



Ref: GTU/Circular/Int\_Aud/TA/002/2015

Date: 09/01/2015

## Circular

### A. Travelling Allowance:

Travelling Millage Allowance is reimbursed as per circular No. Ref. GTU/Accts/Circular/TA/2013/2740 with effect from 03/04/2013. However, revised circular will be applicable with effect from **01/01/2015** for claiming rate of millage allowance of travelling for faculties, principals, Director, Deans, invited guest and employee/Staff of the university who are engaged with the duty assigned by university is as follows:

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

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

**Copy of RTO registration book & Toll tax receipt is required to produce.**

- 2) Physical verification of vehicle will be done by the University, if deemed necessary, before paying TA/DA (even for hired vehicle also).
- 3) If travelled by scooter/motorcycle or by any vehicle other car, Road mileage @ ₹ 2/- per km.
- 4) When two experts from the same city come to the same exam centre in a single vehicle on the same day, then travelling allowance for only one car at the rate applicable is admissible.
- 5) Bill claimed for travel by ordinary bus and second class railway, actual fare will be reimbursed as per claim.
- 6) Bill claimed for travel by luxury bus and/or higher class railway actual fare will be reimbursed, **only if ticket for travelling to destination is attached & if return journey is also claimed then a copy of ticket is required to be attached.**

However, if ticket is not attached, then ordinary bus fare will be reimbursed.



- 7) Bill claimed for travel by air, copy of ticket with boarding pass and prior approval is required to be produced.
- 8) If Experts are coming from other universities/Institutes/colleges, if travelled by hired taxi (Indica or equivalent) then they will be paid as per actual bill only if original bill is attached.
- 9) **Local conveyance**
  - ✓ For travel between railway station/Bus station and place of duty/meeting will be paid maximum up to ₹ 80/-per day only to that person who has claimed for bus/rail travel. Maximum local conveyance per day will be ₹ 160/- only.
  - ✓ For local travelling (other than mentioned above) within same city and within limit of 30 km, only conveyance @ rate of ₹ 75/ day will be paid.
  - ✓ Within Same city/town DA rates are not applicable unless specifically allowed.
- 10) For calculating travelled kilometre, during semester, starting point will be Institution/college/university from where they are coming will be considered and during vacation time only, starting kilometre from residence of a person will be considered.
- 11) At most 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.
- 12) **For E-Transfer**, following details must be required to produce:
  - ✓ Bank Account no.
  - ✓ Bank Name, branch and Branch code
  - ✓ A/c type (SB/CB)
  - ✓ IFSC code

## **B. Dearness Allowance:**

Sr. no.	Purpose of Visit	Dearness allowance	Remarks
1	For performing duty out of station as an External Expert/Examiner	₹ 400/day	Only if food/accommodation is not provided by GTU/Institute/college.
2	For faculty coming from out of station for Central Assessment work	₹ 400/day	Only if food/accommodation is not provided by GTU/Institute/college.
3	For Sports related activity		Refer Point (i) below
5	For NITTR expert	₹ 750/day	Refer Point (iii) below



(i) **For Sports Related Activity:**

Sr. No.	Particulars	Applicable Rate	Remarks
<b>On the day of event</b>			
1	Referee charges	₹ 200/session	1 session = Minimum 4 hours
2	Scorer cricket	₹ 150/session	1 session = Minimum 4 hours
3	Ground man	₹ 200/day	Maximum 2 grounds man per day
4	TA/DA, local conveyance	As per GTU rules	Please refer rule (A) & (B) above
5	Honorarium for Organizing Secretary	₹ 350/day	For Outdoor games → 2 days before event & 1 day after event
6	Members of Selection Committee	₹ 200/session	1 session = Minimum 4 hours
<b>During camp</b>			
7	<b>Daily Allowance - Student</b> → for local student → for outstation student	₹ 80/day ₹ 150/day	
8	Travelling Allowance - student	2 <sup>nd</sup> class railway fare	
9	Rickshaw charges - student	₹ 100/two days	
10	Coach	₹ 150/session	
11	Manager/Camp organizer	₹ 150/session	
12	TA for Coach, Manager	As per GTU rules	Please refer rule (A) & (B) above
<b>Inter University Sports Competition</b>			
14	For Player	₹ 200/day	
15	For Coach/Manager	₹ 300/day	

(ii) **For any Government project related work**

**(As per Government norms)**

(iii) **For NITTR Expert**

**(As per Memorandum of Understanding)**

**Note: For all the other programmes/workshop/meetings etc., where separate rules are not mentioned general rules will be applicable as follows:**

- ✓ For Travelling allowance – as per (A) above
- ✓ For daily allowance – as per (B) above

**C. Honorarium:**

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

**1. For exams other than Pharmacy:**

Honorarium for exam and various other university works will be paid as per circular



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(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી  
(ગુજરાત અધિનિયમ ક્રમાંક:૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

