

NOTIFICATION

In pursuance of the decision of the Executive Council, D.U. vide Resolution No (13) of its 284th Meeting held on 14th May, 2007 and the Finance Committee, D.U. vide Resolution No (8) of its meeting held on 12.07.2007 the Dibrugarh University Travelling Allowance Rules have been amended as the Dibrugarh University Travelling Allowance Rules (amended up-to 2007)

The Dibrugarh University Travelling Allowance Rules (amended up-to 2007) shall come into force from 01.08.2007.

Registrar
Dibrugarh University
Dibrugarh

Memo No. No.DU/FIN/FC/ATR/234/2007/3090-96

Date: 01.08.2007

Copy alongwith copy of the Dibrugarh University Travelling Allowance Rules (amended upto 2007) to:-

- (1) The Vice Chancellor, D.U. for favour of information
- (2) All Head of the Department, D.U. for circulation amongst the teachers and employees of the Department concern.
- (3) The Deputy Registrar (F&A). D.U.
- (4) The Asstt. Registrar (F&A). D.U.
- (5) Internal Auditor. D.U.
- (6) The Section Officer, Accounts-(A,B,C) D.U.
- (7) Office files

Registrar
Dibrugarh University
Dibrugarh

DIBRUGARH UNIVERSITY TRAVELLING ALLOWANCE RULES

(As approved by the Executive Council, D.U. in its 284th Meeting held on 14th May 2007 and the Finance Committee, D.U. in its 115th Meeting held on 12.07.2007 to be effective from 01.08.2007).

These rules may be called the Dibrugarh University Travelling Allowance Rules. These shall come into force from such date as the Executive Council, may by resolution, direct.

SECTION-I

Definition: In these rules unless there is anything repugnant in the subject or context:-

- i) “University” means the Dibrugarh University;
- ii) “Authority” means any of the authorities as defined in the Dibrugarh University Act and the Statutes;
- iii) “Members” means the members of the authorities of the Committees and Boards of the University other than the employees;
- iv) “Employees” for the purpose of these rules means teachers, officers and all other administrative staff including non-teaching staff drawing a pay in a regular time-scale of pay other than casual labourers and Master-Roll labourers; persons appointed on fixed pay shall be treated as an employee, unless otherwise expressly mentioned for the purpose of these rules;
- v) “Affiliated College” means colleges affiliated to the Dibrugarh University;
- vi) “Usual place of residence or headquarters” means the place where a person ordinarily resides or carries on business for at least six months in a year;
- vii) “Pay” means the monthly basic pay of an employee;
- viii) “Day” means a calendar day, beginning and ending at mid-night. But absence from Headquarters which does not exceed twenty four hours shall be reckoned, for the purpose of daily allowance, as one day at whatever hours the absence begins or ends;
- ix) “Public conveyance” means a train or steamed, or conveyance which plies regularly for the conveyance of passengers, other than taxi cars;
- x) “Controlling Officer” for the purpose of these rules means:-

Class of Officer:

Controlling Officer :

| | | | |
|--|---|---------------------|---------------------|
| (a) Vice-Chancellor | } | (a) Vice-Chancellor | |
| (b) Registrar | | | |
| Chief Finance Officer | | | |
| Director College Development Council, | | | |
| Director, DDE | | | |
| Controller of Examinations | | | |
| Teachers of the University | | | |
| Librarian | | | |
| Superintending Engineer | | | (b) Vice-Chancellor |
| University Engineer | | | |
| Director of Sports | | | |
| (c) Employees other than those mentioned above | | Registrar | |

Travelling Allowance bills for the journey approved sanctioned by the Controlling Officer concerned as specified above shall however, be passed for payment by the Registrar or a person authorized by him to do so.

- (xi) Words and expressions not defined in these rules have the same meaning as these in the Dibrugarh University Act. Statutes and Ordinances of the Dibrugarh University.

SECTION – II

3. Different kinds of travelling allowances:-

The following are the different kinds of travelling allowance which may be drawn in different circumstance by a member or an employee.

- a) Daily Allowance.
- b) Mileage Allowance
- c) Actual cost of travelling & halting outside headquarters

Provided that no D.A. except the actual cost of journey & halt shall be admissible for journeys performed within a radius of 8 km from the Headquarters.

