

TA & DA RULES

1. Traveling allowance and Daily allowance shall be paid only when journeys are performed in connection with Institute work.
2. TA & DA shall be admissible as per schedule given below :
 - a. Members of the Board of Governors, Director of the Institute, Foreign professor (in India only), Special Invitees.
 - i. Entitled to travel by Air or AC First Class and shall be paid
 - a) Air Fare for the Air journey
 - b) AC First Class if the journey is performed by Train
When AC First Class is not available and the journey is performed by AC Two Tier Fare for same shall be paid
 - ii. Actual expenses incurred in connection to the road journey
 - iii. Daily allowance @ Rs. 600/- per day or part of the day
 - iv. Actual lodging charges
 - b. Members of staff drawing basic salary of Rs.37400 (Grade pay-Rs.12,000) PM and above shall be eligible to travel by own car for which actual fuel expenses shall be reimbursed. However a special permission of the Director shall be required for such journey each time.

S.No.	Category	Class entitlement	Lodging Charges	DA per Day
1.	Members of Selection Committee, External Examiners, Visiting professors and Members of the staff drawing a Basic Salary of Rs. Rs.37400(Grade pay-Rs.10,000) PM and above	AC Two Tier	Rs. 800/- per day	Rs. 400/- per day
2.	Staff Members drawing a Basic Salary between Rs. 15600/- (Grade pay-Rs.7000) PM and Rs.37400(Grade pay-Rs.9000) PM	AC ThreeTier	Rs. 600/- per day	Rs. 300/- per day
3.	Staff Members drawing a Basic Salary between Rs. 9300 (Grade pay-Rs.3000) PM and Rs.15600(Grade pay-Rs.6000) PM	AC Three Tier	Rs. 400/- per day	Rs. 200/- per day
4.	Staff Members drawing a Basic Salary less than Rs.9300 (Grade pay-Rs.3000) PM	Second Sleeper Class	Rs. 300/- per day	Rs. 150/- per day


When Lodging is provided by the Institute, no lodging charges shall be paid. If Lodging charges are higher, may be paid as per actual with the approval of the competent authority. Lodging charges will always be paid on production of Bill. Without the Bill lodging charges shall be paid 50% of the admissible amount.

NOTE :

- (a) No incidental expenses will be payable for any travel. However normal DA rates without lodging charges will be applicable for journey period. If to and fro journey is more than 12 hrs, full DA will be given and for less than 12 hrs, half DA will be given.
- ii. No Daily Allowance will be admissible when all actual expenses including Hotel Charges are paid by the Institute.


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- iii. For continuous halt beyond first Fifteen days DA and Lodging Charges will be admissible at following Rates:
 - (a) For continuous halt after first 15 days to 45 days - Half Rate of DA & Lodging Charges
 - (b) For continuous halt beyond 45 Days - No DA or Lodging Charges
- iv. DA will be calculated on following Basis
 - For absence from headquarter for 6 Hours - 25%:
 - For absence from headquarter between 6 and 12 Hours - 50%
 - For absence from headquarter exceeding 12 Hours - 100%
3. The actual conveyance expenses at the place of Halt other than Headquarter shall not exceed by one half of the admissible DA without specific approval of the Institute.
4. If Road journey is performed by any public conveyance, Fare shall be restricted to actual fare paid for a seat in a conveyance.
5. Daily allowance shall be reduced by one half if boarding and lodging are provided at the place of halt and by one fourth if only lodging is provided.
6. DA and Lodging charges will be increased by 50% in A class cities (Delhi, Bombay, Calcutta, Bangalore, Chennai, Hyderabad) and Hill stations.
7. For staff car Drivers night allowance @ Rs. 80/- per night shall be admissible over and above the DA and lodging expenses. Advance of toll fees to be paid both ways will be granted.
8. All journeys shall normally be performed by the shortest routes except when it is not possible due to some specific reasons.
9. As far as possible concessional Air Ticket shall be procured for Air Travel.
10. Fare of Road Transport is not admissible when transport is provided by the Institute
11. Government Officers attending the meetings of the Institute shall be paid TA & DA as per rules of their department.
12. Members of staff permitted to attend Conferences, Meetings of the learned bodies etc shall be paid Rail/Bus fare for which they are entitled and DA as admissible for the place of halt. They shall not be entitled for any other expenses.
13. No Traveling Allowance shall be paid to any staff member to join the first appointment.
14. If any staff member travels by his/her own car for official work, he may be given actual consumption of petrol/diesel cost (Receipt of petrol/diesel has to be submitted).


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