Aligarh Muslim University

Travelling and Halting Allowance
RULES
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TRAVELLING AND HALTING ALLOWANCES APPLICABLE TO THE UNIVERSITY EMPLOYEES AND OTHERS

(Approved by the Executive Council on 6th December, 1976 and as amended from time to time upto 30.5.1989).

INTRODUCTION

1. The University shall grant Travelling and Halting Allowance to University employees and others at the rates and subject to the conditions hereinafter specified. In case of any doubt relating to the interpretation of these Regulations or any case not covered by these regulations, the matter shall be decided by the Vice-Chancellor.

Travelling and halting allowance payable out of special grants made by outside bodies may be paid at the rate and/or subject to the conditions laid down by the granting authorities or in accordance with these regulations if no rates and/or conditions are laid down.

Note: These regulations are in supersession of all the previous regulations and orders on the subject. These regulations shall come into force with effect from 1-4-1976 and the journeys performed prior to 1-4-1976 shall be regulated in accordance with the provisions of the T.A. Rules in force prior to 1-4-1976.
PART—A

Definitions:

2. In these regulations, unless there is something repugnant in the subject or context:—

(1) The term ‘pay’ for the purpose of these orders refers to pay in the revised scale of pay promulgated under the Central Civil Service (Revised Pay) Pay Rules 1986 as approved by the University Grants Commission and adopted by the University and includes special pay, technical pay, personal pay, N.P.A. and other emoluments specially classified as pay, admissible at the time of commencement of journey. In case of employees, who opt to retain the pre-revised scales of pay, the term pay will include, besides pay in pre-revised scale of pay, appropriate Dearness Pay, Dearness Allowance, Additional Dearness Allowance, Adhoc D.A. and Interim Relief thereon at the rates applicable under the orders in force prior to 1.11.1986.

(2) “headquarters” means Aligarh town in the case of University employees;

(3) Except as otherwise provided in these rules “Day” means a calendar day, beginning and ending at midnight;

(4) “mileage-allowance” is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey;

(5) “duty-point” at the headquarters means the place or office where a University servant remains on duty, i.e. the place/office of employment at the headquarters. As for out-stations, the duty point shall be taken to be the place/office visited by the University servant on duty. Where there are two or more such points at an out-station, the following shall be taken as the “duty point”:

(a) If the University servant reaches that station by rail, or air, the point which is farthest from the railway station, or the air booking centre/airport as the case may be; and

(b) If he reaches that station by road, the point which is farthest from the point where the journey to that station commenced.

Note:— Where a journey commences/ ends at a station which is neither the University servant’s headquarters nor his place of duty, it may be treated to have commenced/ ended at his residence.

GENERAL RULES FOR TRAVELLING ALLOWANCE

3. (1) No University employees shall be entitled to traveling allowance under these rules unless the journey for which it is claim is undertaken with the permission of or under the orders of the Vice-Chancellor. When a University employees undertakes a journey with such permission he will for the purpose of these Rules be treated as on tour.

Note: * (i) O.M. No. C.IV. TA-6/519 dated 24.6.1987—
and O.M. No.C.IV.TA/570 dated July, 6, 1987—
Revised Rates of T.A. & D.A. in respect of B, C. & D categories of staff have been made effective from 1.11.1986.

(ii) Provisions made in these T.A. rules in respect of Teachers and Group ‘A’ Officers in the scale of Rs.2200-4000 and above have also come into force from 1.11.86 vide O.M. No. C IV-TA-6/681 dated 20.8.1988.
Note:— Deans of Faculties /Principals of Colleges and Head of Departments/ Offices/ Schools or Provosts, Proctor or Member-in-charge concerned are empowered to give permission to a teacher or to any member of the Administrative or Ministerial Staff or a Grade IV employee to proceed on duty outside Aligarh by rail or road for a period not exceeding 5 days; Provided that in case of Research Scholars proceeding on duty outside Aligarh in connection with their research work for a period exceeding 5 days but not exceeding 15 days, the Dean of the Faculty concerned shall have the power to grant such permission on the recommendation of the Supervisor and the Chairman of the Department concerned. However, all cases of permission beyond 15 days shall be referred to the Vice-Chancellor for sanction.

(2) Except where otherwise expressly provided in these regulations, University servant draws traveling allowance for journeys on tour in the shape of daily allowance.

(3) (a) For the purpose of calculating mileage allowance; a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short, provided that when there are alternative railway routes and the differences between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.

(b) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. In case of doubt the Vice-Chancellor may decide which shall be regarded as the shortest of two or more routes.

(c) If a University servant travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

(d) The Vice-Chancellor may permit a University employee to travel by a route other than the shortest. In such a case the mileage allowance shall be calculated on the route actually used.

Note:— T.A. by longer route may not normally be permitted in cases where the journey could not be performed by the shortest route because of non-availability of reserved accommodation of the entitled class by that route.

4. An employee of the University on tour is not entitled to recover from the University the cost of transporting his personal luggage and conveyances etc.

GRADATION OF UNIVERSITY EMPLOYEES

4. (a) For the purpose of traveling allowance employees in the service of the University shall be divided into grades as follows:-

Grade I (a) Vice-Chancellor/Pro-Vice-Chancellor.

(b) Officers drawing pay of Rs.5,100 and above.*
(c) All other employees in receipt of pay of Rs.2,800 or more but less than Rs.5,100 p.m.*

Grade II
Employees in receipt of pay of Rs.1,900 and above but less than Rs.2,800 p.m.*

Grade III
Employees in receipt of pay of Rs.1,400 and above but less than Rs.1,900 p.m.*

Grade IV (i) Employees in receipt of pay of Rs.1,100 and above but less than Rs.1,400 p.m.*
(ii) Below Rs.1,100 p.m.*

GRADATION OF RE-EMPLOYED PENSIONERS

4. (b) (i) As the pension is now allowed to be drawn in addition to pay, the re-employed pensioner shall for the purpose of this rule, be deemed to be in receipt of actual pay equivalent to his re-employed pay plus the pension originally sanctioned to him, i.e. commutation, if any, and including the pension equivalent of death-cum-retirement gratuity, if any, subject to the condition that if sum of such pay plus pension exceed the pay of the post, if it is on a fixed rate or pay, or the maximum pay of the post, if it is on a time scale of pay, such excess shall not be considered for the purpose of his gradation.

Provided that in the case of a re-employed pensioner whose pay on re-employment is fixed without taking into account his pension, the grade of the re-employed pensioner will be determined on the basis of pay alone.

(ii) These orders shall apply also to officers who are already in re-employment, provided that cases of past journeys for which traveling allowance has been drawn on a different basis shall not be re-opened.

TRAVELLING ALLOWANCE FOR JOURNEY BY RAILWAY

4. (c) University employees, when travelling by rail, shall be entitled to accommodation as follows:-

(a) Grade I (a)

Vice-Chancellor and Pro-Vice-Chancellor
Accommodation of the highest class, by whatever name it may be called, including air-conditioned accommodation provided on the railway by which be travels.

