



RIMT/2021/R/45

Date: December 30th, 2021

Notification

RULES FOR PAYMENT OF TRAVELLING ALLOWANCES/DEARNESS ALLOWANCE/ACCOMMODATION ALLOWANCE

"These Rules shall come into force on the date of notification"

DAILY ALLOWANCE

The entitlement of Daily allowance shall be as under:

S.No.	Category	Entitlement
1	Vice Chancellor, Pro Vice Chancellor, Director Academics & Operations, Registrar, Director Health Science	Reimbursement of actual expenditure on production of bills
2	Dean-Academics/ student welfare/ operations, Director of admission, Training and Placement officer, Controller of examination, Chief Finance and accounts officer,	Reimbursement of actual expenditure upto Rs1000/-(One thousand) on production of bills
3	Director, Principal, Dean of school, Professor, Head of department, Human Resource Manager	Reimbursement of actual expenditure upto Rs750/-(Seven hundred fifty) on production of bills
4	Associate Professor, Assistant professor, Chief Librarian, Workshop Superintendent, Coordinator, Director of sports, Student counselor, Deputy COE	Reimbursement of actual expenditure upto Rs600/-(Six hundred) on production of bills
5	Chief Security officer, Chief Hostel warden, Transport incharge, Estate officer, Head of IT Cell, Head of student section, Any member of admission cell, Accounts officer, Store incharge, Assistant Registrar, Librarian	Reimbursement of actual expenditure upto Rs500/-(Five hundred) on production of bills
6	Any other employee of the University/RIMT Institutions	Rs200/-(Punjab, Chandigarh and Haryana) Rs.300/-(other states)
Night allowance(Drivers)- Rs.200/-(Two hundred) applicable from 11:00 pm onwards		

➤ No Daily Allowance shall be permissible within a radius of 25 kms from the university.

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- A full Daily Allowance shall be admissible if the journey time is more than 10 hours
- If the journey time is in between four to ten hours then half Daily Allowance shall be admissible.
- If the journey time is less than four hours then no Daily Allowance shall be admissible.

TRAVELLING ALLOWANCE

The entitlement of travel by Air/ Rail/Road shall be as under:-

S.No.	Category	Entitlement
1	Vice Chancellor*, Pro Vice Chancellor**, Director Academics & Operations**, Registrar**, Director Health Science**	Economy Air/University Vehicle/ Ist Class A.C. Chair Car train
2	Dean-Academics/ student welfare/ operations, Director of admission, Training and Placement officer, Controller of examination, Chief Finance and accounts officer,	Economy Air** (Subject to maximum fare of Ist Class A.C. train) /University Vehicle/ Ist Class A.C. train
3	Director, Principal, Dean of school, Professor, Head of department, Human Resource Manager	Economy Air** (Subject to maximum fare of A.C. Two tier train) /University Vehicle/ A.C. Two tier train
4	Associate Professor, Assistant professor, Chief Librarian, Workshop Superintendent, Coordinator, Director of sports, Student counselor , Deputy COE	Economy Air** (Subject to maximum fare of A.C. Three tier train) /University Vehicle/ A.C. Three tier train
5	Chief Security officer, Chief Hostel warden, Transport incharge, Estate officer, Head of IT Cell, Head of student section, Any member of admission cell, Accounts officer, Store incharge , Assistant Registrar, Librarian	Economy Air** (Subject to maximum fare of A.C. Three tier train) /University Vehicle/ A.C. Three tier train
6	Any other employee of the University/RIMT Institutions	University Vehicle/ second class sleeper train/Private Bus/Two wheeler/Auto Rickshaw

For air travel:

* Subject to prior approval from the Chancellor/Pro Chancellor/CEO.

**Subject to prior approval from the Vice Chancellor.

Note: If university vehicle is not available then the person can use own car/Taxi and can claim travelling allowance at the rate of Rs. 15/- (Fifteen) per kilometer.

- The rates of Road Mileage per km for journey performed by own car/taxi/jeep will be Rs. 15/- per km by the outsider.
- RIMT University employees/RIMT Institutes employees shall be required to obtain prior approval from the Registrar for traveling by University Vehicle.

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- A person not residing within the territorial jurisdiction of the University shall be entitled to T.A. from the place of his normal residence.
- Mileage allowances by car will be paid only with the proof of toll tax receipt where toll tax is payable.
- The rate of mileage Allowance for journeys on scooter/motor-cycle/moped will be Rs.5/- per kilometer restricted upto 50 kms to & fro.
- The rate of mileage Allowance for journeys on bicycle will be Rs.2/- per kilometer restricted upto 30 kms to & fro.

