



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

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

Ref.: GTU/Staff-TA-DA/2022/7999

Date: 1/11/2022

Internal Circular

Ref.: (1): Resolution no. PGR/1009/11/Pay Cell (CH) dated: 3/10/2012, Finance department, Government of Gujarat.

The guidelines on TA / DA norms are appended below for Officer/employees/Staff of the University who will be attending any seminar/workshop/conference /any other event/ etc. on behalf of University or representing University.

A. Travel Allowance Entitlement:

i. For Employees recruited on Scale

Grade Pay/AGP of Individual/7 th Pay level	Travel by Air #	Travel by Train	Travel by Road
₹ 10000/- and above, level 14 and above	Economy Class	AC -I	AC/Ordinary Taxi, Auto/AC Bus
₹ 7600/-and below ₹ 10000/- , level 12 to 13A	Economy Class	AC -I	AC/Ordinary Taxi, Auto/AC Bus
₹ 5400/- to below ₹ 7600/-, level 9 to 11	Economy Class	AC-II	Ordinary Taxi, Auto/AC Bus
₹ 4200/- to below ₹ 5400/-, level 6-8	Not Eligible	AC-II	Ordinary Taxi/ Auto rickshaw/Any public Bus incl. AC Bus
Below ₹ 4200/-, below level 5	Not Eligible	First class / AC-III /AC Chair Car	Auto rickshaw/ Any public Bus except AC Bus

ii. Employees Recruited on Contractual Fixed Salary

Fixed salary of Individual (p.m.)	Travel by Air #	Travel by Train	Travel by Road
₹ 90,000 and above	Economy Class	AC -I	AC/Ordinary Taxi, Auto/AC Bus
₹50,000 and above but less than ₹ 90,000	Not Eligible	AC-II	Ordinary Taxi, Auto/AC Bus
₹ 40,000 and above but less than ₹ 50,000	Not Eligible	AC-III /AC Chair Car	Auto rickshaw/ Any public Bus except AC Bus
Below ₹ 40,000	Not Eligible	AC Chair Car	Auto rickshaw/ Any public Bus except AC Bus

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Head office : GTU Campus, Nr. Visat Three Road , Visat-Gandhinagar Road , Chandkheda, Ahmedabad - 382 424. Gujarat, India.

Phone :- +91 079-23267521/570 e-mail : info@gtu.ac.in Website : www.gtu.ac.in



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Note:

1. These norms are applicable only when any Employee of the University is permitted to represent Gujarat Technological University.
2. Advance approval of the Section Head is mandatorily required to be taken for claiming Travelling, Daily allowance.
3. **Advance:**
 - I. For any activity/event maximum up to 50% of total expenditure can be given as advance.
 - II. Prior approval of Hon'ble Registrar is mandatorily required for advance up to Rs.20000/-
 - III. Prior approval of Hon'ble Vice Chancellor is mandatorily required for advance above Rs.20000/-
 - IV. Advance must be settled within 5 working days of completion of activity/event. If not settled within time subsequent advance will not be given and necessary action will be taken.
4. **Travelling Allowance:-**

Sr. No.	Travel by Own vehicle	Travel by Hired taxi
1	Actual kilometer travelled @rate of Rs.11/- per km for Petrol , Rs. 10/- per km for Diesel , Rs. 6/- per km for CNG	Actual kilometer travelled @rate of Rs.9/- per km for Petrol , Rs. 8/- per km for Diesel , Rs. 5/- per km for CNG

- I. In case road journey is performed by own car who is entitled for the same, copy of RC book is to be submitted mandatorily
- II. Documentary evidence of journey performed by own vehicle will have to be submitted.
- III. If particular route have toll plazas, the car claim will be admitted only if it supported with the receipts of toll taxes or inter-state entry tax. The toll taxes/ entry tax etc., will additionally be reimbursed in such cases.
- IV. In case journey is performed by Taxi and more than one person attends the workshop/events etc. at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed to any one of the persons.
- V. For more than one day journey, employee have to hire a car on his/her own and University will reimburse as per rates prescribed above for "Travel by hired taxi"

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5. Travel by Air :-

- I. Air travel will be allowed to the eligible person only, as per table above.
- II. Prior approval of Hon'ble Registrar is mandatorily required for those employee/staff who are entitle as per above table.
- III. Non-entitled members will be entitled for journey by air, on specific prior approval of Hon'ble Vice Chancellor, GTU.

