

**RULES FOR PAYMENT OF TRAVELLING ALLOWANCES
PART-I**

1. For the purpose of T.A./D.A. grading of the University employees, on the basis of Grade Pay, shall be as under :-

Basic Pay plus Grade Pay

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|-----|---|--|
| I | Rs. 53000/- and above (Gross 125000) | |
| II | Rs 21600/- to 47100/- and above(50000) | |
| III | Rs. 15600/- to Rs. 21600 and above (Gross Above Rs 30000) | |
| IV | Rs. 10000 to 20000 | |
| V | Below Rs. 10000 | |
2. The classification of cities within or outside the State, for the purpose of grant of T.A. /D.A. to employees, shall be as under:-
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|-----|---|-----|
| (a) | Cities with population of 50 lakhs and above. | A-I |
| (b) | Cities with population of 20 lakhs and above but less than 50 lakhs | A-2 |
| (c) | Cities with population of 10 lakhs and above but less than 20 lakhs | B-I |
| (d) | Cities with population of 05 lakhs and above but less than 10 lakhs | B-2 |
3. (a) The entitlement of travel by Rail shall be as under :-
- | Grade Pay Category | Entitlement by Rail |
|---------------------------|---|
| I | Ist Class A.C./Shatabadi Executive Class. |
| II | Ist Class/A.C.Chair Car/A.C. Two tier sleeper |
| III | Ist Class/A.C. Chair Car/A.C. Three tier. |
| IV & V | Second Class Sleeper. |

The cost of reservation and sleeper charges shall be reimbursed. Other conditions for travel by train will remain the same.

- (b) In case the journey is to a place connected by Rail, the employee shall have the option to travel by any mode of road transport i.e. whether by Air Condition Bus, Delux Bus or ordinary Bus, subject to the payment of actual charges or maximum railway fare, to which he/she is entitled, whichever is less.

4. (a) In the case of stations not directly connected by rail, the grade pay ranges for travel by public bus/auto rickshaw/scooter/motor cycle, A.C taxi/taxi/own car shall be as indicated below:

Grade Pay Category	Entitlement
I & II	Actual fare by any type of public bus including air-conditioned bus. OR At rates prescribed by the Transport Department of AC Taxi when the journey is actually/performed by AC Taxi. OR Actual fare for journeys by auto-rickshaw. Same as for (I &II) above with the exception that journeys by AC taxi will not be permissible.
III	OR At prescribed rates for Taxi/Auto-rickshaw/ own scooter/motorcycle/moped etc. Actual fare by ordinary public bus only. OR
IV, V	At prescribed rates for auto-rickshaw/own scooter/ motorcycle/ moped etc.

- (b) The rates of Road Mileage per km for journey performed by own car/taxi/jeep will be Rs. 10/- per km. subject to prior approval for travel by car/taxi/jeep from competent authority.
- (c) University employees/persons from outside shall be required to obtain prior approval from the Chancellor/Vice-Chancellor for traveling by car/taxi/jeep and from the Registrar for traveling by motor cycle/scooter/moped.
- (d) The teachers/Officers traveling by car on the routes where toll tax is payable will not be paid mileage allowance by car without the proof of toll tax.
- (e) Any amount paid by way of Toll tax by any University employee or outsider while traveling in connection with any University purpose, including a meeting or examination, shall be reimbursable on production of the receipt thereof, while claiming TA/DA.

5. (a) The entitlement to travel by Air, within India, shall be as under :-

Grade Pay Category	Entitlement by Air
I & II	Economy Tourist class/Standard Class Economy Tourist Class/Standard Class with the condition that the distance is more than 500 kms. (with the permission of the Chancellor/Vice-Chancellor)

- (b) Any teaching/non-teaching officer entitled under the rules to travel by A.C. first class Railway accommodation shall be allowed to travel by Air, without prior approval of the Vice-Chancellor. But he shall be paid A.C. First class Railway fare/ Air fare to which he is entitled or actual fare whichever is less.

- 6 (a) **Daily Allowance :** The rates of daily allowance shall be as under:-

(In Rs.)

