



Ref: GTU/Circular/TA- Hono./2018/2046

Date: 31/03/2018

Circular

Travelling Mileage Allowance is being reimbursed as per circular No. Ref. GTU/Circular/Int_Aud/TA/002/2015 with effect from 09/01/2015. However, this circular will be applicable from 1st April, 2018 for claiming rate of mileage allowance of travelling, Daily Allowance etc. for **Faculties, Principals, Director, Deans, invited guest, experts, examiners for University exam etc.** who are engaged by the duty assigned/invited by university is as follows:

- 1) If travelled by own car or by hired taxi, road mileage at the rates mentioned below as per actual to and fro kilometer of travelling.

| Sr.No. | Type of fuel used | Rate per km |
|--------|-------------------|-------------|
| 1 | Petrol car | ₹ 8/- |
| 2 | Diesel car | ₹ 7/- |
| 3 | CNG car | ₹ 4/- |

- ✓ Must produce copy of RTO registration book (certified by expert/examiner) & Toll tax receipt.
- ✓ In case the RTO Registration book of the vehicle is not in the same name as that of claimant then he/she has to certify that the RTO Registration book submitted towards claim of TA is owned by *Relative.

Relative means

- The wife or husband as the case may be, of the person whether residing with person or not but does not include a wife or husband as the case may be, separated from the person by decree or order of a competent court, or in accordance with the personal law applicable to the person.*
- son or daughter or step son or step daughter of the person*
- Any other person related, whether by blood or marriage, to the person or to the person's wife or husband.*



- ✓ For Vehicle having CNG facility, rate of Petrol will be paid only if, there is no CNG station within 75 kilometer of Journey.
 - ✓ Which fuel is used for travelling (own car/hired taxi), if clearly not identified, actual travelled kilometer will be reimbursed at the minimum of above rate.
- 2) Physical verification of vehicle will be done by the University/Institute, if deemed necessary, before paying TA/DA (even for hired vehicle also).
- 3) If travelled by scooter/motorcycle or by any two wheel vehicle , Road mileage @ ₹ 2/- per km will be paid.
- 4) When two experts from the same city come to the same exam center in a single vehicle on the same day, then travelling allowance for only one car at the rate applicable is admissible.

It will be appreciated, if in above mentioned situation they travel by same vehicle.

- 5) For calculating travelled kilometer,
- ✓ During semester, starting point will be Institution/college/university from where they are coming will be considered and
 - ✓ During vacation time, starting kilometer from residence of a person will be considered.

If examiner is on vacation period then **it is mandatory to attach proof of the same as per Annexure- A**, otherwise institute to institute will be allowed

- 6) Due date for payment of Travelling Allowance bills :

The claim for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates. However, due date for payment does not invoke right to claim the Travelling Allowance bills. Such allowance will be paid after due verification by the University by on-line mode only.



7) Wrong/Excessive claim of Travelling Allowance Claim:

In case wrong/Excessive claim by the Expert, appropriate action will be taken by the University Authority in addition to deposit of the excessive claimed amount.

8) Utmost care should be taken to avoid overwriting and correction in the bill/form, however in unavoidable circumstances initial should be put nearby correction in bill/form by claimant.

9) For E-Transfer, following details must be required to produce:

✓ **Cancelled Cheque**

OR

- ✓ Bank Account no.
- ✓ Bank Name, branch and Branch code
- ✓ A/c type (SB/CB)
- ✓ IFSC code

A. Travelling Allowance, Dearness Allowance & Accommodation

1. Travelling to Place of Duty is less than 50 km (One Side)

| Sr. No. | Particulars | Travelling Allowance | Dearness Allowance | Accommodation |
|---------|---|---|--------------------|----------------|
| 1 | Travelled by own Vehicle | Actual Kilometer Travelled as per road mileage | ₹ 200 | Not Applicable |
| 2 | Travelled by taxi like Ola, UBER etc. | Actual bill or as per actual travelled kilometer as per road mileage (diesel) | ₹ 200 | Not Applicable |
| 3 | Travelled by Ordinary Bus | Actual | ₹ 200 | Not Applicable |
| 4 | Any other mode (Except car sharing/pooling) | As per actual claim or ₹ 200 (to & Fro) whichever is less | ₹ 200 | Not Applicable |



