D. No. 143/PVC

All Deans of Faculties/Dean, Students Welfare, All Chairman of the Department of Studies, All Director/Coordinator of the Centre/Institute/Unit, All Head of the Offices/MIC/OSD, All Principals of the College/School/Polytechnic, All Deputy Registrar/Deputy Finance Officer/Deputy Controller, All Assistant Registrar/Assistant Finance Officer/Assistant Controller, P.S to Registrar/Finance Officer/Sr. P.A Controller.

Vice-Chancellor's Office
Aligarh Muslim University
Aligarh

10 Jun 2014

CIRCULAR


2. In partial modification of the said circular Para (ii) will be amended to read as under:

    For: "For the payment of T.A. by own Car/Vehicle, a copy of the Registration of the Vehicle should be provided with the T.A. Bills."

    Read: "For payment of TA by own Car/Vehicle, a certificate enclosed at Appendix will be furnished by the examiner/visitor concerned."

3. Hence the existing Para (ii) will be substituted as above and in view of this, there is no requirement of furnishing copy of the registration of the vehicle with TA Bill.

4. Travel by Road including Taxi. It has been observed that request for granting approval to travel by road is being forwarded by the Chairmen to the undersigned as a matter of routine. It is reiterated that if the journey covers a maximum distance of 350 Kms one way, there is no requirement to seek prior approval of the Competent Authority. Deans/Chairmen are requested to ensure that the stipulation of maximum distance is not violated. The mode of payment by taxi will continue to be the same as hitherto as given in Para (iii) of the ibid circular.

5. Travel by Rail. Except for tickets bought under Tatkaal Scheme, no prior approval to travel by train is required. As regards class of travel, it will be as per entitlement in accordance with Sixth Pay Commission (Authorisation as per Grade Pay). However, as per Govt rules, production of rail ticket, in original, is mandatory for claim purposes and payment will be made as per amount printed on the ticket. Incase where a journey is to be undertaken on a short notice and ticket has, to be purchased under "Tatkal Category", prior permission giving justification will be forwarded by concerned Chairman to the competent authority for approval.
CERTIFICATE

"Certified that I have travelled from ___________ to Aligarh on _____________.

date) ___________ in my personal car which is owned by _________________.

me/spouse bearing Registration number _________________________.

Make & Model (eg Maruti Dzire) _____________________________.

Date:

Signature of the Examiners/Visitors

Countersigned by the Chairman as Correct

Date:

Chairman