

Maharshi Panini Sanskrit Evam Vedic Vishwavidyalaya, Ujjain

ORDINANCE NO. 06

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE

(Refer Section 35(t) of the Act)

(For the purpose of this Ordinance, the Act Means Maharshi Panini Sanskrit Evam Vedic Vishwavidyala Adhiniyam 2006 (15 of 2008))

I - FOR MEMBERS, MODERATORS, EXAMINERS AND INSPECTORS

1. Members (other than local members) of the authorities, bodies and committees of the University, moderators, examiners, inspectors appointed to inspect colleges or centres of examination shall be paid travelling allowance and daily allowance at the following rates for attending meetings or for journeys connected with examinations or the affairs (other than convocation) of the University :-

A. TRAVELLING ALLOWANCE

- (i) For all journeys performed by rail, one AC two tier fare plus incidental charges, each way from the member's/inspector's/moderator's/examiner's permanent head quarters or from any other place from which the journey is actually performed, whichever is less.

In exceptional cases, the Kulpati may allow the journey to be formed by first AC. In such cases, ticket will have to be produced with T.A bill.

- (ii) For a journey performed by road in public bus, the actual bus fare plus incidental charges.

- (iii) For a journey performed in one's own car, road mileage at the rate prescribed by the state government for its grade 'A' employees, i.e., Rs. 5_ per km. Whenever, this rate is revised by the state government, the same shall be applicable.

- (iv) For a journey performed in a private car in which another person drawing travelling allowance from the University or from any other source is travelling, only incidental charges.

- (v) In exceptional cases, where prior permission of the Kulpati for travel by air has been obtained, the actual fare for the journey plus actual taxi charges from residence to airport and back shall be paid on the basis of the counterfoil of air ticket and the receipt of taxi charges enclosed with the T.A bill.

- (vi) In exceptional cases with the prior permission, the Kulpati may allow the journey to be performed by taxi. In such cases actual taxi charges from residence to the place of business and back by shortest route shall be paid as fare, which shall not exceed the market rates. A receipt of taxi charges will have to be enclosed with the T.A. bill by the claimant.

Notes:-

1. Travelling allowance shall be payable by the shortest route unless journey by a longer route is permitted by the Kulpati.
2. No road mileage will be paid for journey to and from railway station/bus station

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3. Prior permission of the Kulpati has to be obtained for journey in one's own car. If permission is not obtained from Kulpati and Journey is performed by own car, then travelling allowance shall be paid as if the journey had been made by rail/bus.
4. The claimant will either produce the tickets or will quote the ticket numbers or in the alternative give a certificate as under:-
 "I certify that I have travelled/would travel by the rail by class for which TA is claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by me"
5. (a) If a member attends a meeting or meetings of the University and a meeting or meetings of another body (which also pays TA) and makes only one visit for the purpose, he shall be entitled to receive travelling allowance and incidental charges from one source only.
 (b) For interval between such last meetings of the University and the first meeting of the other body and vice-versa, the member shall be entitled to daily allowance for not exceeding three days at the prescribed rates provided he is not paid daily or halting allowance by the other body for such days.
6. When a member has to attend two or more meetings of the University with an interval of not more than three clear days between the two meetings attended (excluding the days of meetings) he shall be entitled to charge only daily allowance for the intervening days unless payment of travelling allowance for a second journey from his head quarters is economical to the University.
7. Incidental charges will include:-
 (a) Headquarters allowance - equal to one DA i.e., $\frac{1}{2}$ D.A. for onward journey and $\frac{1}{2}$ D.A. for return journey.
 (b) Special halt allowances - if the person does not start for return on the same day on which he reached the place of business, than $\frac{1}{2}$ D.A. for reaching the place of business and $\frac{1}{2}$ D.A. for return from the place of business shall be admissible.
8. Examiners conducting the practical/viva-voce examinations should submit their TA bills through the Superintendent/Principal of the examination centre concerned who will forward the same to the University office duly certified in the following form. The Principals of affiliated Colleges should mention in the certificate that the foil counterfoil of marks have been submitted by the examiner:-

CERTIFICATE

Certified that Shri/Smt./Dr. _____ of _____

Conducted the practical/viva-voce examination to _____ for _____ examination 20.....

(Subject) (Degree)

(_____ semester/annual/supplimentary) at the _____

He/she has submitted the foll/counterfoll of the marks.

Internal Examiner

Superintendent / Principal

_____ Practical/Viva-Voce Examination 20.....atCentre

Subject

_____ Centres.

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B. DAILY ALLOWANCE

Daily allowance shall be payable to members/moderators/examiners/inspectors at the rates prescribed by the state government for its grade 'A' employees i.e., general rate of Rs. 80 per day or special rate of Rs. 120 per day for Bhopal, Indore, Gwalior and Jabalpur and for its grade 'B' employee general rate of Rs. 60 or special rate of Rs. 90 per day for Bhopal, Indore, Gwalior and Jabalpur. Whenever, these rates are revised by the state government, the revised rates shall be applicable.

DA shall be calculated as follows:-

Absence from headquarter for	Payable D.A.
1. less than 60 hours	NIL
2. less than 12 hours but more than 6 hours	Half D.A.
3. 24 hours or less but more than 12 hours	One D.A.

If lodging and boarding facility is provided by the University, the D.A. for halt will be payable at one fourth of normal rate of D.A.