2. Travelling to Place of Duty is More than 50 km (one side)

(i) Duty to be performed for single day

| Sr. No. | Particulars | Travelling Allowance | Dearness Allowance | Accommodation |
|---------|---|--|--------------------|----------------|
| 1 | Travel by own Vehicle | Actual Kilometer Travelled as per road mileage | ₹ 400 | Not Applicable |
| 2 | Travel by hired Vehicle | Taxi bill or Actual Kilometer Travelled as per road mileage, whichever is less | ₹ 400 | Not Applicable |
| 3 | ✚ Travel by Ordinary Bus and Second class Railway | Actual fare will be reimbursed, as per claim | ₹ 400 | Not Applicable |
| | ✚ Travel by Luxury Bus or Railway higher than Second class but limited to AC II Tier | Actual fare will be reimbursed, only if Original Ticket for travelling to Destination and Copy of the Return Ticket is produced | ₹ 400 | Not Applicable |
| | ✚ For travel between railway station/Bus station and place of duty/meeting by auto, local bus, taxi like Ola, UBER etc. | Actual fare or maximum up to ₹ 300 per day | - | - |



(ii) **Duty to be performed for more than one day**

| Sr. No. | Particulars | Travelling Allowance | Dearness Allowance | Accommodation |
|---------|---|--|--------------------|---|
| 1 | Travel by own Vehicle | Actual Kilometer Travelled as per road mileage. | ₹ 400 | (n-1)× ₹ 1000 OR Actual charges paid, Whichever is less. |
| 2 | Travel by hired Vehicle | Taxi bill or Actual Kilometer Travelled as per road mileage. | ₹ 400 | (n-1)× ₹ 1000 OR Actual charges paid, Whichever is less. |
| 3 | ✚ Travel by Ordinary Bus or Second class Railway | Actual fare will be reimbursed, as per claim | | |
| | ✚ Travel by Luxury Bus or Railway higher than Second class but limited to AC II Tier | Actual fare will be reimbursed, only if Original Ticket for travelling to Destination and Copy of the Return Ticket is produced | ₹ 400 | (n-1)× ₹ 1000 OR Actual charges paid, Whichever is less. |
| | ✚ For travel between railway station/Bus station and place of duty/meeting by auto/taxi like Ola, UBER etc. | Actual or maximum up to ₹ 300 per day for the day of Journey only | | |

Note:

1. “n” means Total number of days of duty, including public holiday/Sunday.
2. **External Examiner appointed for University Exams** will be eligible for claiming accommodation as per above.
3. **Receipt of the Accommodation charges paid by the examiner is mandatorily required to be attached.**
4. **If particular Exam center is providing paid Guest House facility, receipt for the same is also required to be attached.**



5. If Examiner is assigned duty of Practical Exam for more than one day (for same subject or different subject) at the same place and there is public holiday/Sunday in between and the distance from the source to destination (One side) is more than 100 km., then following will be reimbursed:
 - (i) If Travelling Allowance is claimed only once i.e. first day onward and last day return, Dearness allowance will be paid for all days (including holiday).
 - (ii) If Travelling Allowance is claimed twice due to holiday in between, then DA will not be paid for holiday.
6. For claiming Travelling Allowance as per 5 above, Proof of travelling is compulsorily required to be attached.
7. Travelling Allowance as per road mileage & Toll Tax charges only will be reimbursed.
8. For claim of Accommodation facility by Examiner, Center – In charge is mandatorily required to provide certificate as per “Annexure-B” that they do not have Guest House facility.
9. If Luxury bus and/or Higher Class Railway ticket is not attached as mentioned in above table, then **(Subject to table-2 (i) & (ii) above)**
 - Examiner has to submit the same within 5 days and
 - If not provided within 5 days ordinary bus fare will be reimbursed.

B. For cases other than (A) above:

1. Bill claimed for Travel By Air, copy of ticket with Boarding Pass and prior approval of Hon. Vice Chancellor is mandatorily required to be produced.
2. In case of Experts/Examiners are coming from other universities, Institutes/colleges (not affiliated with GTU), if travelled by hired taxi (Indica or equivalent) then they will be paid as per actual bill only if original Taxi Bill is attached.
3. Travelling Allowance as per Actual Taxi Bill & Toll Tax charges only will be reimbursed.
4. For faculty coming from out of station for Central Assessment work, Dearness Allowance of ₹ 400/day will be paid.



5. **For Sports NSS/Cultural Related Activity:**

As per circular of sports section.

6. **For any Government project related work**

(As per Government norms)

7. **For NITTR Expert**

(As per Memorandum of Understanding)

Note: For all the other programmes/workshop/meetings etc., where separate rules are not prescribed by University, general rules will be applicable.



C. Honorarium:

Honorarium is paid to experts/examiners/faculties and other officers for the exam related work as below.

