



Rules for TA/DA for travel in India for TEQIP Activity

INSTITUTE OF SCIENCE AND TECHNOLOGY
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, HYDERABAD
(Newly Established by A.P. Ordinance No. 13 of 2008)
Kukatpally, Hyderabad – 500 085

Tele fax No.:040-23058729

20th November 2013

OFFICE ORDER

Travelling Allowance and Dearness Allowance Rules

Travelling Allowance and Dearness Allowance for Faculty and Staff of Institute of Science and Technology, JNTUH, Hyderabad. w.e.f. 20th November 2013 will be as follows:

1. These rules will be applicable to all faculty and staff working in IST, JNTUH, Hyd.

1. The Employees are classified into 3 categories for applicability of travelling allowance and Dearness allowance.

Class	Grade pay in the revised Pay band
I	Above Rs. 7000
II	Above Rs.4000 and below Rs. 7000
III	Less than Rs. 4000

Note: Accounts Manager /Accounts officer /General Manager appointed by the institute are categorized under class II category. Similarly Class C and D employee appointed by the institute are categorized under class III.

2. Eligibility for Public transport by Road or Railway:

Class	Eligibility
	RoadRailway
I	Any public transport A.C. bus / Any class including Rajdhani and Shatabdi hired taxi
II	Any public transport A.C. bus1.Rajdhani-2 class A.C. II tier 2. Shatabdi- A.C. Chair car 3. Other trains - 2 Class A.C. 2 tier / I Class / A.C. Sleeper.
III	Any non A.C. public transport busA.C. Chair car / 2 Class sleeper Rajdhani / Shatabdi 3AC

4. Air travel–will be permitted only to Class I officers / employees with prior permission of the Head of the institute.

5. If the institute vehicle is not available for some urgent work, class I and class II officers/employees will be allowed to travel by own /hired car /jeep. Allowance in such a case will be Rs. 16/- per Km. and Rs.8/- per Km if journey is performed by auto rickshaw/own scooter.

6. Dearness Allowance will be as follows:

Class	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad		A grade cities in State / Country		Cities / Towns/ Villages not included in any list	
	General	Hotel actual rate	General	Hotel actual rate	General	Hotel actual rate
I	500	5000	400	3000	300	2000
II	400	3000	300	2000	200	1500
III	300	1500	200	1000	100	800

Note: For hotel stay additional lunch/ dinner will be admissible. However, the minimum of the actual expenses and rate given above will be considered for reimbursement. Hotel bills must be submitted to confirm the hotel stay.

7. Travel outside the country: Allowance for travelling abroad for all the employees will be as under:

A	60\$ per day (D.A).	Only for conference days + 2 days travelling.
B	60\$ per day or actual expense, whichever is less (for stay).	Only for conference days.

8. During the period of reappointment, D.A will be as follows:

A	Only lodging (for stay).	75% of the permissible amount.
B	Only boarding (lunch/ dinner).	50% of the permissible amount.
C	Lodging & boarding.	25% of the permissible amount.

9. Stay outside the headquarters for less than 24 hours, D.A will be as follows:

A	up to 12 hours	50% of D.A.
B	less than 12 hours	25% of D.A.

10. To settle advance / claim reimbursement Receipt of air travel & all types of vehicles/ first class/ sleeper/ A.C is must.

11. Institute Head in exceptional circumstances will have the authority to relax any of the above mentioned rules.

DIRECTOR

Copy to/For information and necessary action:

1. Asst. Registrar
2. All the Head of the Departments
3. Accounts section

