

Swami Rama Himalayan University

Office of the Registrar

SRHU/Reg/OO/2023-25

Date: 21st January, 2023

OFFICE ORDER

I am directed to inform that the Board of Management of the University in its 37th Meeting under Agenda Item 37/5 has approved the revised rates of TA/DA for the employees of the University, as enclosed herewith, effecting partial amendment under sub-clause 5.1(a) of clause (5) of the Ordinance SRHU/ORD/15 titled 'Travelling Allowance/Daily Allowance (TA/DA) Rules' of the University.

By Order,


21/1/23
Registrar

Copy to: Hon'ble Chancellor
Hon'ble Vice Chancellor
Pro Vice Chancellor
Controller of Examinations
Finance Officer
Director, Medical Services
Principals/In-charge of all constituent colleges/schools - *to intimate respective*

Departments under your control

Chief Medical Superintendent
Director, CRI
Director, Students' Affairs & Welfare
University Librarian
OSD to Hon'ble Vice Chancellor
Research & Ph.D. Cell
Nursing Superintendent
Audit Department
Manager, MMD
Manager, MT
HR Department
Engineering Department
IT Department
Legal Cell
Admission Cell
Media Cell
Placement Cell
Estate Officer



Encl.: As above.

SWAMI RAMA HIMALAYAN UNIVERSITY

Partial amendment under sub-clause 5.1(a) of clause (5) of the Ordinance SRHU/ORD/15 titled 'Travelling Allowance/Daily Allowance (TA/DA) Rules' of the University

Out Station (If Official Stay is not available)

Grade	Travel Allowance	Metro(Delhi, NCR, Mumbai, Chennai, Kolkata, Bengaluru, Hyderabad)			State Capitals			Other locations		
		Stay per day with bill (Up to)	Conveyance per day with bill	Per Diem	Stay per day with bill (Up to)	Conveyance per day with bill	Per Diem	Stay per day with bill (Up to)	Conveyance per day with bill	Per Diem
S/MS/MSS 13-15 Consolidated more than Rupees 140,000	Air Fare Economy, 1st Class AC for Railways* *Whichever is Less	Rs. 6500/-	Rs. 2000/-	Rs. 1500/-	Rs. 5500/-	Rs. 1600/-	Rs. 1300/-	Rs. 4500/-	Rs. 1400/-	Rs. 1000/-
S/MS/MSS 11-12 Consolidated Rupees 1,00,001-1,40,000	Air Fare Economy, 2nd Class AC for Railways* *Whichever is Less	Rs. 5500/-	Rs. 1600/-	Rs. 1200/-	Rs. 4500/-	Rs. 1400/-	Rs. 1100/-	Rs. 3500/-	Rs. 1200/-	Rs. 900/-
S/MS/MSS 9-10 Consolidated Rupees 75,001-1,00,000	3 Tier AC for Railways	Rs. 4500/-	Rs. 1300/-	Rs. 1000/-	Rs. 3500/-	Rs. 1100/-	Rs. 1000/-	Rs. 3000/-	Rs. 1000/-	Rs. 800/-
S 7-8 Consolidated Rupees 50,001-75,000/-	3 Tier AC for Railways	Rs. 3500/-	Rs. 1000/-	Rs. 1000/-	Rs. 2500/-	Rs. 800/-	Rs. 800/-	Rs. 2000/-	Rs. 800/-	Rs. 650/-
S 5-6 Consolidated Less Than Rupees 26,001-50,000/-	Sleeper Class	Rs. 2500/-	*Rs. 800/-	Rs. 800/-	Rs. 2000/-	*Rs. 700/-	Rs. 700/-	Rs. 1500/-	*Rs. 700/-	Rs. 500/-
S 1-4 Consolidated Less Than Rupees 26,000	Sleeper Class	Rs. 1500/-	*Rs. 800/-	Rs. 800/-	Rs. 1200/-	*Rs. 700/-	Rs. 700/-	Rs. 1000/-	*Rs. 600/-	Rs. 500/-