1. For University exams :

Honorarium for exam and various other university works will be paid as per circular
Honorarium/Appreciation for Exam Related works W.E.F Summer- 18 (Revised)

| (A) During Exam Day | Revised rates (w. e. f Summer – 2018) (Theory Exam) |
|---|---|
| Centre-in-charge (Principal) | ₹ 350/- per exam day |
| Zonal officer | ₹ 275/- per exam session |
| GTU coordinator(Theory exam) | ₹ 250/- per exam session |
| (External Practical exam) | ₹200/-per day |
| Handling of Answer Books By GTU Coordinator | ₹0.5/- per Answer Book received for assessment work (₹ 300/- Minimum) |
| Observer | ₹ 250/- per exam session |
| Squad Member | ₹ 270/- per exam session |
| Peon | ₹ 100/- per Two exam Block |
| Sweeper | ₹ 100/- per Strength of 300 Students |
| Contingency for Conducting Exam (Semester/yearly) | ₹ 1500/-per exam(Regular) ₹ 750/-per exam(Remedial) |
| Printing (Photostat) question papers | ₹ 1/- per page |
| Printing and downloading of student exam form, hall ticket, center list, block arrangement etc. | ₹ 2/-per student appearing for exam |
| Manuscript preparation | ₹ 850/- per question paper including solution for UG and Diploma Courses ₹ 1100/- per question paper for PG courses including solution ₹1400/- per question paper for Diploma Engineering Bridge Course |
| Stationery Supervisor cum reliever for 300 students | ₹ 200/- per exam session |
| Numbering Supervisor cum reliever for 300 students | ₹ 200/- per exam session |
| Stationery Peon per 300 students | ₹ 100/- per exam session |
| Numbering Peon per 300 students | ₹100/- per exam session |
| Minimum Honorarium for examining answer books | ₹ 50/- |
| Student activity | (a) ₹ 2/- per student per semester(for student section related activity) |



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(ગુજરાત સરકારના અધિનયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

| | | | | | |
|---|--|----------------------------------|--------------------------------|---------------------------------|------------------------|
| | (b) ₹ 1/- per student per semester(for account section related activity) | | | | |
| (B) Diploma/UG/PG Courses | | | | | |
| Sr. Supervisor | ₹ 250/- per exam session | | | | |
| Jr. Supervisor | ₹ 200/- per exam session | | | | |
| (C) Examining answer books | | | | | |
| For UG/PG courses(including PhD) | ₹ 15/- per Answer Book | | | | |
| For Diploma courses | ₹ 10/- per Answer Book | | | | |
| (D) E-assessment (w.e.f. winter exam-12) | ₹ 15/-per answer book (Minimum 20 answer book per day) | | | | |
| (E) DP-I/ITD | <ul style="list-style-type: none"> • Internal supervisor: ₹ 500/-per day • External examiner*: ₹ 2000/-per day | | | | |
| (F) Research week-review exam(For PhD/ME/M.Pharm) | <ul style="list-style-type: none"> • External examiner(For IIT/NIT/Central lab/non-GTU affiliated institute): ₹ 2000/ -per day • External examiner*(For GTU affiliated institute):₹ 2000/-per day • Internal supervisor: ₹ 500/-per day | | | | |
| (G) DP-II/Dissertation exam | <ul style="list-style-type: none"> • Internal supervisor: ₹ 500/-per day • External examiner*: ₹ 2000/-per day • External examiner*(For GTU affiliated institute): ₹ 2000/- per day | | | | |
| Note: | | | | | |
| (1)It is compulsory to carry out assigned exam related work by faculty/staff without fail. | | | | | |
| (2) Remuneration at the rate of 50% per answer book will be paid, if assessment is not completed within 15 days . | | | | | |
| (3)If External examiner is also a supervisor on the same day, he/she is entitled for honorarium/appreciation higher of the two. | | | | | |
| (H) University Practical (External) Examination | Rates ₹ | Travelling Allowance ₹ | Dearness Allowance ₹ | Maximum Number of person | Batches per day |
| (a) For Ph.D. : | | | | | |
| DPC Review/Open Seminar | | | | | |
| DPC Member/Supervisor / co supervisor | ₹ 1000/DPC/person | As per the Prevailing GTU Norms | Not Applicable | 4 | N.A. |
| Supervisor | ₹ 500/DPC* | For arrangement only * | | | |
| Public Viva Voce | | | | | |
| External Thesis Evaluator | ₹ 4000 | As per the Prevailing GTU Norms | Not Applicable | 3 | |



