Deans of Faculties/Dean, Students Welfare.
Chairmen of the Department of Studies.
Directors/Coordinator of the Centres/Institutes/Units.
Head of the Offices/MIC/OSD.
Principal of the Colleges/Schools/Polytechnics.
Joint Registrars/Joint Finance Officers/Joint Controllers.
Deputy Registrars/Deputy Finance Officers/Deputy Controllers.
Assistant Registrars/Assistant Finance Officers/Assistant Controllers.
P.S. to Registrar/Finance Officer/Sr. P.A. Controller.

CIRCULAR

While checking T.A./D.A. claim of the University employees deputed on Official work of the University it came into the notice and they hire Taxi/A.C. Taxi for journey for route where Trains are connected. They can perform the journey by Taxi but T.A. claim should not exceed as per their entitlement of Rail fare. The related para of concerned rules is given below:-

<table>
<thead>
<tr>
<th>Grade Pay (1)</th>
<th>Travel Entitlements (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers drawing grade pay Rs.10,000/- and above and those in pay Scale of HAG+ and above</td>
<td>Economy Class by Air/AC First Class by Train</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs.7600/- Rs.8700/- and Rs. 8900/-</td>
<td>Economy Class by Air/AC First Class by Train</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs.5400/- and Rs. 6600/-</td>
<td>Economy Class by Air/AC II Tier Class by Train</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs.4200/- Rs.4600/- and Rs. 4800/-</td>
<td>AC II Tier Class by Train</td>
</tr>
<tr>
<td>Officers drawing Grade pay below Rs.4200/-</td>
<td>First Class/AC III Tier/AC Chair Car by Train</td>
</tr>
</tbody>
</table>

The revised Travel entitlements are subject to following:

(i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.

(ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

The employees are requested not to insist the reimbursement of Taxi Charges if they perform their journey by A.C. Taxi/Taxi. In case, they claim Taxi Charges, prior approval of the Vice Chancellor is required.

(Dr. Salik Ahmad Siddiqui)
Deputy Registrar
(Accounts Section)