



# महाराष्ट्र आरोग्य विज्ञान विद्यापीठ MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES

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No.MUHS/Fin/Admin/8/2011/727

Date 27/ 05/2011

## Circular No. 01/2011

### Sub : MUHS TA/DA Rules

- Title :** These rule shall be called as TRAVELLING / DAILY ALLOWANCE RULES
- Implementation :** These rules shall come into force with effect from 01/06/2011
- Applicability of the rule :**

The members of the University authorities, various Committees, BOR, Examiners, Paper Setter, Moderator, Flying Squad, Internal Invigilators, Centre Observer, Centre In charge, Senior / Junior Supervisor, Officer / Employee appointed at Central Assessment Programme, University Officer / Employees (Teaching / Non-Teaching), Person other than University Employee who is required to travel / work in the interest of the University.

#### 4. Eligibility For Railway Journey

Sr. No.	Class	Revised 6 <sup>th</sup> Pay Commission	Unrevised Basic Pay (As per 5 <sup>th</sup> Pay)	Ordinary Mail, Express Passenger and Other Super Fast Trains	Rajdhani Express	Shatabdi Express
1	I	a) G.P. Rs.8,900 & above	Rs.16400 & above	A.C. First Class/A.C. Two Tier Sleeper	A.C. First Class/ Second Class A.C. Two Tier Sleeper	Executive Class
		b) G.P Rs. 6,600/- & above but less than 8,900/-	Rs. 10000 to 16399	Second Class/ A.C. Two Tier Sleeper/ First Class / A.C. Chair Car	Second Class A.C. Two Tier Sleeper	A.C Chair Car
2	II	a) G.P Rs.4400/- & above but less than Rs. 6,600/-	Rs. 7500 to 9999	First Class / A.C. Three Tier Sleeper/ A.C. Chair Car / Second Class Sleeper	A.C. Chair Car	---
3	III	a) G.P Rs. 4,200/- & above but less than Rs. 4,400/-	Rs.4500 to 7499	A.C. chaircar / Second Class Sleeper	---	---
		b) G.P. less than Rs.4,200/-	Below Rs.4500	Second Class Sleeper	---	---

- a) In case journey is performed by any class of A.C. & 1<sup>st</sup> class ticket Number, Date must be quoted on the T.A. bill.
- b) If the T.A. bill is submitted before commencement of the return journey, the fare of the return journey shall be in the same manner as inward journey.
- c) In addition to the rail fare, reservation charges / Agents Ticket booking charges, e-ticket charges if supported with proof shall be paid.
- d) “Tatkal” Reservation charges shall be paid on merit of the case as decided by the competent authority.
- e) If ticket is purchased beyond the destination place due to non availability of the seat, the claim shall be considered on merit of the case as decided by the competent authority.
- f) If the Member / officer / employees appointed for University work has to cancel the ticket due to administrative reason for the journey performed by Air / Rail / bus & if the same has been certified by controlling officer, expenditure incurred as cancellation charges shall be paid.

#### 5. Journey by Public / Private Bus:

- a) If the journey performed by Bus/Luxury Bus Ticket must be supported with T.A.Bill.
- b) **Journey by Shared Taxi :**

Actual shared taxi fare or rail fare of eligible class as per clause 4 whichever is less shall be paid.

**Note :** Printed and machine numbered ticket of the inward journey in case the claim is submitted before commencement of return journey and Tickets of both ways if the claim is submitted after completion of the return journey must be supported with the claim if travelled by luxury bus / taxi.

#### 6. Journey by Air :

Person or Member having Grade Pay Rs.8900/- & above or Professor & above shall be eligible to travel by Air with the written prior permission of Vice-Chancellor. A person or member having Grade Pay less than Rs. 8900/- may travel by Air where air journey is inevitable, on merit of the case with the written prior permission of the Vice-Chancellor. Ticket / Boarding Pass / Photocopy of the tickets must be supported with T.A. bills.

#### 7. Journey by Two Wheeler ( Own Car/ Hire Car) etc :

- a) Road Mileage Allowance shall be paid as per the following per kilometre rates.

Own Car / Hired Car		Own Motor Cycle / Scooter / Auto Riksha	Moped Luna	Other veh.
Diesel	Petrol	3.50	1.75	1.00
7.00	9.00			

- b) Kilometre rate shall be admissible to the members / persons of the following categories in case travelled alone by own / hired vehicle: -