Grade Pay Category	AI Cities Hotel/Non-Hotel rates	A2 Cities Hotel/Non-Hotel rates	B1 Cities Hotel/Non-Hotel rates	B2 Other Places Hotel/Non-Hotel Rates
I	800	640	480	320

	400	320	240	160
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II	700 300	560 240	420 180	240 120
III	450 250	360 200	270 150	180 100
IV	380 200	300 160	230 120	150 80
V	300 150	240 120	180 90	120 60

- (b) No Daily Allowance shall be permissible within a radius of 50 kms. from the place of duty. Road Mileage at the fixed rates will, however, be paid for this journey except to employees in receipt of Local Traveling & Conveyance Allowance.
- (c) Journey within **50 kms. of the place of duty shall be treated as Local journey. Daily Allowance shall be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to the headquarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.**
- (d) **A full Daily Allowance shall be admissible for journey beyond 50 kms.** from the head-quarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.
- (e) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.

7. Accommodation

- (a) The maximum rates of reimbursement for Hotel Accommodation/Tourist Banglows for tour outside on the production of receipt shall be as under: -

Grade Pay Category	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star Subject to maximum of Rs 7500/-per day
II	Reimbursement of actual expenditure incurred towards normal single room rent in a Hotel of category not above 3 star. Subject to maximum of Rs 3000/per day.

Classification of City(Any hotel room up to rupees per day)

	A1	A2	B1	B2
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

- b An employee of the University while on duty at Chandigarh and any other town in Punjab shall be entitled to be re-imbursed on production of a receipt of the rent paid by him for night-stay.
8. The class IV employees of the University and the Drivers will be eligible for Washing Allowance at the rate of **Rs. 60 (Rs. Sixty only) per mensem** .

PART-II

9. (a) The Chancellor/ Vice-Chancellor shall be entitled to (while traveling in India)
- (i) The same class of accommodation as persons in Grade-I or air-conditioned accommodation.
 - (ii) Travel by air at discretion.
 - (iii) Travel in his own Motor Car and may draw mileage allowance as per rules plus 55% for hill kms. tracts.
 - (iv) Daily allowance as admissible under rules :
(while travelling abroad) :
 - (v) the same travelling and daily allowances as are admissible to Grade-I officers of the Government of India.
- b) The Chancellor/Vice-Chancellor may travel by road or rail, or a portion of the journey by road and a portion by rail, according to his discretion and convenience and may claim T.A. accordingly. If he travels by road between stations connected by rail in a public carrier, he shall be entitled to the actual fare paid plus allowance as per rules.
10. (a) Paper Setters/Examiners belonging to states other than Punjab, Haryana, Himachal Pradesh and Union Territory of Chandigarh shall be entitled to draw T.A. at the rate as prescribed in Part-I of these Rules. Travel by Air/Air-conditioned Coach/Journey by Car will be ordinarily allowed with the prior sanction of the Chancellor/Vice-Chancellor :
Provided that a Professor invited for viva-voce examination of Ph.D. scholar may be allowed to travel by car if the journey to & fro does not exceed 600 kms.
- (b) T.A. of a person who is not in receipt of any pay or a person who has retired from service, shall be calculated on the basis of his declared income or the pay last drawn by him, as the case may be, and/or as the Vice-Chancellor may determine in a particular case.
11. Persons invited to deliver extension lectures shall be paid normal T.A. according to University rates but without any halting allowances.
12. (a) A person travelling by road between stations connected by rail shall be entitled to the actual fair paid for the road transport, viz. motor car, bus etc. as per rules.
- (c) If due to some emergent work, under orders of the Chancellor/Vice-Chancellor, a person is required to undertake journey which costs him more than the railway fare of the class to which he is entitled or the mileage allowance admissible to him by road, he shall be paid the actual cost of the journey and, in addition, daily allowance whether or not the two stations are connected by rail.
13. The following Officers shall be competent to sanction the performance of journey of the employees:

	Officers		Employees
1	Chancellor/Vice-Chancellor	1	Professors and Heads, Directors, Deans and Principals of the Teaching depttments
		2(i)	Staff working under him provided the expenditure on account of performance of such journey remains within the budget provision of the Department. Outsiders who attend University Business in the Department
		(ii)	business in the Departments
2	Registrar	3	Non-teaching staff above the rank of Superintendent.
3	Finance Officer/Deputy Registrar and other Officers of equivalent rank	4	Non-teaching staff upto the rank of Superintendent.