**Honorarium/Appreciation for Exam Related works W.E.F Winter 14 (Revised)**

<b>(A) During Exam Day</b>	<b>Revised rates (w. e. f Winter – 2014)</b>
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	₹ 1.00/- per page
Printing and downloading of student exam form, hall ticket, centre list, block arrangement etc.	₹ 2/-per student appearing for exam
Manuscript preparation	₹ 850/- per question paper including solution for UG and Diploma Courses and ₹ 1100/- per question paper for PG courses including solution
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) (b) ₹ 1/- per student per semester(for account section related activity)
<b>(B) Diploma/UG/PG Courses</b>	
Sr. Supervisor	₹ 250/- per exam session
Jr. Supervisor	₹ 200/- per exam session
<b>(C) Examining answer books</b>	
For UG/PG courses(including PhD)	₹ 15/- per Answer Book(New format answer book)
For Diploma courses	₹ 10/- per Answer Book (New format answer book)
<b>(D) E-assessment( w.e.f. winter exam-12)</b>	₹ 15/-per answer book (Minimum 20 answer book per day)
<b>(E) DP-I/ITD</b>	<ul style="list-style-type: none"><li>Internal supervisor: ₹ 500/-per day</li><li>External examiner*: ₹ 1000/-per day</li></ul>
<b>(F) Research week-review exam(For PhD/ME/M.Pharm)</b>	<ul style="list-style-type: none"><li>External examiner(For IIT/NIT/Central lab/non-GTU affiliated institute): ₹ 2000/ -per day</li><li>External examiner*(For GTU affiliated institute):₹ 2000/-per day</li><li>Internal supervisor: ₹ 500/-per day</li></ul>
<b>(G) DP-II/Dissertation exam</b>	<ul style="list-style-type: none"><li>Internal supervisor: ₹ 500/-per day</li><li>External examiner*: ₹ 2000/-per day</li><li>External examiner*(For GTU affiliated institute): ₹ 2000/-per day</li></ul>



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**Note:**

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

(2) Revision of rates for assessment is applicable for new format answer book title page only. The above extra payment of ₹ 2/- will be paid if there are no errors in marks reading. In case there is an error, the entire extra payment will be forfeited. However it is compulsory to assess answer book and enter marks in all three types of format. ie LED, OMR and numerical format.

(3)\*If external examiner is also a supervisor on the same day, he/she is entitled for honorarium/appreciation higher of the two.

<b>(H) University Practical (External) Examination</b>	Rates ₹	Travelling Allowance ₹	Dearness Allowance ₹	Maximum Number of person	Batches per day
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**(a) For BE:**

External Examiner	₹ 350/per day	As per the Prevailing GTU Norms	₹ 400/-	01	04/03*
Internal Examiner	₹ 350/ per day	NIL	NIL	01	04/03*
Lab Assistant /Curator /Instructor /Mechanics/ Computer /charge man	₹ 275/per subject/ day	NIL	NIL	01	04/03*
Electrician	₹ 125/per subject/ day	NIL	NIL	01	04/03*
Peon (or Hamal)	₹ 100/subject/ day	NIL	NIL	01	04/03*

**(b) For Diploma Engineering:**

External Examiner	₹ 300/per day	As per GTU prevailing norms		01	03
Internal Examiner	₹ 180/per day	NIL	NIL	01	03
Lab assistant /curator /instructor /Mechanics/ Charge man /Computer Operator	₹ 125/per day	NIL	NIL	01	03
Peon (or Hamal)	₹ 70/per day	NIL	NIL		03

**(c) For ME/MCA:**

External Examiner	₹ 350/per subject/ day	As per GTU norms	₹ 400/-		02*
Internal Examiner	₹ 350/per subject/ day	NIL	NIL		02*
Lab Assistant/Computer programmer	₹ 275/per subject	NIL	NIL		02*
Electrician	₹ 125/per subject	NIL	NIL		02*
Peon (or Hamal)	₹ 100/per subject/ peon /hamal)	NIL	NIL		02*

**(d) 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		

**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.



## 2. For Pharmacy Exams

The following are the revised rates for university pharmacy UG and PG practical examination W.E.F 15th JUNE10

Sr. No	Post	Travelling Allowance ₹	Daily Allowance ₹	Maximum Number of person	Maximum Amount to be paid ₹	Revised rates
1	Laboratory Experts	N.A	N.A	02	₹350/-per person	No Change
2	<b>Examiners</b>					
	(a)External	As per GTU norms	150/	01	₹ 350/-per subject	No Change
	(b)Internal	NIL	NIL	01	₹ 350/-per subject	No change
3	Lab Assistant	NIL	NIL	01	₹ 150/- per subject	₹ 275/- per subject
4	Store-keeper	NIL	NIL	01	₹ 150/- per subject	₹ 275/- per subject
5	Electrician	NIL	NIL	01	₹ 60/- per subject	₹ 75/- per subject
6	Gas Mechanic	NIL	NIL	01	₹ 60/- per subject	₹ 75/- per subject
7	Peon (or Hamal)	NIL	NIL	02 per subject exam	₹ 275/- per subject per peon (or Hamal)	No change

\* **Note:**

1. \*For 1<sup>st</sup>/2<sup>nd</sup> year 4 batches (60+6= 66 students) per day  
\* For rest of years 3 batches (45 students) per day
2. For additional batch proportional remuneration has to be calculated