* Per Day conveyance bill is not mandatory for the employees under S1-S6 category



[Signature]


Registrar
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Local (Same Day To & Fro)

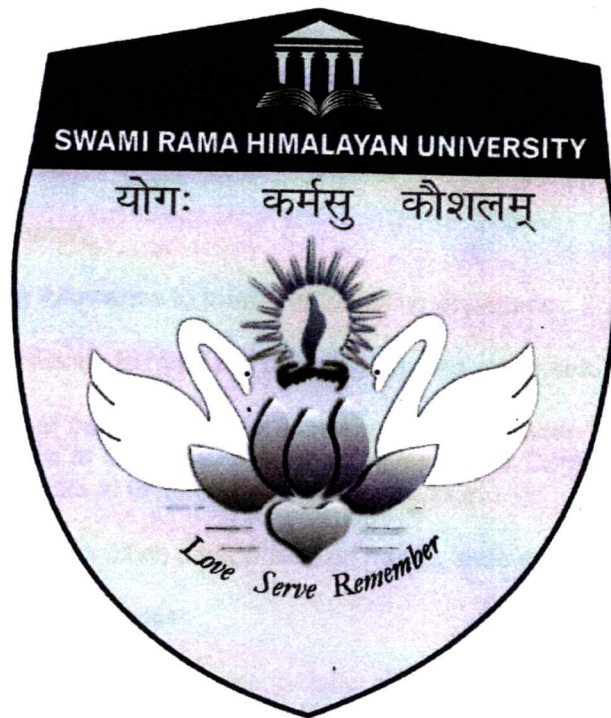
Grade	Conveyance In Case the official Vehicle is not provided	Vehicle Category	Food		
			Breakfast	Lunch	Dinner
S/MS/MSS 13-15 Consolidated more than Rupees 140,000	As per Actual from SRHU's selected vendors or Fuel Charges Rs. 10 per KM for Four Weheelers and Rs. 5 for Two Wheelers incase of travelling with own vehicle	Innova	Rs. 250/-	Rs. 400/-	Rs. 400/-
S/MS/MSS 11-12 Consolidated Rupees 1,00,001-1,40,000		Innova/Dzire	Rs. 200/-	Rs. 350/-	Rs. 350/-
S/MS/MSS 9-10 Consolidated Rupees 75,001-1,00,000		Dzire	Rs. 200/-	Rs. 300/-	Rs. 300/-
S 7-8 Consolidated Rupees 50,001-75,000/-		Dzire/Swift	Rs. 150/-	Rs. 250/-	Rs. 250/-
S 5-6 Consolidated Less Than Rupees 26,001-50,000/-		Alto/Auto	Rs. 100/-	Rs. 200/-	Rs. 200/-
S 1-4 Consolidated Less Than Rupees 26,000		Alto/Auto	Rs. 100/-	Rs. 200/-	Rs. 200/-




 Registrar
 Swami Rama Himalayan University

ORDINANCE

SRHU/ORD/15



SWAMI RAMA HIMALAYAN UNIVERSITY

Swami Ram Nagar, Jolly Grant, Dehradun

Neelam Shrivastava
Registrar
Swami Rama Himalayan University

SWAMI RAMA HIMALAYAN UNIVERSITY

In exercise to the powers conferred by Statute 4.05 (2) (b) of the First Statutes of Swami Rama Himalayan University, the Board of Management has framed the following Ordinance for smooth functioning of the University:

Ordinance SRHU/ORD/15: Travelling Allowance/Daily Allowance (TA/DA) Rule.