14. (a) A delegate to an educational conference may be paid, as a contribution towards his travelling expenses, a sum not exceeding the cost of single railway fare both ways of the class to which he is entitled and daily allowance for the journey days as well as for the days of attendance at the

conferences and a certificate of having attended the conference shall be sufficient for purpose of payment.

(b) A person in order to be entitled to attend a conference at University expenses within the country, should satisfy one of the following requirements :-

(i) an official of the body organising the conference;

(ii) contributing a paper ;

(iii) presiding over the conference or a section of it.

The rules framed for participation in various academic conferences in India will cover Symposium, Seminars, Group Discussion, Meetings of Learned Societies, Workshops etc.

By contributing a paper is meant 'Paper which has been accepted for presentation' or 'a member is invited to participate in Symposium, Seminar, Group Discussion etc.'

Persons attending such conferences will be paid T.A./D.A. as per existing rules for attending such conferences.

(c) Research Scholars of UGC/CSIR/ICAR etc. shall be permitted by the Head of the Department on recommendation of the Supervisor to attend Conference/ Seminar/Workshop/Summer Institute. If funds are available out of contingency attached to a scholarship they shall be paid subsidy to the extent of two-way second class rail fare or actual bus fare.

15. The Examiners, Superintendents, other Members of Supervisory Staff and Members of University Bodies, who are entitled to IInd or Ist class railway fare, when travelling on University duty, may perform the journey by passenger, express or mail train as it suits their convenience.
(b) Internal examiner appointed for various University examinations, who had gone out during vacations and had to come for the conduct of examinations, may be paid T.A. only for coming to the place of normal residence and back.
16. A person not residing within the territorial jurisdiction of the University shall be entitled to T.A. from the place of his normal residence.
17. Bills not presented within six months from the date of journey shall lapse and shall not be entertained unless the period of six months is extended by the Registrar for good cause shown.
18. Notwithstanding anything contained in these Rules, the Chancellor/Vice-Chancellor may, in exceptional circumstances, for reasons to be recorded, sanction special rates, i.e. in excess of the schedule
19. Members of the various University Bodies, who are normally in Patiala but come to attend the University meetings during vacations from place of their temporary residence outside Patiala, shall be paid T.A. admissible to them under the rules.
20. Payment of T.A. to members of the various University Bodies, other than those belonging to the teaching cadre, when they come to attend University meetings from a temporary residence at a hill station during the season shall be made according to the rules.
21. The employees travelling by staff car/Govt. vehicle shall be paid full Daily Allowance in case absence from headquarters exceeds 6 hours and if it is followed by night halt outside the Headquarters the Daily allowance shall be admissible at the rates of the place of night halt.
22. If a person on University business travels by train, which does not provide the class of accommodation to which he is entitled, he may be allowed to draw a single railway fare for the next higher class plus daily allowance admissible to him: provided that the journey is actually performed by the higher class and a certificate to the effect that it was necessary in the interest of University work for him to travel by that train is attached to his T.A. Bill by the Head of the Department to which he is attached.
23. Except in the case of work connected with the University Examinations, daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless the same is sanctioned by the Vice-Chancellor in each case on the ground the University work.
24. The rate of daily allowance of a person, who spends part of a day in one locality and part of it in a place for which a different rate of daily allowance prevails, shall be determined according to the place where he spent the night succeeding such day.

