

ORDINANCE No. - 10

TRAVELLING ALLOWANCE AND DALY ALLOWANCE

(Refer clause xx of Section -37)

1. Travelling Allowance and Daily Allowance to members (other than local members) of the authorities, bodies and committees of the University, Moderators, Examiners, Inspectors, appointed to Inspect the Colleges or Centres of Examination shall be as per Government Rules in Vogue.

'Members other than Local Members of the Authorities' Bodies and Committees of the University, Moderators, Examiners, Inspectors appointed to inspect colleges or centres of examinations shall be paid travelling allowance and daily allowance as per State Govenment Rules for attending meetings or for journeys connected with examinations or the affairs of the University.

Examiners conducting the practical/Viva-Voce Examination should submit their T.A. 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 :-

Certified that Shri/Smt./Dr.-----of -----conducted the Practical/Viva-Voce in-----for-----Examination, (subject) 200 (Annual/Supplementary) at the-----Centre on-----Internal Examiner /Superintendent/Principal

Practical----- (Subject) Centre.

Viva-Voce -----

Examination -----200

-----Centre.

2. **Conveyance Allowance**

Members of the authorities, bodies or committee 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 25/-per day of business.

Conveyance Allowance shall also be admissible to the Teachers of U.T.D. and Officers of the University if the meeting is held on holiday or they are deputed to attend the meeting at a place outside University premises.

3. Travelling Allowance and daily allowance shall be admissible in case of the Kulapati, the officers and other employees of the University in accordance with rates prescribed

from time to time by the Government of Chhattisgarh for its employees in similar pay range or class.

4. For halts beyond ten days at one place, daily allowance shall be admissible at half the normal rate after ten full daily allowances are earned.

Provided that in case of an employee of the University full daily allowance for the period exceeding ten days shall be admissible for halt at one place if such halt for important University work is permitted by the Kulapati.

5. Delegates or representatives of the University attending an academic conference/congress shall be paid travelling allowance at the rate of single first class fare each way plus daily allowance for not exceeding three days in all at the rate of Rs. 15/- per day of business.

The officers and employees of the University shall be entitled to receive actual hotel charges in addition to T.A. and D.A. for the journeys undertaken by them in the State and outside the State as indicated below :-

	Within the State	Outside the State
1. Kulapati and Rector	Actual expenses which should not exceed Rs. 250/- Per day.	Actual expenses which should not exceed Rs. 400/- per day
2. Officers whose pay in Coudhary pay Scale is Rs. 2050/- and above	Actual expenses which should not exceed Rs. 150/- per day.	Actual expenses which should not exceed Rs. 300/- per day.
3. Officers and Employees Whose pay in Choudhary Pay scale exceeds Rs. 1120/- but less than Rs 2050/-	Actual expenses which should not exceed Rs. 75/- per day	Actual expenses which should not exceed Rs. 100/- per day.
4. Other Class - III employees.	Actual expenses which should not exceed Rs. 25/- per day	Actual expenses which should not exceed Rs. 40/- per day
5. Other class -IV Employees.	Actual expenses which should not exceed Rs. 10/- per day	Actual expenses which should not exceed Rs. 15/- per day

- Note:**
1. Payments basic pay, special pay, personal pay, Deputation special pay and Dearness pay.
 2. The Officers and employees who are drawing pay in other than Choudhary pay scales their entitlement shall be determined by notional pay in Choudhary pay scale.
 3. Room Rent. Tax duty, Service charge which will be charged by Lodge/Hotel will only be reimbursed. This will not include boarding charges.
 4. For stay in Lodge/Hotel or Circuit House necessary receipts will have to be produced for reimbursement.
 5. The Taxi fare, if any, shall be paid out of contingencies on the basis of simple certificate which shall be issued by the concerned officer or employee of the University.