(b) Grade I (b) & (c) & II:

University staff of grade I(b) & (c) and II, first class or second class A.C.2 tier sleeper, or if the line on which he travels does not provide first class, the highest class available but excluding first class Air-conditioned accommodation.*

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Officers in receipt of pay of Rs.2,800 and above but less than Rs.5,100 may also be paid fare of second class A.C.2 tier sleeper accommodation in case they travel in Rajdhani Express. The officers in receipt of pay of Rs.1,400/- and above (or corresponding revised pay) may also be paid fare for A.C. Chair Car only in case they travel in Rajdhani express.*

Note: (i) University employee in Grade I (b) who are in receipt of pay of Rs.5,100 and above per month will be entitled to travel on tour by A.C.C. first class including A.C. sleeper (first class) in Rajdhani Express.**

(ii) Employees who are entitled to travel on tour/transfer by I class A.C. Chair Car, may also at their discretion travel on tour/transfer by A.C. II A.C. 2 tier where any of the direct trains connecting the two stations by the shortest route has no provision for I class or A.C. Chair Car.

(c) Grade—III

Those in receipt of pay of Rs.1,400/- and above but less than Rs.1,900/- per month—

(i) Those in receipt of pay of Rs.1,400/- and above but less than Rs.1,900/- per month — First Class/A.C. Chair Car in other than Rajdhani Express***

(ii) Those in receipt of pay of Rs.1,100 and above but less than Rs.1,400 per month. — Second Class.

(d) Grade—IV

Those in receipt of pay of Rs.1,100 p.m. or less — Second Class

Provided that the Vice-Chancellor may, in the interest of the University, permit a University employee to travel in a class higher than that which is prescribed for his grade.

4. (2) University employees of all grades will be entitled to reimbursement reservation charges for a seat (for day journey and, sleeper berth for night journeys) in addition to the fare for Second Class. University servants entitled to first class accommodation may also travel by Second Class Chair-Car in Delux Air-conditioned trains provided the fare inclusive of charges for reservation and the surcharge does not exceed the fare of first Class.

RETURN TICKETS

5. (1) Where a return ticket is available at reduced rates and the return journey is expected to be performed within the period allowed on such ticket, it shall always be purchased. The fare for the forward and the return journeys wherever such return tickets are available and purchased or could be purchased will be the actual cost of the return ticket.

(2) Where journeys are performed on rail-cum-road tickets issued by the railways, fare for the road portion of the journeys shall be as charged by railways.

(3) A University employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. If, however, he travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

Note: — For the purpose of this rule fare includes passenger tax, terminal tax and any other amount charged by the railway on a ticket.

(4) When through booking involves the payment, for part of a journey, of rates for accommodation of a class higher than that to which the University employee is entitled, he may draw a single railway fare for the whole journey at the rate at which he is actually required to pay for the through booking.

JOURNEYS BY ROAD BETWEEN PLACES NOT CONNECTED BY RAIL

6. For journeys by road mileage allowance is admissible at the following rates for each kilometer traveled:—

(i) To an employee of First and Second Grades: Actual fare by public bus or Re.1/- per km. for journey by Motor Cycle/Scooter and Rs.2/- per km for journey by full taxi/ own car. For journeys on bicycle/foot the road mileage will be 6 paise per Km.

(ii) To an employee of Third and Fourth Grade: Actual fare by public bus or Rs.1/- per K.m. for journey by Motor Cycle/Scooter. For journeys on bicycle/foot the road mileage will be 6 paise per K.m.⁷

Note:— (1) Toll tax charged by certain municipalities at hill stations will be paid by the University in addition to mileage.

(2) In calculating the mileage allowance under rule 6 fraction of a kilometer shall be omitted from the total of a bill for anyone journey but not from the various items which make up the bill.

SHARING OF CONVEYANCE

7. (a) When two or more University employees travel in a conveyance belonging to one of them, the owner may draw traveling allowance as if he traveled alone and the other University employee or employees may draw travelling allowance as admissible under Rule 8 of these Regulations even if he or they meet(s) some portion of the cost of propulsion of the conveyance.

(b) When two or more employees travel by sharing the charges of a conveyance each employee may draw the actual share of hire paid by him provided that traveling allowance in such cases shall not exceed what would have been admissible had the employee traveled alone.

FREE TRANSIT BY ROAD

8. When a University employee uses a means of locomotion either free of charge or without paying the full cost of its use or propulsion, he will be entitled only to the daily allowance as admissible under Rule 19(7).

9. When a University employee who is supplied with means of conveyance without charge returns to his headquarters on the same day, daily allowance, if admissible under Rule 8 will be calculated as follows:-

(i) If the absence from headquarters does not exceed 6 hours … 30%
(ii) If the absence from headquarters exceeds six hours but does not exceed 12 hours … 50%
(iii) If the absence from headquarters exceeds 12 hours … Full

Note:— When University employee is provided with free conveyance for part of the journey or for one way journey only (i.e. either for going from or for return to headquarters) and he returns to his headquarters on the same day, the daily allowance if admissible under the rules, may be calculated as follows:-

If the absence from the headquarters does not exceed twelve hours (Half Daily allowance)
If the absence from the headquarters exceeds twelve hours (Full Daily allowance)

JOURNEY BY ROAD BETWEEN PLACES CONNECTED BY RAIL

10. (1) When a road journey is performed by a University employee between places connected by rail, rail being the ordinary mode of traveling, the road mileage shall be regulated as follows:-

(i) When the journey is performed by taking a single seat in a public conveyance he will be entitled to lesser of the following:—
(a) Actual fare paid for a seat in the public conveyance
Or
(b) The rate of road mileage prescribed in Rule 6 limited to rail fare of the entitled class.

Note:— The Vice-Chancellor may sanction payment of traveling allowance for journeys performed by road between places connected by rail at the rates applicable for journeys between places not so connected.

(2) If a journey is performed partly by rail, and partly by road between places connected by rail the University employee will be entitled to:—

(a) rail fare; and
traveling allowance as in Rule 10 for the road portion of the journey. Both these entitlements
(a) and (b) are to be added and limited to rail fair from the first to the last place as if the entire
journey was performed by rail.

JOURNEY BY SEA OR BY RIVER STEAMER

10.A (1) When a journey by sea or by River Steamer is performed by a University employee,
he will be entitled to accommodation according to following scale:-

(a) First Grade … Highest Class
(b) Second Grade … If there be two classes only on the steamer, the higher
class, and if there be more than two classes, middle or
Second Class.
(c) Third Grade … If there be two class and only on the steamer, the lower
class and if there be four classes, third class.
(d) Fourth Grade … Lowest Class

(2) Except in the case of journeys on transfer the mileage allowance admissible to the
University employees in respect of journeys by Sea or River Steamer, is a single fare of the class
of accommodation actually used but not exceeding the fare of the class to which he is entitled.

Note:— (1) Forward and return journey shall be treated separately when they fall on the same day.
(2) In case where the Steamer Company has two rates of fare, one inclusive and one exclusive of
diet the word ‘fare’ should mean fare exclusive of diet.

JOURNEY BY AIR

11. (1) The Vice-Chancellor and the Pro-Vice-Chancellor may travel by air at their own
discretion.

(2) An employee of the University in receipt of pay between Rs.2,800 and 5,100 or others
who may be required to travel by air in urgent cases in the interest of the University may be
permitted to travel by air by the Vice-Chancellor with prior permission."

Note:—In the case of members of the Court and Executive Council who are required to attend the
meetings of these Bodies or any of their committees, such a permission may be granted by
the Vice-Chancellor.

(3) The grant of permission under Rule 11(2) above will be subject to the following further
conditions:—

(i) That the distance proposed to be traveled by air is not less than 500 kilometers, and the
journey cannot be performed overnight by rail.
(ii) That the officer concerned will only travel in the tourist class.