25. A University employee accompanying the students on Educational excursion will be entitled to usual T.A.
26. The class to which a retired person belongs on his re-employment shall be determined with reference to the pay which he actually receives plus the amount of pension, if any, which he is permitted to draw in addition to pay.
27. Road mileage shall be admissible from the place of duty or place of University business, as the case may be, to Railway Station/Bus Stand :
 Provided that in the case of person other than a University employee, road mileage shall be admissible from and back to his residence:
 Provided further that University employees shall be paid local conveyance while on official work outside Patiala as under :
- (a) For purpose of payment of local conveyance, various stations are divided into two categories viz:
- (i) Delhi, Mumbai, Chennai, Kolkata, Shimla; and
- (ii) All other places
- (b) The rates of local conveyance for tours at stations falling in category (ii) shall be as under:
- | | |
|----------------------------|-------------------------------|
| Grade Pay/or Basic Pay | Actual expenses subject |
| Categories as decided from | to a maximum limit as |
| time to time. | Prescribed by the |
| | University from time to |
| | time for different categories |
| | Of Grade Pay. |
- (c) For Metropolitan and big cities having population more than 10 lacs, local conveyance charges shall be double the rates prescribed above.
- (d) Local conveyance in excess of rates prescribed under (b) and (c) above shall be paid with the approval of the Chancellor/Vice-Chancellor on the production of actual receipts of expenditure or a certificate to the effect by the concerned
28. Except as provided above in parts I, II and III above:
- (a) Persons invited to attend the meetings of University Bodies and selection committees, conferences, and seminars and for conduct of practical examination for Master degree, M.Litt; M.Phil. and Ph.D., Honours and other professional examinations and in any other special cases where on the spot payment is allowed by the Vice-Chancellor, may be paid T.A./D.A. in cash/cheque according to the rates admissible to them before the performance of return journey, subject to their giving a certificate to the effect that the return journey will be performed in the manner as claimed in the bill.
- (b) The expert members of selection committees will be entitled to an honorarium as per following rates in addition to TA/DA.

	One interview of upto Twenty candidates	Rs 2000
	More than 20 candidates	Rs. 3000/-

- (c) External experts/subject experts coming to the University for conducting viva-voce or for attending certain selection committee meeting will be paid honorarium at the following rates in addition to TA/DA.

Sr. No.	Purpose	Remuneration
1.	Remuneration to Examiners for Evaluation of Thesis	Rs. 2000/-

2.	Remuneration of Examiners for Conducting Viva-Voce	Rs. 2000/-
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Payment of expenses to teams sent by Physical Education and sports Department to participate in Zonal, Inter-Zonal, Inter-University/All India Inter-University competitions and Team/Individuals sent by any other Department for participating in Cultural programs or any other competition/programme.

29. (a) Where the facility of travelling by a Government bus or by Rail is not available for the team to travel from one Bus stand to another Bus stand or from Railway Station to another Railway Station or from the residence of the team and the team has to travel by some other mode of transportation, the actual expenses incurred on the same shall be reimbursable on production of the receipt signed by the Driver of the three-wheeler/Taxi. The receipt should be certified by the Manager/Coach and Countersigned by the Director, Sports Department.
- (b) Where students/Team from another college visit the University, Bus/Rail tickets shall be collected from them and when the student/Team returns to the affiliated college they shall be paid an amount equal to the fare earlier spent by them. The student Team shall not be asked to produce the return ticket. The advance amount shall be adjusted on the basis of earlier ticket. If students/team visiting is from an un-affiliated college, it shall not be entitled to return Bus/Rail fare.
- (c) Where the students/Team or coach of the team perform journey together by any means other than Bus/Rail, they will as per their entitlement be paid Bus/Rail fare. In such cases the sports Department will procure a certificate from Pepsu Roadways/Punjab Roadways showing the mileage from one station to another and the rates of fare (per kilometer) and the payment of fare shall be made accordingly. Certified copy of the information furnished by the Director Sports shall be attached where ever necessary.