SECTION – III

4. Distribution of Grades:-

I. Special Grade:

A) Vice-Chancellor

B) Members of the Authorities including Registrar

C) Distinguished educationists, visiting Professor & other persons specially

Invited to address convocations, conferences, seminars and other Board Studies and other functions organized by the University.

D) A new sub-rule as follows be added

D. Employees of the university drawing the scale of pay of Rs. 16,400/- 450-20,900/- 500-22,400/- p.m. and above

II. Senior Grade:

A) Employees of the University and Principals and teachers of the Affiliated Colleges, drawing basic pay of Rs. 12,000/- or above per month

B) Members of Committees appointed by any of the Authorities of the University;

III. First Grade:

i) Employees of the University whose basic pay is Rs. 6,600/- and above but below Rs. 12,000/- p.m.

ii) Head Examiners, External Practical Examiners, Moderators, Paper Setters, Tabulators, Scrutinizers, Officers deputed by the University to conduct or supervise examinations at centres (other than employees of the University and of the Affiliated Colleges temporarily engaged on fixed remuneration in connection with University Examinations).

IV. Second Grade:

University employees whose basic pay is Rs. 4,210/- and above, but below Rs. 6,600/- p.m.

V. Third Grade:

University employees whose basic pay is Rs. 2,890/- p.m. and above, but below Rs. 4,210/- p.m.

VI. Fourth Grade:

University employees whose basic pay is below Rs. 2,890/- p.m.

Provided that the Executive Council may, from time to time, include any new member or employee in any of the grades mentioned in conformity with the board principles of the above grades.

Note: In case of employees drawing consolidated pay, the initial consolidated pay shall be considered as basic pay for granting Daily Allowance.

SECTION – IV : DAILY ALLOWANCE

5. Rate of Daily Allowance:

| Grade | Daily Allowance |
|---------------|-----------------|
| Special Grade | Rs. 300/- |
| Senior Grade | Rs.200/- |
| First Grade | Rs.175/- |
| Second Grade | Rs.150/- |
| Third Grade | Rs.125/- |
| Fourth Grade | Rs.100/- |

6. No Daily Allowance shall be admissible to an official unless he/she spends the night outside headquarters
7. Daily allowance shall not be granted to an official if the destination does *** fall within a radius of 8 k.m. from his/her headquarters.
8. The rates of daily allowance shown under Rule (5) are admissible within the State of Assam. An official while on tour to Guwahati and outside the State of Assam may draw daily allowance at double the rate and triple the rate in case of grade 'A' cities as defined by the Govt. of India.
9. (i) Daily allowance normally may not be granted for a continuous halt for more than ten days at one place. The Controlling Officer may grant general or individual exemption from the operation of this rule on

Such conditions as he/she thinks fit, if he/she is satisfied that such prolonged halts are necessary in the interest of the University.

(ii) When the Controlling Officer exempts any person from the operation of the above rule (Rule 9.1), the rate of daily allowance drawn by such person shall be reduced to 3/4th after the first 30 days and to ½ after the first 45 (forty five) days.

10) The day of arrival and the day of departure shall be treated as one day for the purpose of Rule (9) and shall be included within the limit of ten days.

11) In case of halts on tour, half the daily allowance may be drawn in addition to the mileage allowance on the day of arrival of the official at the place of duty and on the day of departure from only half daily allowance shall be permissible in respect of a place from which the official departs on the same day on which he arrived at.

Note: The expression 'halt' in the Rule (11) above means a place of duty, and does include a temporary halt at any place in the course of journey

SECTION – V : Mileage Allowance : General

12. A mileage allowance is an allowance calculated on the distance travelled by an official

13. (a) For the purpose of calculating mileage allowance, a journey between two place should normally be performed by the shortest and cheapest route.

(b) The Controlling Officer may permit mileage allowance to be calculated on a route other than the shortest and the cheapest, provided the journey is actually performed by such route and in the interest of the Unviersity.