(4) An officer authorized to travel by air is entitled to claim only one standard air fare for each journey.

If at either end of the journey by air a University employee has to perform a connected journey by rail or road he may draw the traveling allowance admissible for such journey subject to the conditions laid down in Rule 10(2).

Note:— Standard air fare means the actual single journey air fare payable for the service by which the journey is performed.

12. An officer who is not authorized to travel by air but who performs a journey by air can draw only the mileage allowance to which he would have been entitled to, if he had traveled by rail or road.

13. If available, return tickets at reduced rates shall always be purchased when an officer expects to perform the return journey by air within the period during which a return ticket is available.

14. All expenditure incurred in connection with the booking of air passages should be borne by the University official concerned and will not be a charge against the University, except that of Air Port tax which may be paid on production of vouchers.

**DAILY ALLOWANCE**

15. A daily allowance is a uniform allowance for each day of absence from headquarters starting with departure from headquarters and ending with arrival at headquarters, which is intended to cover both on the way expenses as well as expenses for halt at outstation.

16. Unless in any case it be otherwise expressly provided in these rules, a daily allowance may be drawn only while on tour.

17. (1) Daily allowance will be admissible on the following scale:—

A) When the University employee avails of University, Government or public Sector Guest House or makes his own arrangements*—

<table>
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<th>Pay Range &amp; Grade</th>
<th>Localities other than those mentioned in Col.3 &amp; 4</th>
<th>B—I Class cities and expensive localities</th>
<th>A— Class cities and specially expensive localities</th>
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<td>VC/PVC</td>
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<td>3</td>
<td>4</td>
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<tr>
<td>Officers in receipt of pay of Rs.5,100 &amp; above</td>
<td>60</td>
<td>65</td>
<td>80</td>
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(c) Rs.2,800 and above but less than Rs.5,100.  50   60   75  
II Rs.1,900 and above but less than Rs.2,800  40   50   65  
III Rs.1,400 and above but less than Rs.1,900  35   45   55  
IV(i) Rs.1,100 and above but less than Rs.1,400.  30   40   50  
(ii) Below Rs.1,100  20   25   35  

(B) When the University employee stays in a hotel or other establishment Providing board and for lodging at scheduled tariffs.

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<thead>
<tr>
<th>Pay Range &amp; Grade</th>
<th>Localities other than those mentioned in Col.3 &amp; 4</th>
<th>B—I Cities and expensive localities</th>
<th>A— Class cities and specially expensive localities</th>
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<td>(b)</td>
<td>Rs.5,100 &amp; above*</td>
<td>135</td>
<td>150</td>
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<td>Rs.2,800 but less than Rs.5,100</td>
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In all cases where University employees stay in Government or Public Sector guest houses and pay lodging charges in excess of 25 per cent of daily allowance admissible to them in the concerned localities under Table (A) above, daily allowance shall be payable as under:—

(i) The respective rates of daily allowance for the concerned localities as shown in Table (A) shall be reduced by 25 percent and the lodging charges (exclusive of breakfast/ meals) paid by the University employees to the Govt./Public Sector guest house authority for each calendar day shall be added thereto.

(ii) Daily allowance equal to the amount calculated in (i) above shall be admissible to the University employee concerned subject to the condition that where it exceeds the

hotel rate to which the University employee is entitled for the respective locality as per Table (B) above, it shall be restricted to the later rate.

Wherever the claim is preferred with reference to the rates as (B) above, it should be accompanied by a certificate on the following terms and the vouchers in support of the stay in the hotel/establishment should be annexed to the T.A. claims:

“Certified that I stayed from .................................................................
 (date)
to .................................................. at .................................................................
(Name of hotel/establishment)
at….. .................................................. which provides board /lodging at
(Name of place)
scheduled tariffs.”

(2) A University employee who is allowed free board and lodging at his place of halt at the expense of the University or the Central Government or State Government, or an autonomous industrial undertaking or corporation or a statutory body or a local authority may draw only one/fourth (1/4) D.A. for that (those) day(s) admissible to him at the station concerned. If he is provided with only free board he will draw half daily allowance for that (those) day(s). If he is provided with only free lodging, he will draw three fourth (3/4) daily allowance for that (those) day(s).

Note:— Rate of Daily Allowance is related to the classification of the cities/ towns for the purpose of grant of C.C.A. The classification of cities/towns for the purpose of admissibility of daily allowance will be, till further orders, as under:

(1) Rates under column 4 of the preceding table are applicable to halts at urban agglomerations namely Hyderabad, Delhi, Ahemdabad, Bombay, Bangalore, Madras, and Calcutta in addition to Darjeeling district except Silliguri sub-division and Darjeeling town, areas, and interior areas of Himachal Pradesh;

(2) Rates under column 3 of the preceding table are applicable to halts at urban agglomerations of Nagpur, Pune, Kanpur City, Lucknow City in addition to Shimla, the entire territory of the Lacadiv, Minicoy and Aminidivi Islands and the whole of Jammu and Kashmir; and

(3) Rates under Column 2 of the preceding table are applicable to halts at places other than those localities mentioned in notes (1) and (2) above.

(3) For the time spent in journey only ordinary rate of D.A. as in the Table at (A) will be admissible when the total absence from headquarters is partly spent in journeys/ordinary locality and partly in expensive locality the total number of daily allowances in terms of Rule 19(7) will first be calculated from the number of daily allowance for halt in the expensive locality for which D.A. at the special rates allowed will be deducted. The remaining number of D.A. will then be calculated at ordinary rates prescribed in the Table at (A).
(4) Vice-Chancellor may sanction for any University employee a daily allowance higher than that prescribed in these Rules if he considers that the allowance so prescribed is inadequate.

18. Daily allowance shall not be drawn for any day on which an employee does not reach a point outside a radius of 8 kms. From the duty point (i.e. the place/office of employment) at his headquarters, or return to its from a similar point.

Note:— The term radius of 8 kms. Means a distance of 8 kms. by the shortest practicable route by which a traveler can reach his destination by the ordinary mode of traveling.

19. (1) Subject to the conditions laid down herein under daily allowance shall be admissible for every day of halt on duty or a holiday occurring during such duty.

(2) Daily allowance may not be drawn for a continuous halt of more than thirty days at any one place; provided that the Vice-Chancellor may grant exemption in individual cases, from the operation of this rule on such conditions as he may think fit, if he is satisfied:

(a) that prolonged halts are necessary in the interest of the University; and
(b) that such halts continue, after the first thirty days, to entail extra expense upon the halting University employee.

Note:— (i) The sanction of the Vice-Chancellor for admitting daily allowance in excess of thirty days would be necessary only when the number of daily allowances drawn, permissible under the rule exceeds thirty, but the daily allowance, if any, admissible for the days of travel would be excluded in calculating the thirty daily allowances.

Note:— (ii) The intention of Note 1 above is that daily allowance at full rate upto thirty days following the day of arrival can be drawn without obtaining necessary sanction. If leave intervenes during the first thirty days of halt, daily allowance at full rate without obtaining sanction from operation of Rule 19(2) will be admissible only for a period of thirty days following the day of arrival less the number of days of leave including casual leave.

(3) (i) The admissibility of daily allowance for continuous halts at places outside Aligarh during tour/temporary transfer will be as follows:

(a) at the full rate for the first 180 days*;
(b) beyond 180 days … Nil.*

(ii) A halt shall be treated as continuous for the purpose of the sub-clause 3(i), unless interrupted by absence on duty at a distance exceeding 8 Kms. for a period of not less than 3 nights.