1. This rule shall be called "TA/DA Rule."
2. This rule shall be deemed to have come into force from the date it has been approved by the Board of Management of the University.
3. **Definitions:**
 - 3.1 "University" means Swami Rama Himalayan University.
 - 3.2 "Officer" means officers defined in the Act and Statutes.
 - 3.3 "Employee" means employee appointed by the University; and includes academic staff, administrative staff and other employee of the University or its Constituent Colleges, Regional Centers and Study Centers.
 - 3.4 "Grade" means pay scale.
 - 3.5 "Salary" means total salary.
 - 3.6 "TA" means Travelling Allowance to meet the travelling expenses.
 - 3.7 "DA" means Daily Allowance to meet the boarding/lodging expenses.
 - 3.8 "Day" for the purpose of calculating daily allowance is to be taken as the period of 24 hours from the scheduled time of departure from the University, its Constituent Colleges, Regional Centers and Study Centers in respect of any particular tour.
 - 3.9 "Category of Cities" means cities categorized as metro, state capital and other cities.
4. **Travelling Allowance/ Daily Allowance**
 - 4.1 An employee will be eligible for travelling/daily allowance for any journey undertaken for official purposes of the University inclusive of participation in Conference/Seminar/Workshop and Short term trainings.
 - 4.2 Any employee proceeding on tour for official purposes inclusive of participation in Conference/Seminar/Workshop and Short term trainings should invariably get the tour programme approved well in advance except for exceptional cases wherein the employee may proceed in the interest of the work of University. But, such an employee should have verbal approval of the authorities and has to ensure to get the tour programme approved immediately on return from the tour.

Nalin Bhattacharya
Registrar
Swami Rama Himalayan University



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5. Entitlement

5.1 (a) Entitlement of TA/DA to the Employees of the University will be as follows:

Grade	Entitled Mode of Transport	Category of Cities	Entitlement of DA /Out-station Local Conveyance
S14-S16 Or Consolidated salary greater than 60,000/-	II AC Mail, Express, Superfast & Rajdhani	Metro cities & Delhi NCR	Rs. 3,000/- per day for boarding lodging & Rs.600/- per day for conveyance on production of bills. OR Rs. 1500/- per day for boarding lodging & Rs.300/- per day for conveyance without bill.
		State Capitals	Rs. 2,000/- per day for boarding lodging & Rs.400/- per day for conveyance on production of bills. OR Rs. 1000/- per day for boarding lodging &Rs. 200/- per day for conveyance without bill.
		Other cities	Rs.1500/- per day for boarding lodging &Rs. 300/- per day for conveyance on production of bills. OR Rs. 750/- per day for boarding lodging &Rs. 150/- per day for conveyance without bill.

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Registrar
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<p>S11 - S13 Or Consolidated salary greater than 35,000/- but ≤ 60,000/-</p>	<p>II AC Mail, Express, Superfast & Rajdhani</p>	<p>Metro cities & Delhi NCR</p> <p>State Capitals</p> <p>Other cities</p>	<p>Rs. 2,000/- per day for boarding lodging & Rs.400/- per day for conveyance on production of bills.</p> <p style="text-align: center;">OR</p> <p>Rs. 1000/- per day for boarding lodging &Rs. 200/- per day for conveyance without bill.</p> <p>Rs. 1500/- per day for boarding lodging &Rs. 300/- per day for conveyance on production of bills.</p> <p style="text-align: center;">OR</p> <p>Rs. 750/- per day for boarding lodging &Rs. 150/- per day for conveyance without bill.</p> <p>Rs.1000/- per day for boarding lodging &Rs. 200/- for conveyance on production of bills.</p> <p style="text-align: center;">OR</p> <p>Rs. 500/- per day for boarding lodging &Rs. 100/- per day for conveyance without bill.</p>
<p>S-9 to S-10 Or Consolidated salary greater than 20,000/- but ≤ 35,000/-</p>	<p>III AC Sleeper Class</p>	<p>Metro cities & Delhi NCR</p> <p>State capital</p> <p>Other cities</p>	<p>Rs. 1200/- per day for boarding lodging &Rs .250/- for conveyance on production of bills.</p> <p style="text-align: center;">OR</p> <p>Rs. 600/- per day for boarding lodging &Rs. 150/- for conveyance on production of bills.</p> <p>Rs. 1000/- per day for boarding lodging &Rs. 200/- for conveyance on production of bills.</p> <p style="text-align: center;">OR</p> <p>Rs. 500/- per day for boarding lodging &Rs. 100/- for conveyance on production of bills.</p> <p>Rs. 750/- per day for boarding lodging &Rs. 150/- for conveyance on production of bills.</p> <p style="text-align: center;">OR</p> <p>Rs. 400/- per day for boarding lodging &Rs. 100/- for conveyance on production of bills.</p>