SECTION – VI : RATE OF MILAGE ALLOWANCE

14. Mileage allowance shall be calculated as shown in the following

(A) Mileage Allowance for journey by Railway:

| Sl.No. | Grade | Class entitled | Incidental Rate/K.M. |
|--------|---------------|---|----------------------|
| 1 | Special Grade | AC 1 st Class fare plus incidental charges | 0.25 |
| 2 | Senior Grade | AC II (rier) fare plus incidental charge | 0.20 |
| 3 | First Grade | AC three tier fare | 0.17 |
| 4 | Second Grade | Second Class fare | 0.15 |
| 5 | Third Grade | Sleeper class fare plus incidental | 0.12 |
| 6 | Fourth Grade | Sleeper class fare plus incidental charge | 0.10 |

(B) Mileage Allowance for journey by Bus:

| | | |
|-------------------------|---|---|
| 1 Special grade | | |
| 2. Senior Grade | : | } Actual bus fare plus incidental charge equivalent to actual fare subject to a maximum of ½ of a admissible DA |
| 3. First Grade | : | |
| 4. Second Grade | : | |
| 5. Third & Fourth Grade | : | |

(C) Mileage Allowance for journey by own Car

For journey by road by own car, mileage allowance
For different kinds of vehicles shall be
Calculated at the following rates for each k.m. travelled/

| <u>Type of car</u> | <u>Rate/K.M.</u> |
|---|------------------|
| a) Maruti car 800 | Rs. 3.50 |
| b) Maruti Van/Indica (diesel)/Alto/Matiz | Rs. 3.80 |
| c) Fiat/Maruti Gypsy/Zen/Sentro/Ambassador (diesel) and diesel big cars. Indica Petrol /Standard/ Wagnor and Similar Cars | Rs. 4.60 |
| d) Ambassador (petrol)/other big (petrol car) | Rs. 5.50 |
| e) Scooter/Bike | Rs. 1.80 |

Note: (i) Own car means a car actually owned by the person concerned or his/her spouse and registered in his or her name.

(D) Journey by Hired Vehicle:

In special circumstances the Vice-Chancellor/Registrar may grant travel by hired vehicle by the officials belonging to the special grade. In that case the belonging shall be granted

- (i) Hiring charges Maximum of Rs. 1,000/- per day
- (ii) Actual cost of fuel

(E) Mileage allowance for using University Vehicles

- (i) When a person of any grade travelling in a vehicle supplied by the University he shall be entitled to one daily allowance for each day of one full travel as prescribed in Rule (5) provided he/she travels outside a radius of 40 k.m. from the headquarters. This will also be admissible if he/she return to the headquarters on the same day.
- (ii) When a person travels free in a car of any person other than himself/herself, he/she may be paid one full daily allowance as admissible to him/her for each day of travel, but no mileage allowance, provided the total distance traveled in any day is not less than 40 k.m.

(F) Allotted Vehicle:

15. The allotted car means a University car allotted to an officer. The officers will be entitled to use the car for official as well as personal purpose. For official travel beyond 40 k.m., the officer will be entitled to draw mileage as

per rules for official travel within 40K.M., POL will be borne by the University on actual expenditure basis. If the vehicle is used for personal purpose by the offices no cost of POL will be borne by the University. Any journey performed by officer should be properly recorded in log book to kept in the Vehicle.

SECTION –VII

16. Travel by Air:

- a) The officials of Special Grade shall be entitled for travel by air.
- b) The Vice-Chancellor may in special cases, grant/approve air travel to persons of grades.
- c) For journey mad by air, the actual economy class air fare and incidental charges subject to a maximum of Rs. 100/- shall be admissible for each “completed air journey”. “Completed air journey” means the total air journey between the starting airport and destination airport even if the journey by air between these stations is performed by more than one services. If any official duty is required to be performed by the touring officer at a place of termination of one service before he/she avails himself of another service, each of the journeys from the starting airport to intermediate airport and from the latter to the destination should be treated as a single journey for the purpose of the aforesaid limit of Rs. 100/- In case a touring officer has to have compulsory overnight that at a mid way airport, he/she will be entitled to DA as per university rules for the day/days of halt. **The travelling officer is entitled to the actual expenses incurred on the surface travel between the residence/office and starting airport between destination airport and the place of destination.**
- d) A person who is not authorized to travel by air, but who performs a journey by air, can draw only the traveling allowance to which he/she would have been entitled if he/she would have traveled by rail or road, as the case may be.

SECTION –VII

17. Miscellaneous Rules:

University employees suffering or suspected to be suffering from tuberculosis or cancer or mental diseases, may be paid travelling allowance admissible to such employees under the foregoing sections for his/her journey to and from the clinic or sanitarium within India for treatment and for diagnosis, subject to the approval of the Vice-Chancellor but no daily allowance shall be paid.