During the hours of journey, D.A will be paid at general rates.

II - CONVEYANCE ALLOWANCE :

2. Members of the authorities, bodies or committees of the University, moderators, inspectors and examiners residing at the place of business of the University shall be entitled to conveyance allowance at the rate of Rs. 50⁰⁰ per meeting subject to maximum of Rs. 50/- per day. No conveyance allowance will be paid to a member who attends the meeting at the same campus. Also, no conveyance allowance will be paid to a member, who is provided conveyance facility by the University for attending the meeting. The rate may be revised by the Executive Council as and when required.

III - FOR KULPATI, OFFICERS AND EMPLOYEES AND FOR TEACHERS FOR PURPOSE OTHER THAN MENTIONED IN CLAUSE I

3. (i) Travelling allowance and daily allowance shall be admissible in case of the Kulpati, the officers and other employees of the University and teachers undertaking journey for purpose other than mentioned in Clause I above, in accordance with the rates prescribed from time to time by the state government for its employees in similar pay range or class.

According to the present rules of the state government, the entitlement of journey by rail and the rates of D.A. will be as given below. These may be revised by the Executive Council as and when rules/rates of the state government are revised.

Sr. No.	Designation	Entitlement of Journey by rail	D.A. (in Rs.)	
			Ordinary rate	For Bhopal, Indore, Jabalpur, Gwalior
1.	Kulpati	ACist	80	120
2.	Registrar, Professor, Reader, Deputy Registrar, Finance Officer	ACIInd	80	120
3.	Lecturer, Asstt. Registrar or equivalent officer	ACIllrd	60	90
4.	Class III	Sleeper (non-AC)	48	72
5.	Class IV	Sleeper (non-AC)	32	48

- (ii) The claimant will either produce the tickets or will quote the ticket numbers or in the alternative give a certificate as under:-

“ I certify that I have travelled/would travel by the rail by class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by me”

- (iii) In addition to T.A. and D.A., the officers and employees of the University shall be paid actual hotel charges for their stay in the state or outside as given in APPENDIX-1. These may be revised by the Executive Council, if necessary.
- (iv) For travel by taxi prior permission of the Kulpati/Registrar shall be required. The taxi fare shall be paid on the basis of a receipt indicating the registration number of the vehicle. The rates charged for taxi should not be more than the market rates or MP. State Tourism rates whichever is less.
- (v) If coolie is to be engaged for luggage of the University, then coolie charges shall be paid on the basis of a simple certificate, given by the claimant.
- (vi) The Kulpati is entitled to travel by air. In such case actual fare for the journey plus actual taxi charge from residence to airport and back shall be paid on the basis of the counterfoil of the air ticket and receipts of taxi charges enclosed with the T.A. bill.

Provided that in exceptional cases the Kulpati may permit an officer/teacher for air travel. In such cases prior permission of Kulpati is required.

- (vii) For journey by air- conditioned bus, prior permission of the Registrar is required and bus ticket should be attached with the T.A. bill.
- (viii) For a journey performed in one's own car, road mileage at the rate prescribed by the state government for its grade 'A' employees, i.e., Rs. 5 per km. Whenever, this rate is revised by the state government, the same shall be applicable. Prior permission from the Registrar is required for travel by own car.
- (ix) In exceptional cases, permission for travel by train by class higher than the entitled class may be given by the Kulpati. In such cases prior permission of Kulpati is required.
- (x) For halts beyond thirty days at one place, daily allowance shall be admissible at half the normal rate after thirty full daily allowances are earned.

IV -FOR DELEGATES OR REPRESENTATIVES:

4. Delegates or representatives of University attending academic conference/congress shall be paid travelling allowance as under :

- (i) If their travelling allowance is to be borne by the University then in such cases, their claim shall be regulated in accordance with T.A rules of the University mentioned in above Clause I.

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- (ii) If their travelling allowances are to be borne by other bodies/institutions, in that case the difference between the amount of D.A. so paid and the amount of D.A. payable under state government T.A. rules will be paid to him by the University.
 - (iii) The D.A. in both the above cases will be restricted to the actual days of his/her participation in the conference/congress.
4. For any rule regarding T.A. and D.A., not covered in this Ordinance, the rule of the state government shall be applicable.

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APPENDIX – I

Sr. No.	Designation	Inside M.P. or outside M.P. (With receipt)				For Delhi, Kolkata, Mumbai, Chennai, Hyderabad, Ahmadabad, Kanpur, Pune cities. (With receipt)		Without receipt anywhere	
		Maximum amount permissible for staying in hotel		Maximum local conveyance permissible					
1.	Kulpati	1800	1000	600	300	3000	1000	250	250
2.	Registrar, Professor, Reader, Deputy Registrar, Finance Officer or Equivalent officer	1000	700	400	250	2000	500	225	200
3.	Lecturer, Asstt. Registrar or equivalent officer	700	500	250	150	950	300	200	150
4.	Class III employees	300	200	175	100	400	200	175	100
5.	Class IV employees	200	100	100	50	200	100	100	50

Provided whatever room tariff for the A.C. deluxe, A.C., Aircooled Non-A.C. and dormitory of M.P. State Tourism Development Corporation Ltd. Is current at the time of stay shall be allowed to the officers of the above mentioned three categories and class III & class IV employees respectively.