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| | | | | | |
|--|----------------------------|---------------------------------|--|----|--------|
| Supervisor/DPC member/Co-Supervisor | ₹ 1000 each person | As per the Prevailing GTU Norms | Not Applicable | 4 | |
| (b) For BE: | | | | | |
| External Examiner | ₹ 350/subject/ day | As per the Prevailing GTU Norms | ₹ 400/- | 01 | 04/03* |
| Internal Examiner | ₹ 350/subject/ day | NIL | NIL | 01 | 04/03* |
| Lab Assistant /Curator /Instructor /Mechanics/ Computer /charge man | ₹ 275/subject/ day | NIL | NIL | 01 | 04/03* |
| Electrician | ₹ 125/subject/ day | NIL | NIL | 01 | 04/03* |
| Peon (or Hamal) | ₹ 100/subject/ day | NIL | NIL | 01 | 04/03* |
| (c) For Diploma Engineering : (Note-3) | | | | | |
| External Examiner | ₹ 350/subject/day | As per G TU prevailing norms | ₹ 400/- | 01 | 03 |
| Internal Examiner | ₹ 350/subject/day | NIL | NIL | 01 | 03 |
| Lab assistant /curator /instructor /Mechanics/ Charge man /Computer Operator | ₹ 125/subject/day | NIL | NIL | 01 | 03 |
| Peon (or Hamal) | ₹ 70/per day | NIL | NIL | | 03 |
| (d) For ME/MCA: | | | | | |
| External Examiner | ₹ 350/subject/ day | As per G TU prevailing norms | ₹ 400/- | | 02* |
| Internal Examiner | ₹ 350/subject/ day | NIL | NIL | | 02* |
| Lab Assistant/Computer programmer | ₹ 275/subject/day | NIL | NIL | | 02* |
| Electrician | ₹ 125/subject/day | NIL | NIL | | 02* |
| Peon (or Hamal) | ₹100/subject/ peon /hamal) | NIL | NIL | | 02* |
| (e) For MBA SIP Evaluation work: | | | | | |
| External Examiner | ₹ 350/per day | As per GTU norms | ₹ 400/-(for out of station examiners only) | | |
| Internal Examiner | ₹ 350/per day | NIL | NIL | | |
| Peon (or Hamal) | ₹ 100/per day | NIL | NIL | | |



| (f) For Pharmacy Exams | | | | | |
|-------------------------------|--------------------------------------|----------------------------------|-------|-------------------|--|
| Laboratory Experts | ₹350/person/day | N.A | N.A | 02 | |
| External Examiners | ₹ 350/subject/day | As per prevailin norms of GTU | ₹ 400 | 01 | |
| Internal Examiners | ₹ 350/subject/day | NIL | NIL | 01 | |
| Lab Assistant | ₹ 275/subject/day | NIL | NIL | 01 | |
| Store-keeper | ₹ 275/day | NIL | NIL | 01 | |
| Electrician | ₹ 75/day | NIL | NIL | 01 | |
| Gas Mechanic | ₹ 75/per day | NIL | NIL | 01 | |
| Peon (or Hamal) | ₹ 275/subject/day peon (or Hamal) | NIL | NIL | 02 per subject | |

Note:

(1) It is compulsory to carry out assign exam related work by faculty/staff without fail.

(2) Remuneration will be paid only to those persons whose services are requires during practical performance. The person shall be entitled for remuneration if he/she is holding the designated post within the institute.

(3) For claiming Honorarium in Diploma practical exam on the same day, if there is more than 15% difference in Syllabus of two Subjects, then it is mandatory to attach certificate as per **Annexure-C**.

(4) *For 1st/2nd year 4 batches (60+6= 66 students) per day , *For rest of years 3 batches (45 students) per day

(5) For additional batch proportional remuneration based on number of extra batch, has to be calculated

Sd/-
Registrar(i/c)



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Annexure –A
(On the letter head of College)

CERTIFICATE

This is to certify that, Mr./Ms/Mrs. _____
has been availing/availed vacation from date _____ to
_____.

SIGN OF EXAMINER

SIGN AND SEAL OF THE PRINCIPAL



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Annexure-B

(To be given on the Letter Head of Exam Center)

CERTIFICATE

THIS is to certify that the Practical Exam is conducted on dates _____
& _____ & _____ at _____ Exam Center for the
subjects _____ and our college does not have Guest House
Facility for the Examiner.

SIGN AND SEAL OF THE PRINCIPAL/CENTER- IN- CHARGE



Annexure – C

(To be given on the Letter Head of Exam Center)

CERTIFICATE

THIS is to certify that the Practical Exam conducted on date -----
----- at _____ Exam Center for the following
Diploma Engineering subjects, have more than 15% difference in their
syllabus content as per the syllabus available on official website of
GUJARAT TECHNOLOGICAL UNIVERSITY.

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----

SIGN OF EXTERNAL EXAMINER

SIGN OF INTERNAL EXAMINER