6. Travel by Train :-

- I. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
 - II. In case of road travel between places connected by rail, travel by any means of public transport allowed provided the total fare does not exceed the train fare by the entitled class.
 - III. All mileage points earned by employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the University, should accrue to the University.
 - IV. In case of non-availability of seats in entitled class, employee may travel in the class below their entitled class.
7. Air/Train ticket/Bus will be arranged by the concern employee/staff. Only actual charges of tickets will be reimbursed and no commission / agency charges etc. will be paid.
 8. The cancellation charges/ticket re-scheduling charges shall also be reimbursable in case of cancellation or postponement of meeting/event by the University/Institute. The specific approval for the same would be required for claiming such amount.
 9. Boarding passes/Tickets (including Train, Bus etc.)/Fare receipts of Taxi & Auto are to be mandatorily submitted at the time of the claim.
 10. If any employee travel by mode higher than for which he/she is eligible, he will be entitled to reimbursement as per the eligibility only.

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11. If travelling for an event also includes travelling of the Student, Student will be reimbursed only as per rate of Second Class Sleeper for railway/ Ordinary Bus fare, even if he/she has travelled by higher class

12. **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.

13. **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.

14. Other than daily allowance and travelling allowance as per eligibility, any extra expense done will have to be borne by the Employee.

15. All Class-3, Class- 4 employees will be paid mileage as per for two wheeler rate of Rs. 2.5/- per kilo meter or Auto rickshaw fare up to Rs. 15/- per kilo meter only.

16. However, if any work requires more travelling/time bound work, Section Head has power to approve Travelling Allowance up to Rs. 500, only if proper justification is given by Section Head.

17. In case of any eventuality and emergency, decision of the Honorable Vice-Chancellor shall be final.

If the distance from the source to destination (one side) is more than 500 km.

Note:

“Permanent Account Number (PAN) allotted by the Income Tax Authorities has to be indicated by the member/expert invariably while filling up the Bill”. Payment will be made through E-mode in the bank accounts of members mandatorily. Hence, Experts are required to attach a copy of cancelled cheque leaf with their claims.

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B. Daily Allowance for Out Station Journey

1. For Employees recruited on Scale

Grade Pay/AGP of Individual/7th Pay level	Localities other than those mentioned in columns (3),(4) and (5) ₹		B-1 Class cities and expensive localities ₹		A Class cities and specially expensive localities ₹		A-1 Class cities. ₹	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
	Food	Accommodation	Food	Accommodation	Food	Accommodation	Food	Accommodation
₹ 10000/- and above, level 14 and above	560	3500	800	5000	960	6000	1200	7500
₹ 7600/- and below ₹ 10000/-, level 12 to 13A	470	2100	670	3000	800	3600	1000	4500
₹ 5400/- to below ₹ 7600/-, level 9 to 11	420	1050	600	1500	720	1800	900	2250
below ₹ 5400/-, below level 8	380	560	530	800	640	960	800	1200

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2. Employees Recruited on Contractual Fixed Salary

Fixed salary of Individual (p.m.)	Localities other than those mentioned in columns (3),(4) and (5)		B-1 Class cities and expensive localities		A Class cities and specially expensive localities		A-1 Class cities.	
	₹		₹		₹		₹	
	Food	Accommodation	Food	Accommodation	Food	Accommodation	Food	Accommodation
₹ 90,000 and above	470	2100	670	3000	800	3600	1000	4500
₹ 50,000 and above but less than ₹ 90,000	420	1050	600	1500	720	1800	900	2250
₹ 40,000 and above but less than ₹ 50,000	380	560	530	800	640	960	800	1200
Below ₹ 40,000	230	470	330	670	400	800	500	1000

Note:

1. Lodging charges are admissible subject to actual on production of receipts.
2. Food charges will be reimbursed on self-certification and on production of invoice.
3. No lodging charges will be paid if self-arrangement is made.
4. For claiming Travelling Allowance etc. from any government grant, it is to be claimed as per circular referred in 1 (Resolution no. PGR/1009/11/Pay Cell (CH) dated: 3/10/2012, Finance department, Government of Gujarat.)

