Vishwavidyalaya with an interval of not more than three clear days between the two meetings attended (excluding the days of meetings) he shall be entitled to charge only daily allowance for the intervening days unless payment of travelling allowance for a second journey from his head quarters is economical to the University.

Examiners conducting the practical/viva-voce examinations should submit their T.A. bills through the Superintendent /Principal of the examination Centre concerned who will forward the same to the University office duly certified in the following form :

"Certified that Shri/Smt./Dr.....
ofconducted the practical/viva-voce
in.....(Subject).
Examination, 19 (annual/supplementary)at the.....
on.....Centre.

.....
Superintendent/Principal
Centre.

.....
Internal Examiner
..... Practical/Subject
Viva-Voce
Examination.....19
..... Centre.

No T.A. claim will be admissible if not submitted within a period of one year from the day of business.

CONVEYANCE ALLOWANCE :

Member of the authorities, bodies or committee of the University, moderators, inspectors and examiners residing at the place of business of the University shall be entitled to conveyance allowance at the rate of Rs. 15/- per day of business.

Travelling allowance and daily allowance shall be admissible in case of the Kulapati, the Officer and rates prescribed from time to time by the Government of Madhya Pradesh for its employees in similar pay range or class.

(1) In addition to T.A. and D.A. the officers and employees of the University shall be paid actual hotel charge for their stay in the State or outside the State as per rates prescribed as under :-

	Within the State	Outside State
Kulapati & Rector	Actual expenses which should not exceed Rs. 250/- per day.	Actual expenses which should not exceed Rs. 400/- per day.
Officers whose pay in Choudhary payscale is Rs. 2050/- and above.	Actual expenses which should not exceed Rs. 150/- per day.	Actual expenses which should not exceed Rs. 300/- per day.
Officers & employees whose pay in Choudhary pay scale exceed Rs. 1120/- but less than Rs. 2050/-.	Actual expenses which should not exceed Rs. 75/- per day.	Actual expenses which should not exceed Rs. 100/- per day.

Other Class III employees.

Actual expenses which should not exceed Rs. 25/- per day.

Actual expenses which should not exceed Rs. 40/- per day.

Other Class IV employees.

Actual expenses which should not exceed Rs. 10/- per day.

Actual expenses which should not exceed Rs. 15/- per day.

Note :-

1. Pay means basic pay, special pay, personal pay, Deputation special pay and Dearness pay.

2. The officers and employees who are drawing pay in other than Choudhary pay scale their entitlement shall be determined by notional pay in Choudhary pay scale.

3. Room rent, Tax - duty, service charge which will be charged by Lodge/Hotel will only be reimbursed. This will not include boarding charges.

For Stay in Lodge/Hotel or Circuit House necessary receipt will have to be produced for reimbursement.

(i) The Taxi fare if any, shall be paid out of the contingencies on the basis of simple certificate which shall be issued by the concerning officer or employee of the University.

(ii) For halts beyond ten days at one place, daily allowance shall be admissible at half the normal rate after ten full daily allowance are earned.

Provided that in case of an employee of the University full daily allowance upto the limit of fifteen shall be admissible for halt at one place if such halt for important University work is permitted by the Kulapati.

Delegates or representatives of the University attending the academic conference/congress shall be paid travelling allowance at the rate admissible in accordance with the rate prescribed from time to time by the Govt. of M.P. Provided that the D.A. shall be admissible only for the day (s) on which conference/congress has been attended by the delegate irrespective of the day of arrival and departure.