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Below S-9 Or consolidated salary below 20,000/-	Sleeper Class	Metro cities & Delhi NCR	Rs. 500/- per day & actual local bus fare
		State capital	Rs. 400/- per day & actual local bus fare
		Other cities	Rs. 300/- per day & actual local bus fare

(b) Reservation and other surcharge, if any, as per actuals.

(c) Cancellation charges, if any, as per actuals.

(d) Local conveyance from the place of working or place of stay to railway station and vice-versa will be as per actuals.

5.2 Employees under normal circumstances shall undertake journey by rail as per one's entitlement. However, they may travel by road between locations connected by rail/air, or in a class higher than entitlement subject to the specific approval of the authorities of the University.

5.3 Routes wherein train services is not available, the employee will be allowed to travel by car/taxi after obtaining specific prior approval of the authorities of the University.

5.4 An employee should travel by the shortest route. However, travel by any other route should bear prior approval of the authorities of the University.

5.5 Rail fare will be reimbursed as per entitlement subject to production of original/photocopy of train ticket.

6. The Entitlement of Employees for D.A will be regulated in the following manner:

6.1 When the entire tour extends for more than 24 hours inclusive of travel time:

6.1.1 Full D.A for every completed period of 24 hours and for each additional period less than 24 hours but more than 12 hours.

6.1.2 50 % of the full D.A for any additional period less than 12 hours.

6.2 When entire tour extends for 24 hours or less inclusive of travel time:

6.2.1 Full D.A if the entire time extends from 12 to 24 hours.

6.2.2 50 % of the D.A where the entire tour extends from 6 hours to 12 hours.

6.3 50 % of the amount of D.A would be admissible wherever:

6.3.1 An employee is treated as University Guest for boarding or where free boarding is provided.

6.3.2 During journey period in trains.

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Swami Rama Himalayan University



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- 6.4 Entitlement for hotel accommodation for the same day at two stations, will be permissible with approval of the authorities of the University.
- 6.5 D.A will be admissible for a halt upto 07 days at a stretch at any one time. Halt beyond this duration at any one station will require specific approval of the authorities of the University.
7. Entitlement for attending Court Hearings
 - 7.1 For appearing in court as accused, TA/DA will only be payable in such cases where the prosecution of the employee arises from acts committed or purported to be committed in the bonafide execution of duties. The decision whether the prosecution has so arisen will depend upon the facts of each case and the discretion of the authorities of the University.
 - 7.2 Any amount received from the court for attendance or boarding and lodging etc. shall be refunded to the University if TA/DA has been claimed from the University.
8. Advance for Travelling on Official Tour
 - 8.1 An employee proceeding on journeys on tour may be granted advance to meet traveling and other expenses. 100% advance may be granted towards TA/DA.
 - 8.2 An employee shall be required to submit the TA/DA bill invariably on completion of journey. If the bill is not settled within one week from the date of completion of journey, the advance sanctioned shall be recovered from the salary of the concerned employee. Bill(s) submitted after the stipulated time-frame shall not be entertained.
 - 8.3 Second advance to an employee towards TA/DA will not be permissible in case the previous advance is still outstanding.
9. The authorities of the University may from time to time amend, add, modify, delete, relax, cancel any of the Clause(s) and/or notify further rule on the subject without prior notice.

Neelam Bhatnagar

Registrar

Swami Rama Himalayan University