ACCOMMODATION

The maximum rates of reimbursement for Hotel Accommodation/Tourist Bungalows for tour outside Punjab on the production of receipt shall be as under: -

S.No.	Category	Entitlement
1	Vice Chancellor*, Pro Vice Chancellor**, Director Academics & Operations**, Registrar**, Director Health Science**	Reimbursement of actual expenditure towards room rent in a hotel of a category not above 5 star
2**	Dean-Academics/ student welfare/ operations, Director of admission, Training and Placement officer, Controller of examination, Chief Finance and accounts officer,	Reimbursement of actual expenditure incurred towards room rent in a Hotel subject to maximum of Rs 3000/-per day.
3**	Director, Principal, Dean of school, Professor, Head of department, Human Resource Manager	Reimbursement of actual expenditure incurred towards room rent in a Hotel subject to maximum of Rs 2500/-per day.
4**	Associate Professor, Assistant professor, Chief Librarian, Workshop Superintendent, Coordinator, Director of sports, Student counselor , Deputy COE	Reimbursement of actual expenditure incurred towards room rent in a Hotel subject to maximum of Rs 2500/-per day.
5**	Chief Security officer, Chief Hostel warden, Transport incharge, Estate officer, Head of IT Cell, Head of student section, Any member of admission cell, Accounts officer, Store incharge , Assistant Registrar ,Librarian	Reimbursement of actual expenditure incurred towards room rent in a Hotel subject to maximum of Rs 2000/-per day.

* Subject to prior approval from the Chancellor/Pro Chancellor/CEO.

**Subject to prior approval from the Vice Chancellor.

An member of admission cell of the University while on duty at Chandigarh and any other town in Punjab shall be entitled to be re-imbusement on production of a receipt of the rent paid by him for night-stay.

Sahar Mehta
30/12/21

Note:

- The Bills to be submitted to the Accounts Office generally within 7 working days through proper channel.
- If bills are not submitted in seven days then bills can be submitted upto one month with the permission of the Registrar.
- If bills are not presented within one month from the date of journey then shall lapse and shall not be entertained unless the period of one month is extended by the Vice Chancellor for good cause shown.
- Notwithstanding anything contained in these Rules, the Chancellor/Pro Chancellor/CEO/Vice-Chancellor may, in exceptional circumstances, for reasons to be recorded, sanction special rates, i.e. in excess of the schedule
- Members of the various University Bodies who come to attend the University meetings during vacations from place of their residence, shall be paid T.A. admissible to them under the rules.
- **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.**
 - (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.

UNIVERSITY VEHICLES- THEIR USE

1. University vehicles will be under the control of the Transport incharge.
2. The transport incharge shall maintain:-
 - (a) A log book showing particulars of the journey performed
 - (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 Mandi Gobindgarh by the employee of the University . These may also be used for journey from the office/residence of the employee to attend official meetings .
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;

Rabindra Mal
30/11/21

- (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 other than the routes mentioned under (d) below shall be as shown here-under:-
- (a) Five Seater Vehicles - Rs. 15/- per k.m.
- (b) Seven Seater Vehicles - Rs. 15/- per k.m.
- (c) Bus - Rs. 20/- per k.m.
- Provided that in case of vehicles mentioned in (c) Rs. 500/- per night shall be charged for night stay.

(d) Route wise charges as given below:

S.No.	Route	Fare for 4+1 seater	Fare for 7+1 seater
1	RIMT to Chandigarh Airport	Rs.1000/-	Rs. 1400/-
2	Chandigarh Airport to RIMT	Rs.1000/-	Rs. 1400/-
3	RIMT to Delhi Airport	Rs.5000/-	Rs. 6500/-
4	Delhi Airport to RIMT	Rs.5000/-	Rs. 6500/-
5	RIMT to Ambala Cantt Railway station	Rs.1000/-	Rs. 1400/-
6	Ambala Cantt Railway station to RIMT	Rs.1000/-	Rs. 1400/-
7	RIMT to Jammu	Rs.5500/-	Rs. 7000/-
8	Jammu to RIMT	Rs.5500/-	Rs. 7000/-

Booking is subject to the availability of the vehicle

- (e) Students can also use the bus for weekend outing to Chandigarh with the fare rate of Rs.100/- per student subject to the minimum number of students about 35 with Rs. 400 DA to driver and Rs. 250 to conductor.
- (ii) Requisition for a vehicle shall be placed 2 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 for the purpose of above charges will be from the University main gate.
- (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.

Robert Mal
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6. 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.
7. Any point not covered by these rules will be decided by the Chancellor.
8. All those having identity slips shall be entitled to two trips both ways, at the maximum, daily.
9. 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 university employee as may be authorized by the Registrar.
10. 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.

Fahad Khan
30/12/21
Registrar