18. When a person not covered under purview of the Rules (4) & (5) is engaged in an honorary capacity for any specific work in the University, the Vice-Chancellor may grant sum traveling allowance and daily allowance for journeys undertaken by him according to the rules for the journey of a University employee on tour and for this purpose the Vice-Chancellor may declare, by general or special order, the grade to which such a person shall be considered to belong.
19. When an employee or any other person is allowed to accompany and Excursion Party/Field Visit/Industry visit sponsored by the University Authority he/she shall be entitled to traveling allowance and daily allowance as may be admissible under the relevant rules. But incase of a

person, who does not belong to any of the grades as specified in Rule (4) shall be entitled to traveling allowance and daily allowance admissible to the grade to which he is declared by the Vice-Chancellor to belong for the purpose of that journey.

20. (a) Student of the University and the affiliated colleges deputed by the University to attend any conference or invited to attend any meeting/committee convened by the University or any other University / organization shall be paid sleeper class railway fare, in case of journey performed by rail, actual bus fare.
(b) In addition to the traveling allowance as indicated at (a) above, they shall be entitled to Rs. 50.00 for each day of travel in case of journey as incidental charges, and at the place of halt Rs. 100.00 per as day halting allowance.
(c) If any excursion is sponsored by the University, the Vice-Chancellor may grant lump sum amount but the same must not exceed actual single sleeper class rail fare or actual bus-fare. The cost of hiring vehicles in cities/towns for going round the places of visit may be reimbursed on production of actual payees' receipts.
21. TA/DA bills must be submitted within three months from the date of completion of the journey.
22. Any matter regarding TA/DA not covered by the above rules shall be decided by the Vice-Chancellor, D.U.

Recommendation of UGC/CPC, 2010 for its enhancement and premium likely to be paid in case enhancement is recommended and submit a report to the Executive Council, D.U. for necessary direction

Resolution NO. (6):

Resolved to recommend to the Executive Council that Daily Allowance to the University employees be granted as shown in the following table

| Grade | Normal DA | For visit to Guwahati/Other N.E. State | For visit outside N.E. State | Hotel rates outstation (Provisional) | Hotel rates outside N.E. State |
|--------------|-----------|--|------------------------------|--------------------------------------|--------------------------------|
| Spl. Grade | 400.00 | 800.00 | 1,200.00 | 2,000.00 | *2,500.00 |
| Sr. Grade | 240.00 | 360.00 | 480.00 | 1,200.00 | 1,500.00 |
| First Grade | 210.00 | 315.00 | 420.00 | 1,000.00 | 1,250.00 |
| Second Grade | 180.00 | 270.00 | 360.00 | 700.00 | 1,000.00 |
| Third Grade | 150.00 | 225.00 | 300.00 | 500.00 | 750.00 |
| Forth Grade | 120.00 | 180.00 | 240.00 | 400.00 | 500.00 |

*or Actual expenditure subject to a maximum of Rs. 5,000/-

Resolution No(7):

Resolved to recommend to the Executive Council, Dibrugarh University that to maintain parity of pay among the officers of the University the UGC Revised Pay Scales as accepted by the Govt. of Assam vide letter No. FPC.5/2010/154 dt. 11-05-2010 be extended to following categories of officers recognizing them as equivalent to the scales of Registrar, Deputy Registrar and Assistant Registrar as mentioned against them since they were appointed against UGC/recommend scale of pay qualification.

| | |
|--|-----------------------------------|
| 1) Director, College Development Council 2) Controller of Examinations 3) Director, Director of Distance Education | Equivalent to the Registrar |
| 4) Deputy Librarian 5) Deputy Controller of Examinations | Equivalent to Deputy Registrar |
| 6) Academic Officer 7) System Administrator 8) Liasion Officer 9) Training & Placement Officer 10) Assistant Librarian | Equivalent to Assistant Registrar |

Resolution No. (8):

Resolved that standard rent of University quarters/ Flat be fixed as follows –

- | | | |
|------|--------------------------------------|----------------------|
| i) | Teachers Quarters/ Flat | Rs. 300.00 per month |
| ii) | Officers Quarters /Flat | Rs. 300.00 per month |
| iii) | 3 rd Grade Quarters/ Flat | Rs. 200.00 per month |
| iv) | 4 th Grade Quarters/ Flat | Rs. 50.00 per month |

Resolution No (9):

Resolved that the Executive Council be requested that in future the recruitment in the post of Librarian/Deputy Librarian/ Asstt Librarian be as per UGC recommend qualification and Scale of pay.

Deputy Registrar (F&A)
Dibrugarh University