- i) The Senate / Management Council / Academic Council / Faculty Dean / Planning Board / B.O.E.
  - ii) The member / person of the above committees / bodies [as per clause 7 (b) (i) ] appointed / nominated on other committees / sub-committees.
- c) The person who is not covered under clause 7 (b), but at least two members / persons travelled entire journey together shall be paid as per the kilometre rates, provided the Grade pay of such members is more than Rs.4400/- & above.
- d) In case more than one member / person under clause 7 (c) travelled together in own / hired vehicle, the person owning / hiring the vehicle shall be paid T.A./ D.A. and accompanying person shall be paid D.A. only.
- e) The member / person not covered under clause 7 (b) above & travelled alone by own / hired vehicle, his /her claim shall be regulated as per the entitled class of rail journey as per clause 4.
- f) Details of the vehicles such as vehicle No. , Type of Vehicle, Such as Petrol / Diesel must mentioned on the TA Bill.
- g) If vehicle is provided by the other institute and claiming T.A., undertaking shall be given on T.A. Bill that amount of T.A. shall be deposited / paid to the concerned authority that has provided the vehicle.
- h) If Toll tax, is applicable on journey it shall be paid on production of the Original receipts.
- l) The Vehicle book entry at the gate of the premises of the University / College / Institute is to be done to verify that the members / persons have actually travelled by the vehicle to justify the claim.
- j) Member / Person Travelled by Own/Hire vehicle must be attach documents such as RC Book Photocopy, Tax invoice / cash memo by owner for providing vehicle on Hire basis & Toll Receipt along with T.A. Bill.
- k) Examiners / Moderators / Paper Setters, Members of B.O.S., LIC Member, University officer of class I grade, members of any other Committee or sub committees shall be eligible to draw **Rs.3.00 per K.M.** University officer of class II grade eligible to draw **Rs.2.50** per K.M. & class III / IV employees of University are eligible to draw **Rs.2.00** per K.M. road mileage allowance for the entire journey from residence to place of work and vice-versa, irrespective of the actual mode of journey. In this case, no separate local conveyance allowance shall be admissible.

**OR**

Examiners / Moderators / Paper Setters, Members of B.O.S., LIC Member, University officer / employees / University staff, members of any other Committee or sub committees shall be eligible to draw travelling allowance at the higher rate, if applicable by any other rules of this TA / DA.

- l) **Own Motor Cycle/ Moped / Scooter / other Vehicle** Journey is restricted up to **100 Km.** distance ( 50 kms to & fro) only.
- m) Students shall be eligible for T.A. at the lowest rate i.e. as per clause 4 (3) & D.A. as per clause 8 (a) (3) (iii) for inter University competitions only.
- n) Non-official member or person appointed / nominated authority on committee / sub-committee / body of the University shall be eligible to draw T.A. / D.A. as per Grade Pay Rs. 8900/- & above.

8. Daily Allowance :

a) D.A. RATES FOR STAY IN GUEST HOUSE / OWN ARRANGEMENT

Sr. No.	Class	Grade Pay as per 6 <sup>th</sup> pay	Unrevised Basic Pay (As per 5 <sup>th</sup> Pay)	Delhi, Mumbai Kolkata, Chennai, Banglore & Hyderabad	" A " Class Cities ( Pune & Nagpur)	" B - 1 " Class City (Nashik)	Other than " A " & " B - 1 " Class Cities (Ordinary Rates)
1	I	G.P Rs.8,900 & above	Rs.16400 & above	325	200	160	130
		G.P Rs. 6,600 to 8900	Rs. 10000 to 16399	290	180	140	120
2	II	G.P Rs. 5,400 to 6,600	8500 - 9999	290	180	140	120
		G.P Rs. 4,400 to 5400	6000 - 8499	225	150	140	110
3	III	G.P Rs. 4,200 to 4,300	4500 - 5999	210	130	130	110
		G.P Rs. 4,200 less than	Below 4500	160	125	125	100

- i) D.A. shall be paid at ordinary rates for return journey to headquarter on the same day i.e. before midnight.
- ii) D.A. for the journey period shall be paid at the ordinary rates.
- iii) Daily allowance shall be admissible for entire period of absence from headquarter with grace period of 2 hours (1 hour before departure & 1 hour after arrival at headquarter). No such grace period shall be allowed for journey performed by own / hired vehicles & journey within the corporation area.
- iv) No D.A. for Sundays & Holidays shall be paid unless person is actually and not merely on tour.
- v) Member of Senate / Management Council / Academic Council shall be paid T.A./ D.A. for Convocation / Foundation day / any other such University function, if recommend by the Vice-Chancellor.
- vi) Only resource persons and Co-ordinators shall be paid T.A/ D.A. when workshop / seminar organised by the University. Participants shall not be paid any T.A. / D.A.

