



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Standard Operating Procedure (SOP) for travelling allowance

1. **TA/DA Advance:** The advance taken for the purpose, if any, should be adjusted within fifteen days of completion of the tour / rejoining duty (if gone on leave immediately on completion of tour).

A second advance cannot be sanctioned until settlement of the first advance has been submitted; except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. bill in respect of the first advance.

2. **Daily Allowance** (With effect from 1-9-2008): Only the actual expenditure incurred within the following prescribed limits will be reimbursed as per normal procedure of reimbursement.

Grade Pay	Reimbursement for		
	Hotel Accommodation per day (₹)	Charges for travel within the city (₹)	Food Bill per day not exceeding (₹)
₹10,000 and above	5,000	AC taxi charges up to 50 kms.	500
₹ 7,600 and above but below ₹ 10000/-	3,000	Non AC taxi charges up to 50 kms.	300
₹ 5,400 to ₹ 7000/-	1,500	Non AC Taxi charges up to ₹ 150 per day	200
₹ 4,200 to ₹ 4,800	500	Up to ₹ 100 per day	150
Below ₹ 4,200	300	Up to ₹ 50 per day	100

- a) **Daily Allowance for those who opt old rates as per Vth Pay Commission:** The option to claim as per 2 above OR 2(a) will be available as a complete package for a particular tour and not by taking part of either provision.

When the Government servant stays in Government/ Public Sector Guest House or makes his own arrangements, DA as per following rates will be admissible.

Pay scale as per Vth Pay Commission (1)	Localities other than those mentioned in Columns (3), (4) & (5) (2)	'B-1' Class cities (3)	'A' Class cities (4)	'A-1' Class cities (5)
₹ 16,400 and above	135	170	210	260
₹ 8,000 and above, but less than ₹ 16,400/-	120	150	185	230
₹ 6,500 and above, but less than ₹ 8,000/-	105	130	160	200
₹ 4,100 and above, but less than ₹ 6,500/-	90	110	135	170
Below ₹ 4,100/-	55	70	85	105

3. Basis for D.A. calculation:

- a) Absence from headquarters on calendar day basis i.e., from midnight to midnight.

Absence not exceeding 6 hours	Nil
Absence exceeding 6 hours but not exceeding 12 hours	70%
Absence exceeding 12 hours	100%

- b) No DA for Sundays and holidays unless the employee is actually and not merely constructively on camp is be admissible.
c) No DA for leave and restricted holidays during the tour is admissible.
d) Claim for D.A. to be supported by vouchers.

4. T.A. on Tour : Entitlements for travel by Air/Rail/Road

Grade Pay	Air	Rail	Road
₹10,000 and above and those in pay scales of HAG+ and above	Business/Club class	AC I Class	AC Taxi/ Ordinary Taxi/ Auto rickshaw/ Own Moped/ Any public bus including AC Bus
₹7,600, ₹8,700 and ₹ 8,900	Economy Class	AC I Class	Same as (i) above, except AC taxi
₹ 5,400 and ₹6,600	Economy Class	AC 2 -Tier Class	Same as (i) above, except AC taxi
₹4,200, ₹4,600 and ₹4,800	-----	AC 2 -Tier Class	Same as (i) above, except AC taxi
₹2,400 and above but less than ₹ 4,200	-----	First Class/ AC 3 -Tier/ AC Chair Car	Auto rickshaw/ Own Scooter/ Motorcycle/ Moped/ Any public bus except AC Bus

- a. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- b. All mileage points earned by Government employees on tickets purchased for official travel will be utilized by the concerned department for other official travel by their office.
- c. When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis, by calculating mileage allowance for different modes/classes by the shortest route in the ratio of the distance covered by such modes by the longer route actually used.

5. **Rate of road mileage:-**

Actual fare will be paid for travel by public bus. Mileage allowance at ₹ 1.20 per km will be admissible for journey by Bicycle and ₹ 5 per km for journey by foot. For journey by auto rickshaw / taxi / car, entitlement will be at the rates notified by the concerned Director of Transport.

If no rates have been notified / prescribed, prevailing rates in the Metropolitan city of the State may be adopted. If no such rates have been fixed, then the rates of the neighboring State be adopted. When no rates become available even after this, following rates may be fixed:-

For journey performed by own car / taxi: ₹24 per km

For journey by auto rickshaw / own scooter: ₹12 per km

It will increase automatically 25% whenever, DA crosses 50%.

6. **Internet/ e-ticketing charges:** - are reimbursable for the tickets booked through the website of Indian Railways. Facilitation fee of ₹ 100/- per ticket for domestic sector and ₹ 300/- for international services can be levied by the authorized travel agents i.e. IRCTC, M/s Balmer Lawrie and Company and M/s Ashok Travels and Tours.

7. **Journeys by Air**

- a) Air travel by Air India only: - In all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials have to travel only by Air India. If travel stations are not connected by Air India, the officials may travel by Air India to the hub/ point closest to their eventual destination beyond which they may utilize the services of another airline which should preferably be an alliance partner of Air India.

- b) Air Tickets may be purchased directly from Airlines Booking Counters/ Website or from Authorized Agents viz., M/s. Balmer Lawrie and Company, M/s. Ashok Travels and Tours and IRCTC.
- c) While settling the T.A. claim, the officer/ official concerned would also give an undertaking that: the tickets (s) have been bought at the lowest fare available on the day of booking.

Note: a) The above Standard Operating Procedure are abstract of the detailed rules for easy reference/understanding to prefer the claim in the prescribed form.

b) These are subject to the detailed CCS Rules and amendments issued from time to time.