



**CHHATTISGARH SWAMI VIVEKANAND TECHNICAL UNIVERISTY**  
**BHILAI**  
**ORDINANCE NO. 09**

**TRAVELLING ALLOWANCE AND DAILY ALLOWANCE**  
(Refer clause 20 of Section – 38)

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, Consultants, visiting professor, Inspectors appointed to inspect colleges of centers of examinations shall be paid traveling allowance and daily allowance as per State Government 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-Voc in ..... for ..... subject Examination, 200 (Annual/Supplementary) at the ..... Centre on ..... (Internal Examiner) ..... Superintendent/Principal .....

Practical/ ..... 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 Rs. 50/- 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 of 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 First Class A/c 2/3 Tier fare each way on

production of at least one-way ticket fare plus daily allowance as per rules of CG State Govt. for not exceeding three days.

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 Kulpati and Rector	Actual expenses which should not exceed Rs. 1400/- Per day.	Actual expenses which should not exceed Rs. 2000/- Per day.
2 Officers Grade A (Basic Pay Rs. 10650/- and above)	Actual expenses which should not exceed Rs. 900/- per day.	Actual expenses which should not exceed Rs. 1400/- Per day.
3 Officers Grade B (Basic Pay Rs. 6500/- and above)	Actual expenses which should not exceed Rs. 400/- per day.	Actual expenses which should not exceed Rs. 600/- per day.
4 Grade C (Basic Pay Rs. 4500/- and above)	Actual expenses which should not exceed Rs. 200/- per day.	Actual expenses which should not exceed Rs. 300/- per day.
5 Grade D (Basic Pay Rs. 4449/- and below)	Actual expenses which should not exceed Rs. 50/- per day.	Actual expenses which should not exceed Rs. 75/- per day.

6. The Taxi Fare, if any, shall be paid out of contingencies on the basis of sample certificate, which shall be submitted by the concerned officer or employee of the University.

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