Note:— In case of persons deputed on training by the University outside Aligarh, daily allowance shall be admissible for the first 180 days at the full rate and no D.A. will be paid beyond 180 days. However, the Vice-Chancellor may at his discretion allow D.A. on more than

the above scale in exceptional cases. However, the amount received by such employee in the form of stipend or scholarship granted by the authorities of Training Centres will be adjusted against the D.A. admissible to the staff.

(4) In calculating the duration of a halt, any day on which the employee travels or halts at a distance from the halting place exceeding eight kilometers shall be excluded. On such a day the University servant may draw daily allowance.

(5) No daily allowance shall be drawn during period of leave of any kind (including casual leave) taken while on duty at an out-station. Such leave does not however, constitute a break in continuity of halt for the purpose of clauses (2) and (3) above the should therefore be included in the first 30 days or 90 days of a halt at any one place.

(6) Daily allowance is not admissible for any whether Sunday or Holiday unless the officer is actually in camp (i.e. actual spends at least a portion of the particular Sundays and Holidays in camp).

(7) Daily allowance for the entire absence from headquarters will be regulated as follows:—

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight. For absence from headquarters for less than 24 hours the daily allowance will be admissible at the following rates:—

(i) If the absence from headquarters does not exceed six hours … 30%
(ii) If the absence from headquarters exceeds six hours but does not exceed 12 hours … 50%
(iii) If the absence from headquarters exceeds 12 hours…. Full

In case the period of absence from headquarters falls on two calendar days it is reckoned as two days and daily allowance is calculated for each as above. Similarly, daily allowance for days of departure from and arrival at headquarters will also be regulated accordingly.

**DRIVERS OF UNIVERSITY VEHICLES**

20. The driver or cleaner of a University motor vehicle when making a journey by road on the motor vehicle in his charge, may draw daily allowance under Rule 9 where his absence from headquarters does not exceed twenty four hours. In case the absence from headquarters exceeds 24 hours he will draw daily allowance under Rule 19(7).
Rules for the grant of traveling allowance to members of the teaching staff attending Annual Congress and Conferences of learned and Scientific bodies:

21. (1) A University employee appointed as delegate to a Congress or Conference recognized by the University shall be entitled to traveling and daily allowance according to his grade as admissible under the rules in Part ‘A’ provided he has had a paper accepted or he has participated in the deliberations of the congress or the Conference concerned and provided he has not drawn traveling allowance in any form from the authorities who organized the Congress or Conference.

Note:— At present the following Congresses and Conferences are recognized by the University:—

1. Indian Science Congress
2. All India Oriental Conference
3. Annual Conference of the Association of English Studies
4. Indian History Congress
5. Indian Political Science Congress
6. Indian Economics Conference
7. Indian Philosophical Congress
8. All India Commerce Conference
9. Anjuman-e-Taraqqi-e Urdu Conference
10. Bhartiya Hindi Parishad
11. Indian Law Teachers’ Conference
12. All India Educational Conference
13. The Society of Biological Chemists of India
14. The Indian Botanical Society
15. The Zoological Society of India
16. The Geological, Mining and Metallurgical Society
17. The Conference of the Association of Indian Geographers and Indian Council of Geographers
18. The Indian Mathematical Society
19. The Institute of Engineers
20. The Institute of Engineers, U.P. Section
21. All India Unani Tibbi Conference
22. All India Ophthalmological Conference
23. U.P. Unani Tibbi Conference
24. All India Islamic Studies Conference
25. All India Sociological Conference
26. Indian Association of Teacher’s Education Conference
27. Indian National Science Academy
28. Indian Pharmacological Society Conference
29. Indian Association for Management Development Conference
30. Conference of Anatomical Society of India
31. All India Conference of the Urdu Teachers of Indian Universities
32. All India University Tamil Teachers Association Conference

34. Conference of Indian Orthopaedic Association
35. Conference of Indian Academy of Cytologists
36. Conference of the Association of Surgeons of India
37. Indian Dental Conference
38. Association of Pathologist and Microbiologist of India
39. Institute of mechanical Engg. of India
40. Congress on Theoretical and Applied Mechanics
41. Indian Chemical Society
42. Congress of Finite Element Methods in Engineering
43. National System Conference
44. U.P. State Ophthalmic Conference
45. Congress of Radiology
46. Indian Association of Preventive and Social Medicine
47. Indian Society of Anaesthesists Conference
48. National Conference on Tuberculosis and Chest Diseases
49. Conference of Inter-University Council for Commerce Education and Research
50. Indian Geologists Association
51. Indian Society of Agriculture Economists
52. Association of Social Science Institute, New Delhi
53. Inter University Council of Commerce Education and Research (IUCER)
54. Indian Society of Human Genetics
55. Genetics Association of India
56. Indian Association of Cytologists
57. Indian Association of Oncologists
58. Indian Society of Hematologists
59. Obstetrics and Gynecology Society of India
60. Indian Association of Immune Hematologists and Blood Banking*
61. U.G.C. Sponsored Conference
62. Conference organized by the Indian Statistical Association
63. Conference organized by the Indian Statistical Institute, Calcutta, Delhi, Bangalore
64. Conferences organized by Indian Society for theory of Probability and its applications, I.I.T. Bombay
65. Conferences organized by Indian Association for Productivity quality and Reliability, Calcutta
66. Conferences organized by Indian Agricultural Statistics Research Institute (ICAR) Delhi
67. Indian Institute of Metals
68. Power, Metallurgy Association of India

*69. All Physics Conferences sponsored by:
   (a) UGC, New Delhi
   (b) Tata Institute of Fundamental Research, Bombay
   (c) Bhabha Atomic Research Centre (BARC) Bombay
   (d) Indian Institute of Science, Bangalore
   (e) Physical Research Laboratory, Ahmedabad

*Cf. item No.11 of the minutes of the meeting of the Academic Council held on 23.11.1984.
*Cf. item No.11 of the minutes of the meeting of the Academic Council held on 23.11.1984.
(f) Variable Energy Cyclotron (VEC—BARC) Calcutta
(g) Indian Space Research Organization
(h) Indian Society for Atomic and Molecular Physics, Ahmedabad.

*70. Nuclear Physics and Solid State Physics Symposium
71. High Energy Physics Symposium
*72. Annual Meeting of the Astronomical Society of India, Hyderabad
*73. Indian Society for Surface Science & Technology
*74. Indian Society of Analytical Scientists
*75. Society for Advancement of Electrochemical Science and Technology
*76. Association of Chemical Biochemistry of India.

(2) Delegates to any other special conferences, seminars etc., may be nominated by the Vice-Chancellor if he is satisfied about the need for such a representation by the University.

(3) No fee for membership for attending a Congress or Conference shall be paid by the University. However, the expenditure involved on payment of registration/delegation fee for congress/conference/seminar shall be paid out of the contingency of the Department to which the delegate belongs.

"Provided further that in case travel grant is also sanctioned from un-assigned grant of the UGC; the registration charges will be divided on the basis of 50: 50 i.e., 50% will be debited to the un-assigned grant and 50% to the Maintenance Budget (contingency) of the Department.