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Note:

1. As specified by Government Class of Cities are as under:

Sr. No.	Class of city	Cities covered
1.	A-1	Delhi UA, Brihan Mumbai UA, Kolkata UA, Chennai UA
2.	A	Ahmedabad UA, Bangalore UA, Hyderabad UA, Kanpur, Pune UA, Nagpur UA, Lucknow UA, Jaipur UA
3.	B-1	Agra UA, Allahabad UA, Bhopal UA, Coimbatore UA, Dhanbad UA, Indore UA, Jabalpur UA, Jamshedpur UA, Kochi UA, Kozhikode UA, Ludhiana UA, Madurai UA, Meerut UA, Patna UA, Surat UA, Thiruvananthapuram UA, Vadodara UA, Varanasi UA, Vijayawada UA, Vishakhapatnam UA
4.	Other than Sr. No. 1,2,3	All cities other than A-1, A & B mentioned above.

(UA) = Urban Agglomeration

Note:

UA = Urban Agglomeration: The localities which are included in urban agglomeration of different cities are as adopted for the population census 1991. The same in respect of the above cities of Gujarat States are reproduced in Annexure to these rules. The same in respect of cities of other States/ Union Territories shall be as laid down by the Central Government for Their employees stationed at those places.


Registrar 11/11/22

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Revision of Travelling Allowance/
Daily Allowance etc. with reference
to Sixth Pay Commission.

Government of Gujarat,
Finance Department,
Resolution No. PGR/1009/11/Pay Cell(CH),
Sachivalya, Gandhinagar.
Dt. 3-10-2012

- Read :- (1) F.D. G.R. No. PGR/1098/49/M, dated 16th Sept., 1998
(2) The GCSR 2002 (Traveling Allowance)
(3) GOI Ministry of Finance OM No. F No. 19030/3/2008-E.IV,
dated 23rd September, 2008.
(4) GOI Ministry of Finance OM No. F No. 19030/3/2008-E.IV,
dated 14th October, 2008.
(5) GOI Ministry of Finance OM No. F No. 19030/3/2008-E.IV,
dated 19th November, 2008.
(6) GOI Ministry of Finance OM No. F No. 19030/3/2008-E.IV,
dated 22nd January, 2009.
(7) GOI Ministry of Finance OM No. F No. 19030/3/2008-E.IV,
dated 18th February, 2009

RESOLUTION:

Consequent upon the introduction of revised pay structure under the Gujarat Civil Service (Revision of Pay) Rules, 2009 with effect from 1-1-2006. The question of revising the rates of Travelling Allowance, Daily Allowance etc... was under consideration of the Government. After careful consideration the Government is pleased to decide partial modification to Government Resolution No. PGR-1098-49-M, dated 16-9-1998 as amended from time to time with regard to the Travelling Allowance/ Dearness Allowance as set out in the Annexure to this Resolution to all categories of State Government employees.

2. The "Grade Pay" for determining the T.A./D.A. entitlement is as indicated in Gujarat Civil Service (Revision of Pay) Rules, 2009.
3. The term "Pay" for the purpose of these orders refer to basic pay as defined in Rule 3(9) of Gujarat Civil Service (Revision of Pay) Rules, 2009 and includes the revised non-practicing allowance, if any admissible in addition.
4. In respect of those employees who opt to continue in their pre-revised scales of pay, the corresponding Grade Pay of the pay scales of the

post occupied on 1/1/2006 would determine the T.A./D.A. entitlement under these orders. However, for determining the Composite Transfer Grant for such employees, the term "pay" shall also include, in addition to the basic pay in the pre-revised scales, stagnation increments, Dearness Pay and NPA as per orders in force on 1/1/2006.

