

REGULATIONS REGARDING PAYMENT OF TRAVELLING ALLOWANCES, DAILY ALLOWANCES ETC.

Reg. T.A. 1 All members of the General Council, Academic Council, Executive Council and Finance Committee, Vice-Chancellor members of the Selection Committee constituted by the Executive Council:

- a) (i) They shall be entitled to travel by Air (in economy class) at Apex or concessional fare in cases of journeys to attend to the meetings or while on tour on the University work.
- b) They may also travel by AC I class by train and claim the actual fares paid by them.
- c) If conveyance is not provided to them free of cost, they may claim the actual conveyance charges spent by them to and from residence to Airport/Railway station and Vice-versa.
- d) Between the places connected by train, they may travel in their own car by meeting the cost of fuel etc., or in a hired conveyance in which case either the actual expenses incurred by them or the train fare by AC I class, whichever is less is admissible.
- e) Between the places not connected by train, they may travel in their own cars or in a hired conveyance in which case they are entitled to either the actual expenses spent by them or mileage allowance at the rate of Rs. 5.00 per km whichever is less.
- f) (i) The members of the authorities (except Vice-Chancellor, Registrar & nominated Professors of the University) shall be treated as University guests and the entire charges towards their lodging, boarding and conveyance shall be met from University funds in which case the payment of Daily allowance separately does not arise.

(ii) However, in case of the tours of the Vice-Chancellor and Registrar they are entitled for the payment of Daily allowance at the rate of Rs. 200/- per day for halts at any place within the State, For their halts at outside the State the rate of Daily Allowance shall be Rs. 300/- per day. They may also stay in Guesthouses

& private hotels & claim reimbursement of lodging charges at a rate not exceeding Rs. 350/- per day in places within the State and at a rate not exceeding Rs. 750/- per day at places outside the State on the production of actual receipts in support of the payment made by them. The payment of Daily allowance shall be reduced by 50% or the number of days for which the lodging charges are reimbursed. Further they are also entitled for the reimbursement of the actual taxi charges spent by them at places other than their Headquarters.

(iii) The professors of the University nominated to the authorities are eligible for Travelling Allowance & Daily allowance as per the regulations contained in item III of these regulations.

Reg. T.A. 2 Members of the Selection Committees constituted by the Vice-Chancellor and the persons invited to participate in Seminar/Workshops/Symposia.

- a) They shall be entitled to travel by train either in AC II tier, AC III tier or AC Chair Car or in I Class by train and claim the actual fares paid by them on furnishing a certificate to the effect that they have actually travelled in the class for which the claim is made.
- b) If they travelled either in a lower class or by bus between the places connected by train they shall be paid the actual fares paid by them.
- c) In very exceptional cases the Vice-Chancellor is empowered to permit any member coming from a place outside the State of Bihar, to travel by Air and to pay the actual fare paid by him subject to obtaining the ratification by the Executive Council.
- d) They shall be paid daily allowance at the rate of Rs. 200/-.

Explanation:-

- (i) For the purpose of regulation of Daily Allowance, the total absence from the Headquarters i.e. from the time/date of leaving the Headquarters till the time/date of reaching the Headquarters shall be taken into account.
- (ii) The daily allowance shall be regulated as shown below:-
 - (a) For the absence of every 24 hrs. ... DA at full rate
 - (b) For the fraction of any absence:
 - (i) If the fraction is 12 hours & more. ... One full DA

(ii) If the fraction is 6 hours & more but less than 12 hours. ... Half DA

(iii) If the fraction is less than 6 hours. ... No DA

(e) They are entitled for the reimbursement of lodging charges for their stay, in private hotels or Guest houses and claim the same subject to a maximum rate of Rs. 400/- per day, on the production of actual receipts in support of the amount paid by them. If lodging charges are reimbursed, the daily allowance shall be reduced by 50% for the number of days which the lodging charges are reimbursed.