(4) The following priorities be given in sanctioning air fare for the University employees attending a Conference Congress/ Seminar outside India:—

(i) whom the University itself wishes to send abroad to get certain specific work done in connection with any of its programme, including any special study which it may wish to develop, may be paid full economy excursion class air fare to and fro;

(ii) whom the University selects as Delegates to a conference or seminar to which the University has been invited; provided the conference or the inviting agency are reputable and have been recognized as such by the University or of which the University itself is a member, may be treated in the same way as (i) above but second in priority and

(iii) who are members in their own right of a conference or inviting organization and who have been invited to attend a conference or a seminar by such organization, to come third in the list of priorities and to be given only economy excursion class air fare to and fro after examining the relative importance of such conferences or inviting organization and the usefulness to the University of its members participating in them, subject to the condition that air fare will be paid only once and that in the case of invitations from relatively unimportant conferences or organizations only one way fare may be paid and paid only once.

PART C

Travelling allowance to persons not in the service of the University — Non-official members of University Bodies

22. (1) Such persons who are not paid employees of the University and who come to Aligarh from out-station to attend as members, the meetings of the Court, the Executive /Academic Council, the Finance Committee, the Faculties of Departments of Studies or Statutory Committees such as Selection Committees/or Sub-Committee/ Committees appointed by these bodies such as Building Committees etc., shall be paid actual expenses not exceeding one and half first class or second class 2 tier sleeper fare in trains other than Rajdhani express each way by the shortest or the quickest route and Rs.50/- *per day account of halting allowance for each day of work irrespective of hours of stay at Aligarh.”

(Note:— Please See Revised Orders placed at P/38 and P/39).

Note:— The persons who come to Aligarh from out-station for University work and who perform the journey by road may in lieu of one and a half first class fare each way, be allowed road mileage as admissible under Rule 6 of these Rules. The grant of road mileage in lieu of rail mileage (i.e. 1½ fare) in the case that the journey performed by road between places connected by rail will, however, be subject to the condition that the journey by road was necessitated by unavoidable circumstances as approved by the Vice-Chancellor.

(2) A member of any of the above Committees/Sub-Committees may be permitted to travel by air by the Vice-Chancellor, if he is satisfied that air travel is necessary in the interest of the University. Permission for travel by AC 1st class may be granted by the Vice-Chancellor only when one or more of the following conditions are fulfilled.

***In cases where the permission is granted to travel by Air or ACC I class (including Rajdhani Express), member/expert will also be entitled to the payment of taxi charges calculated @ Rs.2/- per Km. for journey by full taxi for to and fro Air Port/ Station.

(i) When a person is required to travel in air conditioned accommodation on grounds of health or because of very advanced age and/or infirmity.
(ii) When a person is /or was entitled to travel in air-conditioned coach under the rules of the organization to which he belongs or might have belonged before retirement.
(iii) Where the Vice-Chancellor is satisfied that A.C.C. travel by rail is the customary mode of travel by the non-official concerned in respect of journeys unconnected with the performance of University duty.

Provided that in the case of a member who arrives at the place of meeting before the date fixed for the meeting or stays after the day of the meeting, he shall, in addition to the daily (i.e. halting) allowance for the day(s) of the meeting, also be entitled to full daily allowance for the day preceeding and for the day following the meeting if—

(i) He arrives in the forenoon of the day preceding the day of the meeting or any earlier day; and/or
(ii) He departs at 12 noon or in the afternoon of the day following the day of the meeting or on a later day.

But he will be entitled to only half daily allowance for the preceding and/or for the day following the meeting, if

(i) he arrives at 12 noon or in the afternoon of the day preceding the day of the meeting; and/or
(ii) he departs in the forenoon of the day following the day of the meeting.

Note: 1. Members of Parliament will utilize the free first class railway pass issued to them as members of Parliament.

Note: —2 The bills prepared and signed by the members will be countersigned by the Vice-Chancellor. Payments will not be made earlier than the last date upto which the allowance is claimed. The traveling allowance for onward journey and return journey will be included in the bill and the payment will be treated as final subject to the obtaining of a formal intimation to the effect that the return journey has, in fact, been completed.

Note: —3 Members are eligible for traveling allowance for the journey actually performed in connection with meeting of the Committees etc., to the place of permanent residence to be named in advance. If any, member performs journey from a place other than place of his permanent residence after the termination of the meeting, traveling allowance shall be worked out on the basis of the distance actually traveled or the distance between the place of permanent residence and the venue of the meeting, whichever is less.

Note: —4. A non-official member, resident at a place where the meeting of the committee is held will be allowed on the actual cost of conveyance hire subject to a maximum of Rs.10 per day.

Note:—5. The certificate No.2 in Appendix II may not be required form the persons who are not employees of this University such as external examiners etc.

(3) A person entitled to T.A. under this rule staying in the University Guest House may claim daily allowance under these rules, if he pays charges for his boarding and lodging.

Provided that if the University provides him free board and lodging at the Guest House, he shall be entitled to claim only ¼ of the daily allowance admissible to him. If only board is allowed free, he may draw ½ of the daily allowance. If he is provided with only free lodging, he will draw three fourth daily allowance.
Other Distinguished Persons

23. A person of distinction invited by the Academic Council or by the University to deliver lectures in the University or for any other official business or University function where his presence is considered necessary/desirable may be paid traveling allowance at the scale admissible to officers of the University of corresponding rank.

Candidates for Posts

24 (1) Candidates called and appearing for interview by the Selection Committee for considering their appointment to any post in the University may be paid a single second class railway fare only, both ways, by the shortest route from the railway station nearest to the place of residence of the candidate inside the Indian Union to Aligarh and back. Exceptions may be made by the Vice-Chancellor in allowing first class fare both ways to candidates applying for the posts carrying a pay scale the minimum of which is Rs.1600/- (pre revised)** or above.

(2) A candidate who resides at a place where there is no Railway Station shall for the portion of road journey performed by him be paid road mileage at the rate of Re.1/-* per Km. or the actual amount paid for the journey, whichever is less.*

Note:— It may or may not be possible to pay the T.A., in cash on the spot when the candidates come for interview. Candidates should, therefore, provide themselves with the necessary funds for their journey both ways. The amount due to them would be re-imbursed to them as early as possible.

T.A. to Outside Examiners

25. The traveling allowance and daily allowance rules mentioned in Rule 22 shall also be applicable to outside examiners and moderators.

Payment before Completion of Journey

26. Persons entitled to traveling allowance under clauses 22, 23, 24 and 25 may be paid traveling and halting allowances on the conclusion of the University work before the completion of the return journey (See note below Rule 22).
Persons on Deputation

27. Persons on deputation to the University on foreign service terms shall be governed by the traveling allowance rules of their parent department as far as their transfer T.A. is concerned. For other journeys they will be governed by the University rules unless mentioned otherwise in the terms and conditions of their deputation.

Miscellaneous Provisions: T.A. during Vacations

28. (1) If an employee of a Vacation Department combines tour with vacation, i.e. proceeds on tour and then avails of vacation without returning to head quarters, he will be granted T.A. for the outward journey only.

(2) University employees who are appointed members of Examination Committees or Tabulators and are required by the Vice-Chancellor to come to Aligarh from outside to attend during vacations such Committees or Sub-Committees as are convened for the purpose of declaring examination results, shall be entitled to traveling allowance only for the journey but not to any daily allowance.