**b) D. A. RATES FOR STAY IN HOTEL**

Sr. No.	Class	Grade Pay	Unrevised Basic Pay (As per 5 <sup>th</sup> Pay)	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	" A " Class Cities (Pune & Nagpur)	" B - 1 " Class City (Nashik)	Other than " A " & " B -1 " Class Cities
1	I	G.P Rs. 8,900 & above	Rs.16400 & above	1000	800	650	500
		G.P Rs. 6,600 to 8900	Rs. 10000 to 16399	750	600	500	350
2	II	G.P Rs. 5,400 to 6,600	8500 - 9999	750	600	500	350
		G.P Rs. 4,400 to 5,400	6000 - 8499	575	450	375	300
3	III	G.P Rs. 4,200 to 4,300	4500 - 5999	375	300	250	200
		G.P Rs. 4,200 less than	Below 4500	300	225	225	150

i) For claiming D.A. for stay in Hotel, sufficient proof regarding lodging and boarding should be produced along with the T.A. bill. The rates prescribed above or the actual hotel charges whichever is less shall be paid.

ii) Hotel rates at Nashik are not admissible since the guest house is available at Nashik. However, hotel rates shall be paid if the non - availability of room certificate from the guest house in charge is attached with claim.

iii) D.A. shall be paid as per the rates given in 6 (a) **OR** 6 (b) and no other allowance / charges / expenses shall be paid in addition to D.A.

iv) In addition to D.A., University employees (including Drivers) handling confidential examination material shall be paid confidential allowance equivalent to the rate of admissible D.A. for the period of custody of the examination confidential material.

**9. Calculation of D.A**

**a) Admissibility of D.A.**

- i) Journey up to 8 Km. (one way) : Nil
- ii) More than 8 Km. & within corporation area : 50%
- iii) More than 8 Km. & beyond corporation area : full D.A.

**b) Every 24 hours shall be regulated as under :**

- i) Up to 6 hours : 30 % of admissible rates
- ii) More than 6 hours to 12 hours : 50 % of admissible rates
- iii) More than 12 hours to 24 hours : Full D.A

## **Eligibility of D.A.**

- |                              |        |
|------------------------------|--------|
| i) Free boarding and lodging | : 25 % |
| ii) Free boarding alone      | : 50 % |
| iii) Free lodging alone      | : 75 % |

10. a) Where a member has to attend meeting / meetings of the University for two or more consecutive days, no separate travelling allowance shall be admissible.
- b) The T.A. shall be claimed in the prescribed form duly completed in all respect within six months from the date of return journey. Failing to which the claim shall be forfeited. Powers to accept the T.A. claim after expiry of six months period shall vest with the Vice-Chancellor.
- c) The University may demand any Document / Tickets / Bills / Receipts, if deemed necessary to satisfy the genuineness of the claim. If documents not submitted claim will not be admissible.
- d) Incidental charges such as telephone, Photocopy, mail, e-mail, postage, fax, coolie charges should be specially authorised by the competent authority and to be claimed with T.A. bill.

## **11. Local Conveyance Allowance :**

- a) If the vehicle is provided for travelling no local conveyance will be admissible.
- b) Local conveyance is admissible for Inward and Outward journey. No separate daily local conveyance shall be admissible if the Member/Officer/Employees has to stay for more than one day.
- c) Local Conveyance as per Grade of Cities is given as under :-
- I) Metro Class City Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad  
Rs.200/- one way (Rs.400/- for inward and outward journey)**
- II) Pune & Nagpur Cities Rs.150/- one way (Rs.300/- for inward and outward journey)**
- III) Other Cities Rs.125/- one way (Rs.250/- for inward and outward journey)**
- d) If place of working & proposed work place is same local conveyance will not be admissible.

12. In case non availability / inability to produce tickets / bills / documents to satisfy the genuineness of the claim, the power to waive off shall vest with the Vice-Chancellor.

13. The Vice-Chancellor may claim the actual expenditure incurred on travelling / lodging / boarding / any other incidental charges.

14. Notwithstanding anything hereinbefore contained, the Vice-Chancellor shall have power to deal with special cases on their merit.

15. Earlier ordinance of TA/DA stands repealed.

**16.** Earlier all Notifications / Circular regarding TA/DA Rules stands cancelled with immediate effects.

**17.** TA bill shall be claimed in prescribed form duly completed in all respect.

**(I/C) Finance & Accounts officer  
MUHS, Nashik**

**Copy to :-**

- 1) The Secretary to the His Excellency Chancellor, Rajbhavan, Mumbai.
- 2) The Secretary, MEDD, Mantralaya, Mumbai.
- 3) The Members , Senate, Management Council, Academic Council & other Authorities of MUHS, Nashik.
- 4) P.A. to Vice Chancellor, MUHS, Nashik.
- 5) P.A. to Pro-Vice Chancellor, MUHS, Nashik.
- 6) P.A. to Registrar , MUHS, Nashik.
- 7) P.A. to controller of Examinations, MUHS, Nashik.
- 7) Dean / Principal all Affiliated Colleges, MUHS, Nashik.
- 8) HOD, Teaching Departments of MUHS.
- 9) HOD, Administrative Departments of MUHS.
- 10) HOD, Regional Centres of MUHS.