(f) The members of the Selection Committees (other than the employees of the University) shall be paid sitting fees at the rate of Rs. 300/- per day.

Reg. T.A. 3 Teachers, Officers and Staff of the University:

(a) (i) All the permanent members of the teaching staff i.e., Professors, Associate Professors, Assistant Professors, Lecturers, Adjunct Professors Librarian, Deputy Librarian, Assistant Librarian and all the permanent Officers of the University i.e. Finance Officer, Accounts Officer, Dy. Registrar, and Assistant Registrar are entitled to travel in I class by train. They may also travel by AC-II tier, AC-III tier or AC Chair Car, while on tour, and claim the actual fares paid by them supported by original receipts.

(ii) If they travel either in a lesser class or by bus between the places connected by train, they may be paid the actual fares paid by them.

(iii) If the places are not connected by train, they may travel by bus and claim the actual charges paid by them.

(b) (i) All other employees of the University are entitled to travel in II sleeper class. They may also travel in sleeper class while on tour. If they travel by bus between the places connected by train, either the actual bus fare paid by them or second sleeper class fare whichever is less, is payable to them.

(ii) If the places are not connected by train, they may travel by bus (not by AC Bus) and claim the actual bus fare paid by them.

- (c) They are eligible for the payment of Daily allowance at the rates indicated below:

For halts			

	Within the State	Outside the State	Delhi, Bombay, Calcutta Madras and Bangalore, Hyderabad
i)	Teachers....	120	150
ii)	Officers....	120	300
iii)	Staff....	90	120

- (d) They are also entitled for the reimbursement of lodging charges for their stay in Guest houses or private hotels, subject to the production of original receipts in support of the payment made by them, at not more than the rates indicated below:-

	Within the State	Outside the State	Delhi, Bombay, Calcutta Madras and Bangalore, Hyderabad
i)	Teachers	250	350
ii)	Officers	250	500
iii)	Staff	150	200

If the lodging charges are reimbursed to them, their daily allowances shall be reduced by 50% for the number of days for which the lodging charges are reimbursed.

- (e) They are eligible for reimbursement of the actual conveyance charges spent by them at their Headquarters or at the camp place to reach the railway station/bus stand and place of stay and vice-versa.
- (f) The travelling allowance bills of the teachers, officers and staff shall require the counter-signature of the Registrar before making payment.
- (g) Student who undertake tours on official work:

Students who are on official's tours outside the University may be given Travelling allowance at the rates applicable to the staff with approval of the Vice-Chancellor.

Reg. T.A. 4 IV General

The journey shall be performed by the shortest route in cases where the places are connected by more than one route.

- a) In exceptional cases, the Vice-Chancellor may permit the officers and Teachers of the University to travel by Air, and to claim the actual Airfares paid subject to the ratification by the Executive Council.
- b) Travelling allowance, Daily Allowance sitting fees and conveyance charges admissible as per these rules, shall be payable to the members of the various committees at the time of conclusion of the meeting if the details of the return journey are furnished by the members.
- c) In the case of payment of Travelling Allowance & Daily Allowance to any individual, who attended to the University work, but not covered by these rules, the Vice-Chancellor, shall be competent authority to decide the rate of Travelling Allowance, Daily Allowance payable to him.
- d) The claims of Travelling Allowance/Daily Allowance etc. shall be made by the claimants in the form prescribed by the University.
- e) The Travelling Allowance bills shall be preferred within a period of 3 months from the date of completion of the return journey, if they are not claimed within the time limit they shall be rejected.
- f) Notwithstanding anything contained above the Vice-Chancellor, may relax any of these rules and grant higher rates of Travelling Allowance & Daily Allowance, reimbursement of lodging charges and conveyance charges in exceptional cases. But all such cases of relaxation of rules shall be reported to the Executive Council.

NOTE: Approved by the Executive Council at its meeting held on 23rd September 2006.