T.A. to Legal Adviser

29. The University Legal Advisor shall, for the purpose of these rules, be deemed to be an officer of the Grade I(b).*

T.A. on First Appointment

30. No TA shall be allowed to any person for the journey to join his first appointment.

T.A. During Leave

31. (1) Employees of the University proceeding on leave other than casual leave, while on tour, will not be paid T.A. for the return journey.

(2) When a University employee is compulsorily recalled to duty before the expiry of the leave and the leave is thereby curtailed by not less than one month, he would be entitled to draw traveling allowance for the journey from the place at which the order of recall reaches him. If the period by which the leave is curtailed is less than one month, traveling allowance may be allowed at the discretion of the Vice-Chancellor.

(3) A University employee who has been granted leave without pay for taking up assignment/research elsewhere when called for University work shall be allowed traveling allowance for onward and return journeys as per University rules. No D.A. will be admissible if the family of such employee is residing at Aligarh at the time of the visit.

* Old rules.
T.A. for Students proceeding on approved excursions, Field Work or any other Academic Activities

32. (a) Students proceeding on excursion/field work or any other academic activities approved by the University will be paid second class rail fare from Aligarh to out-station and back. For the journey by road they will get actual fare by public bus or Re.1/- per Km. from the headquarter to the place of duty and back whichever is less.

Halting allowance admissible is Rs.15 per day for halt at all station other than Bombay, Calcutta, Delhi and Madras for which the rate should be Rs.20.00 per day."

Note:— A student who travels by rail shall be entitled for one daily allowance at the ordinary rate for every 24 hours of the railway journey or part thereof

32. (b) Research Scholars shall, for the purpose of these rules, be deemed to be an officer of the Second Grade.

T.A. to Teachers Accompanying Students

33. A teacher going on tours with students shall be allowed railway fare which will be at concessional rate where such concession is permissible under the railway Rules, of the class to which he may be entitled according to his grade.

T.A. at special rates

34. (1) The Executive Council may sanction traveling allowance otherwise than in accordance with these regulations, on the merit of any special case.

(2) Travelling allowance payable out of special grants made by outside authorities may be paid at the rates and subject to the conditions laid down by the granting authorities, or in accordance with these rules if no rates and conditions are laid down.

Controlling Officer

35. (1) No bill for traveling allowance shall be paid unless it is signed or countersigned by the controlling Officer as specified below.

(2) The Vice-Chancellor, the Pro-Vice-Chancellor, Registrar, Finance Officer, Controller of Examinations and Admissions, Deans of Faculties/Principals of Colleges and Polytechnics, Chairman of Departments and Directors of Institutes/Centres will be their own Controlling Officers and will themselves countersign their T.A. bills provided the journey in case of Registrar, Finance Officer, Controller of Examinations and Admissions, Deans of Faculties/Principals of Colleges, Polytechnics, Chairman of Departments and Directors of Institutions/Centres has been authorized by the Vice-Chancellor.

(3) In other cases the controlling officer will be as under:

<table>
<thead>
<tr>
<th>Particulars of the staff and others</th>
<th>Controlling Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Professors</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>(ii) Members of Executive Council and Finance Committee</td>
<td>Registrar</td>
</tr>
<tr>
<td>(iii) Others</td>
<td></td>
</tr>
</tbody>
</table>

Note:— In cases when T.A. is not met out of the General pool of T.A., the Vice-Chancellor may nominate the Principal of a College or the Chairman of a Department to be the Controlling Officer in respect of a particular category of employees.

**Duties and Powers of Controlling Officer**

36. (1) It is the duty of a Controlling Officer before signing or countersigning a traveling allowance bill:

   (a) to see that sanction of authority mentioned in Rule 3(1) exists for the journey, the amount claimed for any journey or halt is within the admissible limit and the halt has not been unnecessarily or unduly protected;

   (b) to scrutinize carefully the distance entered into the traveling allowance bill;

   (c) to satisfy himself that mileage allowance for journey by rail has been claimed at the rate applicable to the class of accommodation actually used, concessional return tickets for the journeys charged for in the bill were purchased whatever or whatever possible and journeys were performed by the shortest route;

   (d) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance; and

   (e) to observe any other instructions which the sanctioning authority may give for his guidance.

(2) He may disallow any claim which, in his opinion, does not fulfil the above conditions.

**From of T.A. Bill**

37. The form in which T.A. bills be submitted by the University employees or others claiming traveling allowance from the University will be prescribed by the Finance Officer.

Note: The form of T.A. bill at present prescribed is given in Appendix II to these Rules.

38. All T.A. bills will be accompanied by prescribed certificates as applicable in each case out of those published as Appendix II to these Rules. These certificates are generally printed on the form of the T.A. bill and shall be carefully scrutinized and corrected where
necessary by the claimed before putting his signature below them. Certificates which are not applicable shall be scored off.

**Advance of T.A. on Tours**

39. (1) The Finance Officer may sanction to a University employee who is required to proceed on tour, an advance to cover his traveling expenses. The Registrar, the Finance Officer, Controller of Examinations and Admissions, Pro-Vice-Chancellor and Vice-Chancellor may sanction such advance in respect of their own journeys.

(2) A second advance is not permissible, except under special orders of Vice-Chancellor, until an account has been given of his first advance.

(3) An employee who has taken an advance for any particular journey may not take payment of T.A. while the advance or any portion of it still remains unadjusted.

(4) The amount of advance granted shall be adjusted immediately on the completion of the tour or by 31st March whichever is earlier. Advances drawn in the month of March may, however, be adjusted on completion of the tour or by the 30th April, whichever is earlier.

**Miscellaneous**

40. No claim for T.A. which is not preferred within six months on the completion of journey shall be paid without the authority of the Vice-Chancellor. Delays in the submission of claims of L.T.C./G.T.A. should not normally be condoned for more than six months beyond the normal six months period referred to above.

Note:— The right of an employee to travelling allowance, including daily allowance, is forfeited or deemed to have been relinquished, if the claim for it is not preferred within one year from the date on which it became due.

41. No revision of T.A. once drawn and admitted shall be permissible; in other words no T.A. claims would be revised in consequence of revision of T.A. Rules or increase in pay resultant or promotion, grant of increment, etc., at any stage. The revision will only take effect from the date of issue of such orders and will only cover journeys performed thereafter.

**T.A. to teachers sponsored under quality improvement programme**

42. Teachers sponsored under Quality Improvement Programme shall be paid travelling expenses of their entitled class in respect of the original journey to and the last journey from the place of training.

43. Cases not covered by these rules shall be dealt with in accordance with the general or specific order of Vice-Chancellor after considering the corresponding provisions in other Central Universities like Delhi and Banaras. Where on points the T.A. Rules of the Central
Universities are silent, the rules as applicable in the Government of India would be the guideline.

44. **Journey on retirement; dismissal or termination of employment and journey by the family of the University employee on his death.**

(1) The Vice-Chancellor may, for special reasons which should be recorded, permit any University employee to draw traveling allowance for a journey on retirement, dismissal or termination of employment as under.

(2) The traveling allowance referred to will be admissible in respect of the journey of the University employee and members of his family from Aligarh to his home town and in respect of the transportation of his personal effects between the same place. The precise entitlement will be:-

(a) For journeys by rail and/or steamer:-

(i) Actual fares including the tax on fares of the class of accommodation to which University employee was entitled on the date when he was last on duty in respect of self and members of his family. No allowance for incidental expenses would be admissible.

(ii) Actual cost of transportation of personal effects on the scale admissible under Rule.