UNIVERSITY VEHICLES- THEIR USE

1. University vehicles will be under the administrative control of the Registrar, who may appoint a person from the staff to act as controlling officer.
2. The controlling officer shall maintain:-
 - (a) A log book showing particulars of the journey performed by the vehicle both on duty and otherwise. Non-duty and private journeys shall be clearly shown as such. Account of diesel, petrol, mobile oil etc. will be kept in the log book, and
 - (b) A history sheet including the record of repairs, replacements and other articles purchased for the vehicles will be maintained which will show the actual expenditure so incurred from time to time.
3. The vehicles are intended ordinarily for use for journeys on bonafide official work within or outside Patiala by the officers of the University and such other staff as may be permitted to do so. These may also be used for journey from the office/residence of the Registrar/Chancellor/Vice-Chancellor or other officers to attend official meetings and University functions and other social functions connected with public relations of the University and back.
4. The vehicles may be permitted to be used for non-duty journeys, subject to the conditions that :-
 - (i) Duty Journey shall have preference over non-duty journey;
 - (ii) The use of vehicle will not be permissible for journeys to place of entertainment and for pleasure trips;
 - (iii) Urgent visits to hospitals in connection with serious illness of members of staff, their dependents and students.
5. (i) **The charges for the use of vehicles for non-duty journeys shall be as shown here-under :-**
 - (a) **Five Seater Vehicles - Rs. 7/- per k.m.**
 - (b) **Seven Seater Vehicles - Rs. 9/- per k.m.**
 - (c) **(10 Seater, Bus etc.) - Rs. 15/- per k.m.**

Provided that in case of vehicles mentioned in (c) Rs. 500/- per night shall be charged for night stay.

Provided further that there will be exemption from payment of night stay charges for one night if the journey exceeds 400 killo meters.

- (ii) Requisition for a motor vehicle by various departments of the University shall be placed 3 days prior with the Transport Officer.
- (iii) For university Bus the user will be required to pay charges for at least 50 kms., even if the journey involved is less than 50 kms.
- (iv) The calculations of distance and time for the purpose of above charges will be from and to the University vehicle garage.
- (v) The person using the University vehicles for private purposes for journeys to City/Station/Hospital will deposit the requisite charges in the office of the Transport Officer. The Transport Officer will keep a proper account of such deposit in a register and, after verification from the Log Book, deposit the amount with the University finance department. If some vehicle is used for private purposes outside office hours, the driver will be paid prescribed amount as overtime allowance from the amount of advance deposited by the user and the rest of the amount will be deposited by the Transport Office with the University finance office.

In case the vehicle is to be taken outside university, the user will deposit the estimated charges with the Transport Office in advance. The balance, if any, will be paid by the user immediately on completion of the journey. The driver will be paid T.A./D.A. as per University rules, out of the advance so deposited and the rest of the amount will be deposited by the Transport office with the University Cashier.

- 6. The Vice-Chancellor/Registrar who are provided with Staff Car for official purpose, shall also be entitled to the use of Staff Car for private purposes on payment at the rate of Rs. 7/- per Kilometer. For the use of Staff Car for private purposes, the Officers will deposit the amount in cash with the University Cashier at the end of each month according to the journeys shown in the Log Book.
- 7. The use of a University vehicle by invitees to University conferences/seminars/functions and outside members of the selection committees etc. may be permitted free of charge by the Chancellor/Vice-Chancellor in the interest of or for the work of the University.
- 8. Any point not covered by these rules will be decided by the Chancellor.
- 9. All those having identity slips shall be entitled to two trips both ways, at the maximum, daily.
- 10. **Regular/Casual Visitors/Identity Slips**
Identity slips will be issued to the staff/their families and domestic servants for making visits during the month at the prescribed rates.
Persons holding such identity slips shall be entitle to travel in the University Bus. The identity slip not availed of during a month to which it pertains or partly availed of, shall expire at the end of the month.
- 11. The Chancellor/Vice-Chancellor may allow free use of the University Bus for any urgent University work, emergency or function.
- 12. University employees and other persons required to travel from city to the University Campus or vice-versa on official business or for attending University meetings or for some other work connected with the University may be allowed free lift in the University Bus by the Registrar/Vice-Chancellor or such other officer or officers as may be authorized by the Vice-Chancellor.
- 13. Any person found to be travelling in a University Bus without any valid pass/identity slip shall have to pay such penal charges as may be prescribed from time to time.
- 14. Those employees who travel by University Bus will not be paid conveyance Allowance.
- 15. Registrar shall be competent to sanction the repair of a vehicle if the charges, including spare-parts if any, do not exceed Rs. 5000/-. For any repairs exceeding that limit sanction of the Committee constituted by the Chancellor shall be required.