

**BIRLA INSTITUTE OF TECHNOLOGY  
MESRA, RANCHI**

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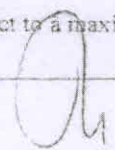
October 28, 2019

**TA/DA RULES**

The competent authority has been pleased to revise the rules for Travelling and Halting Allowance with effect from 1<sup>st</sup> November 2019, as follows:

- i) Travelling Allowance and Daily Allowance shall be payable only when the journeys are performed in connection with the institute work by the shortest route, as under;
- ii) TA/DA shall be admissible as per schedule given below:

S.N	Salary Range	For Journey* By Rail/Air	Road* mileage per KM (Rs.)	Daily Allowance*		Hotel*	
				'A' class Cities	'B' class Cities	'A' class Cities	'B' class Cities
1.	Members of the board of Governors, Vice Chancellor, Treasurer, Pro-Vice Chancellor, Members of Selection Committees and foreign experts	Air/AC-1/AC-2 Tier/ First-class including reservation charges	Actual Expenses	Actual Expenses	Actual Expenses	Actual Expenses	Actual Expenses
2.	Deans/External Members of Academic Council	Air/AC-1/AC-2	15.0	1200	1000	5000	3000
3.	Professor/Registrar/Controller of Examination/ Members of Board of Studies/Special Invitees/ Visiting Professors and Staff in the equivalent Level.	Air/ AC-1/ AC-2/ including reservation charges. (Air Travel/ AC-1 require permission of VC/ Pro-VC if above Rs 5000/ for one-way travel).	15.0	1200	1000	5000	3000
4.	Assistant Professor/Associate Professor or equivalent Level	AC-2 including reservation charges (AC-1/Air Travel under permission of VC/ Pro-VC).	15.0	1000	800	4000	2500
5.	Class II employees or equivalent level.	AC-3-Tier including reservation charges	12.0	750	600	2500	2000
6.	Class-III and Technician or equivalent level.	Third class Sleeper including reservation charges	10.0	500	400	1500	1000
7.	Class IV, daily wage and others	-do-	8.0	400	300	1000	800
8.	<b>TA/DA of R&amp;D Project Staff:</b> Research Scholars/Project Fellows/Project staffs etc., who are employed in R&D projects may be entitled to receive TA (AC-3-Tier), DA@ Rs 400/ per day and Registration fees from the project grant to attend conference/workshop/Symposium/visit to other institute for collaboration etc., subject to the provision of the funding agency and subsequent recommendation of the concerned Principal Investigator of the project. In emergency and subject to the provision of funding agency, Dean (FA&SR)/Dean (SR)/Dean (Research) may approve air fare from the project. Principal Investigator can also get reimbursement of TA/DA/Hostel rent from the project as per their entitlement.						
9.	<b>TA/DA/Hostel rent for attending Conference/Workshop etc in India:</b> i) Employees permitted to attend conference, meeting of learned bodies etc. shall be paid return airfare/ railway fare of the class to which they are entitled. ii) The DA as per entitlement shall be available during the journey. If registration fees do not cover food and accommodation, the same may be provided as per entitlement subject to the certification from the organizer that food and accommodation were not provided. iii) The registration fee will be paid at actual on production of Receipt subject to a maximum of Rs. 8000/- only. The upper limit may be exempted if it is paid from R&D project or TEQIP.						

  
 28/10/19

10.	<b>TA/DA/Hostel Charge for attending Conference/Workshop Abroad:</b> Financial support towards Airfare/Registration fee/ Hotel charge/Food Allowance etc., may be provided to Faculty members attending international conference/workshop/Symposium etc. Daily Allowance is also admissible @ US \$ 350/- for S.N 1 & 2 and @ US \$ 250/- for category 3 to 4 including hotel room rent. The above will be subject to prior approval and a maximum financial support of Rs. 85,000/-. This cap shall not be applicable for officers travelling abroad on institute assigned duty.
11.	<b>TA for Guest speakers/ Adjunct Faculty:</b> Shall be as per their Academic Level/Level/Equivalent Level listed above. They will be provided free lodging and boarding.
12.	<b>External expert For Laboratory Examination:</b> Shall be entitled to receive travel allowances similar to that of Project and Thesis Examiner (UG & PG). They will be entitled to an honorarium of Rs 3000/ per day.

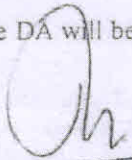
**Important Clarification:**

- i) Local convenience up to 30 km one way may be paid @ Rs 25 per km. However, if the distance of journey is more than 30 km, the permissible mileage shall be @ Rs 15/ for the entire distance travelled.
- ii) If a road journey is permitted in any public conveyance, road mileage shall be restricted to actual fare paid for a seat in public conveyance.
- iii) No daily Allowance (DA) shall be admissible where the period of halt exceeds fifteen days at a time at one station except when specially allowed by the Vice Chancellor.
- iv) Travelling allowance is not ordinarily allowed to any person for a journey to join his first appointment.
- v) Relocation allowance is not usually allowed to any person.
- vi) In special circumstance the Vice Chancellor/Pro-Vice Chancellor may allow person to travel by the higher class or by Air.
- vii) Person allowed to travel by Air or in Air-Conditioned Coach by train as per rules above, shall furnish a certificate that he/her has actually travelled by Air or by Air-conditioned coach and shall attach the used Air tickets and Air-conditioned railway tickets.
- viii) Daily allowance (DA) shall depend upon the period of stay which shall be counted from the hour of departure from the permanent place or work to the hour of the arrival back to the Head Quarter. The daily allowance shall be calculated at the following rates subject to minimum halting allowance of one day.

Upto 12 hours	half day
12 to 24 hours	full day
- ix) Road mileage is not admissible when transport is provided free of cost.
- x) Journey by Roads will not generally be permitted where train connections exit.

\* Supporting documents to be submitted for any TA/DA claim.

\*\* Wherever lodging & boarding is provided by BIT/other organization, then the admissible DA will be half of the above stated DA.

  
(Registrar) 8/10/19

Date: 28-10-2019  
Mesra, Ranchi