(b) For journeys by road:

(i) One mileage allowance for the University employee, a second mileage allowance if two members of the family travel with him and a third mileage allowance if more than two members of his family travel with him at the rate applicable to the University employee on the date when he was last on duty.

(ii) Actual cost of transportation of personal effects on the scale admissible under Rule.

(c) For journeys by one mode of travel and partly by another:

(i) As admissible under sub-paras (a) & (b) above, in so far as they are respectively applicable.

(3) The above rules do not apply to persons who are not in whole-time employee of the University or are engaged on contract;

(ii) are paid from contingencies.

(4) The Vice-Chancellor may grant to the family of a University employee who dies in service, traveling allowance provided the journey is completed within six months after the death of the University employee.

(5) Travelling expenses will be admissible by the shortest route from Aligarh to his normal place of residence which shall be a permanent home as entered in his service book or record of such other place as might have been declared to be permanent home by the employees while in service.
(6) The amount of traveling expenses payable to the members of the family will be:—

(a)  Journeys by Rail and/or Steamer—
   (i)  Actual fare of the class of accommodation to which the deceased University employee was himself entitled for each member of the family;
   (ii) Actual cost of transportation of personal effects on the scale as admissible under Rule.

(b) for journeys by Road :-
   (i)  One mileage allowance for one member of the family, a second mileage allowance if two other members of the family and a third mileage allowance if more than two members of family travel, at the rate applicable to the deceased University employee.

   (ii) Actual cost of transportation of personal effects on the scale as admissible under Rule.

(7) These rules will not apply to—

(a) University employee engaged on contract and those who are not in the whole time employment;
(b) University employees paid out of contingencies;
(c) University employees who dies while on leave preparatory to retirement;
(d) Retired University employees who have been re-employed.*
(e) Temporary employees who have not rendered three years’ continuous service in the University.

(8) The amount of traveling allowance admissible to the family of deceased University servants shall be paid in order of precedence given below:—

   (i) The surviving widow or the eldest among them, if there be more than one surviving widow (not being a minor) if the deceased University employee was a male or the husband if the deceased was a female;

   (ii) The eldest surviving (dependent) child of the deceased University employee provided that he/she has attained the age of majority;

   (iii) A person who, in the opinion of the Chairman/Head of the Department/Office, is fit to receive payment on behalf of the minor(s), subjects to the execution by such person of a bond duly signed by two sureties agreeing to indemnify University against any subsequent claim, provided that such a bond may not be necessary, when payment is made to a legal guardian.

* Also please see rule 44(9).
(9) In the case of a re-employed person, the concession will be admissible within one year of the expiry of his term of re-employment.”

Definition of Family

45. Family means University employees, wife/husband, as the case may be residing with the employee, legitimate children and step children, parents, sisters and minor brothers residing with and wholly dependent upon the University employee and whose income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of Death-cum-Retirement Gratuity benefits) does not exceed Rs.500/- per month.

Traveling Allowance on Transfer

46. (i) Rate of lump sum transfer grant and packing allowance

A University employee is entitled to a journey on transfer to lump sum grant. The rate of lump sum transfer grant and packing allowance will be as under:-

<table>
<thead>
<tr>
<th>Grade</th>
<th>Pay Range</th>
<th>Lump sum transfer grant</th>
<th>Packing allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>(i) Rs.5,100 and above</td>
<td>4,000</td>
<td>1,500</td>
</tr>
<tr>
<td></td>
<td>(ii) Rs.2,800 and above but less</td>
<td>3,000</td>
<td>1,200</td>
</tr>
<tr>
<td></td>
<td>than Rs.5,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second</td>
<td>(i) Rs.1,900 and above but less</td>
<td>1,500</td>
<td>900</td>
</tr>
<tr>
<td></td>
<td>than Rs.2,800</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Rs.1,400 and above but less</td>
<td>1,000</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>than Rs.1,900</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Third</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) Rs.1,100 and above but less</td>
<td>600</td>
<td>600</td>
</tr>
<tr>
<td></td>
<td>than Rs.1,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) Below Rs.1,100</td>
<td>450</td>
<td>450</td>
</tr>
</tbody>
</table>

(ii) In addition to the transfer grant as admissible above and actual fare by rail or steamer or air the case may be exceeding the fare of the entitled class for himself and members of the family and road mileage as per rules for the journey by road a University employee will draw one daily allowance for himself and each member of family for every completed day occupied in the

** O.M. No.Acctt/LD/990 dated 16.7.1985 also please see Rule 44 (7) (d).
journey from residence reckoned from midnight to midnight. For period less than 24 hours on any
day, the daily allowance will be admissible as follows:—

Upto 6 hours — 30%

Exceeding 6 hours but not exceeding
12 hours — 50%

Exceeding 12 hours — Full

The children below 12 years will be allowed daily allowance at half of the rate for adult.

(iii) Transportation of personal effects between places connected by rail

He may draw the actual cost of carriage by goods train, steamer or other craft of personal
effects upto the following:—

<table>
<thead>
<tr>
<th>Grade</th>
<th>If not possessing family Rs.</th>
<th>If possessing family Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>2,000</td>
<td>Full Wagon</td>
</tr>
<tr>
<td>Second</td>
<td>1,000</td>
<td>3,000</td>
</tr>
<tr>
<td>Third</td>
<td>750</td>
<td>1,500</td>
</tr>
<tr>
<td>Fourth</td>
<td>250</td>
<td>600</td>
</tr>
</tbody>
</table>

Note: —1. If a University Employee carries his personal effects by passenger instead of by
goods train, he may draw the actual cost of carriage upto a limit of the amount which
would have been admissible had he taken the maximum number of Kilograms by
goods train.

Note:—2. A University employee who carries his personal effects by road between stations
connected by rail may draw actual expenses but not exceeding the amount which
would have been admissible had he taken the maximum admissible quantity of
personal effects by goods train.

Note:—3. A University Employee carrying goods by road between places connected by rail can
draw actual expenditure on transportation of personal effects by road or the amount
admissible on transportation by railway and an additional amount of not more than
25 per cent thereof whichever is less.

(iv) Transportation of goods between places not connected by Rail

The allowance for carriage of personal effects between places connected by road only will be
at the following uniform rates:—
<table>
<thead>
<tr>
<th>Pay Range</th>
<th>A/B-1 class cities</th>
<th>Other places</th>
</tr>
</thead>
<tbody>
<tr>
<td>V.C./P.V.C.</td>
<td>Actual Expenses</td>
<td>Actual Expenses</td>
</tr>
<tr>
<td>Rs.2,800 and above</td>
<td>15.00</td>
<td>9.00</td>
</tr>
<tr>
<td>Rs.1,900 and above but less than Rs.2,800</td>
<td>7.50</td>
<td>4.50</td>
</tr>
<tr>
<td>Rs.1,100 and above but less than Rs.1,900</td>
<td>3.80</td>
<td>2.30</td>
</tr>
<tr>
<td>Below Rs.1,100</td>
<td>3.00</td>
<td>2.00</td>
</tr>
</tbody>
</table>
APPENDIX I to Rule 17 (i) of the T.A. Rules

Example: Mr. ABC drawing pay Rs.2000/- per mensem.

<table>
<thead>
<tr>
<th>Departure</th>
<th>Delhi</th>
<th>1st</th>
<th>16.30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival</td>
<td>Bombay</td>
<td>2nd</td>
<td>17.00 hours</td>
</tr>
</tbody>
</table>

Stay in Bombay in a hotel @ Rs.75 per day.

<table>
<thead>
<tr>
<th>Departure</th>
<th>Bombay</th>
<th>5th</th>
<th>10.30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrival</td>
<td>Delhi</td>
<td>6th</td>
<td>10.30 hours</td>
</tr>
</tbody>
</table>

Calculations

Daily allowance for entire absence:

<table>
<thead>
<tr>
<th>Period</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 16.30 hrs. to 0 hr</td>
<td>0.50</td>
</tr>
<tr>
<td>2nd to 5th full days</td>
<td>4.00</td>
</tr>
<tr>
<td>6th 0 hr. to 10.30 hrs.</td>
<td>0.50</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Total</td>
<td>5.00</td>
</tr>
</tbody>
</table>

Daily Allowance at Bombay rates:

<table>
<thead>
<tr>
<th>Period</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd 17.00 hrs. to 0 hr</td>
<td>0.50</td>
</tr>
<tr>
<td>3rd and 4th</td>
<td>2.00</td>
</tr>
<tr>
<td>5th 0 hr. to 10.30 hrs.</td>
<td>0.50</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Days</td>
<td>3.00</td>
</tr>
</tbody>
</table>

D.A. @ Ordinary rates (5-3) = DAS @ Rs.40.00 = Rs.80.00
D.A. @ Bombay rates = 3 DAS @ Rs.123.75 = Rs.371.25

as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total D.A. for 5 days.</td>
<td>451.25</td>
</tr>
<tr>
<td>D.A. under para 2(i) (A)</td>
<td>Rs.65.00</td>
</tr>
<tr>
<td>Less 25% (</td>
<td>Rs.16.25</td>
</tr>
<tr>
<td></td>
<td>Rs.48.75</td>
</tr>
<tr>
<td>Plus Lodging charges</td>
<td>Rs.75.00</td>
</tr>
<tr>
<td>Total</td>
<td>Rs.123.75 per day</td>
</tr>
</tbody>
</table>

Which is within the ceiling of Rs.125.00 admissible as per O.M. No.19030/5/86. E-IV dated 24.11.1986 from the Ministry of Finance, Department of Expenditure conveyed vide O.M. No.C-IVT.A.—6/519 24.6.87 and O.M. No.C-IV-T.A.—6/686
(APPENDIX II TO T.A. RULES)
RULE 37-38
ALIGARH MUSLIM UNIVERSITY, ALIGARH
TRAVELLING AND HALTING ALLOWANCE BILL

Basic pay Rs………………………Dearness Allowance……………………………………………
Name………………………… Designation…………………………Dept./Address…………………………

<table>
<thead>
<tr>
<th>Details of Journey</th>
<th>Railway Fare</th>
<th>Mileage by Road</th>
<th>Daily Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>Date and hours</td>
<td>To</td>
<td>Date and hours</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
FINANCE OFFICER

1. I certify that the above bill is in accordance with the rules and regulations. The amount is actually due and it has not been claimed before.

   Less advance taken, if any Rs………………
   Cheque No……………dated……….. Net amount
   Rs………………
   Received payment

   Signature ……………………………..
   Designation……………………………

2. The balance under the head of expenditure upto…………. Date is Rs……………….
   according to the books of the office, before payment of the bill.

   Verified and forwarded. The journeys have been performed under the orders of the competent authority vide No……………. dated…………
   (copy enclosed)

3. Please arrange to pay Rs…………………..
   (Rupees……………………………..
   ………only) out of budget grant for year 199
   under the head ……………. on page…………
   item No……….. ……………………..of budget.

   Certify that the appointment of examiners/
   framing of syllabi and courses of studies was on
   the agenda of the meeting attended by the
   claimant.

To,

Mr./Dr./Prof./Miss/Mrs……………………………...

Certified that I have participated in the deliberations of the Congress/Conference/Seminar, read a paper and that I have not drawn travelling and halting allowance in any form the authorities who arranged the Congress/Conference/Seminar.

Claimant
(Delegate)

Countersigned Registrar Deputy Registrar
CERTIFICATE

CERTIFIED

1. That I actually traveled by Air-conditioned/First/Second Class or by Air for which the fare is claimed.
2. That no free boarding or lodging or both was provided to me at the outstation during the period for which halting allowance has been claimed.
3. That no amount has claimed or will be claimed for journeys and halts shown in this bill from any other source.
4. That the distance by road for which mileage allowance has been claimed are correct to the best of my knowledge and belief.
5. That I did not perform the road journey for which mileage allowance has been claimed at the higher rate prescribed in Rule 6 taking a single seta in a taxi, lorry, minibus or public vehicle plying for hire and that I did not perform the journey in any other vehicle without paying its hire charges or incurring its running expenses.
6. That I was not provided any conveyance free of charge at the out-station for the journeys for which mileage allowance has been claimed in the bill.
7. That I was actually and not merely constructively at the out-station on the Sundays/Holidays for which halting allowance has been claimed.
8. That return tickets at reduced rates for travel by rail or Air were not available.

OR
That the journey was not expected to be performed within the period for which return tickets at reduced rates were available.

Signature of Claimant

OFFICE OF THE REGISTRAR
(ACCOUNTS SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH.


OFFICE MEMO

The Vice-Chancellor in anticipation of the approval of the executive Council, has approved that the following additional ‘Note’ be inserted below rule 22(1) Part-C of the Travelling and Halting allowance rules of the University:

“Note (ii): Actual expenses not exceeding II A.C. fare for to and fro journey plus one I Class as incidental expenses may be paid for journey by trains in which I class/AC Chair Car is not available in direct trains.”

After the incorporation of the above note, the Notes below Rule 22(1), Part ‘C’ of Travelling and Halting Allowance Rules will read as under:

Note (i) The persons who come to Aligarh from out-station from University work and who perform the journey by road may in lieu of one and a half first class fare each way, be allowed road mileage as admissible under Rule 6 of these Rules. The grant of road mileage in lieu of rail mileage (i.e. 1½ fare) in the case that the journey performed by road between places connected by rail will, however, be subject to the condition that the journey by road was necessitated by un-avoidable circumstances as approved by the Vice-Chancellor.

(ii) Actual expenses not exceeding II AC fare for ‘to and fro’ journey plus one I class as incidental expenses may be paid for journey by trains in which I class/AC chair Car is not available in direct trains.

Sd/-
Deputy Registrar
(Accounts)

OFFICE OF THE REGISTRAR
OFFICE MEMO

The Vice-Chancellor, in exercise of powers vested in him under section 19(3) of the AMU Amendment Act has approved, on behalf of the E.C. that the rate of Daily Allowance payable to the outside members be enhanced from Rs.50/- to 120/- w.e.f.05.03.2002. The other conditions will remain the same as given under Section 17 of General T.A. rules.

Sd/-
(Dr. Nazim Husain Jafri)
Deputy Registrar
(Accounts Section)

No./D/ 16/Acctt. Dated : 10.04.2002
Copy to :
1. All Deans of Faculties
2. All Chairman of the Department of Studies
3. Principals of Colleges/ Polytechnics
4. Directors of Centers/ Institutions
5. Deputy Finance Officer/ Bills/ Advance/ Budget/ Grant)
6. Deputy Registrar Council for report to E.C.
7. Assistant Registrar to the Vice-Chancellor’s Secretariat

Deputy Registrar
(Accounts Section)