5. These orders shall take effect from 01-10-2012. However, if the Traveling Allowance entitlement in terms of the revised entitlement now prescribed results in a lowering of the existing entitlement in the case of any individual, groups of classes of employees, the entitlements particularly in respect of "mode of travel", class of accommodation etc. shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlement.

6. In respect of officers in apex scale, the basic pay as defined in ROP Rules will be considered for determination of entitlement of Daily Allowance.

(b) The classification of cities/towns as per orders prevalent with the old rates as prescribed vide F.D. G.R. No. MSB- 102002/1255/Ch dated 07-09-2002 continues to apply.

7. It may be noted that Drawing and Disbursing Officer should ensure that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

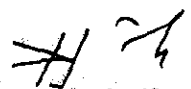
8. T.A. claims already settled as on the date of issue of this order may not be re-opened.

9. The provisions of these orders shall also apply to All India Services Officers.

10. The relevant terms and conditions governing granting of all the allowances mentioned in Gujarat Civil Service (Traveling Allowance) Rules, 2002 will continue to remain in force.

11. The necessary amendment to the Gujarat Civil Service (Traveling Allowance) Rules, 2002 will be issued in due course.

By order and in the name of the Governor of Gujarat,


(H. D. Sailor)
Deputy Secretary
Finance Department

To,

- * **The Secretary to the Hon. Governor, Raj Bhavan, Gandhinagar.**
The Principal Secretary to the Chief Minister,
Personal Secretaries to all Ministers/State Ministers,
- * **The Registrar, Gujarat High Court, Ahmedabad,**
- * **The Secretary, Gujarat Legislature Secretariat, Gandhinagar,**
- * **The Secretary, Gujarat Public Service Commission, Ahmedabad.**
- * **The Secretary, Gujarat Vigilance Commission, Gandhinagar,**
- * **The Secretary, Gujarat Civil Service Tribunal, Gandhinagar,**
The Accountant General (Audit), Gujarat State, Ahmedabad/Rajkot,
The Accountant General-II (A&E), Gujarat State,
Ahmedabad/Rajkot,
All Departments of Secretariat,
All Heads of Departments/Offices,
All collectors/DDOs
The Pay and Accounts Officer, Ahmedabad/Gandhinagar,
The Resident Audit Officer, Ahmedabad/Gandhinagar,
All Treasury –Sub Treasury Officers
All Officers/Branches in Finance Department.
Select File: Pay Cell, M, Ch, P & Z Branch,
IT Coordinator, Finance Department with request to upload this GR
on Finance dept. web site.
'B' Distribution.

* By letter

**Annexure to Government Resolution, Finance Department
No. PGR-1009-11- Pay Cell (CH), dated the 3rd October, 2012**

1. Accommodation entitlements for Journeys on Tour:

A. Mileage Allowance for journeys by Air :

- (a) In partial modification of existing orders, with effect from 1-10-2012, travel by air within the country will be permissible on tour in the case of officers in receipt of grade pay of Rs.7600 and above at their discretion, provided that officers drawing pay between Rs.5400 and Rs.6600 may also be permitted to travel by air at their discretion if the distance involved is more than 500 km. and journey can not be performed overnight by direct train service/direct sleep coach service.
- (b) Secretaries of the Administrative Departments/Heads of Departments who are in super time scale of IAS/The Director General of Police and Inspector General of Police/Principal Chief Conservator of Forest would be competent authorities to permit officers who are drawing grade pay of Rs. 5400 and Pay band of Rs.15600-39100 or more to travel by air under their administrative control if –
 - (i) the distance involved is more than 500 kms.;
 - (ii) the journey cannot be performed overnight by rail; and
 - (iii) such journey by air is considered essential in public interest.
- (c) Officers who are entitled to travel by air on tour as indicated in (a) above may also travel by air along with the members of the family in respect of journeys on transfer.
- (d) Only Hon. Chief Minister shall be entitled to travel by First Class/Business Class. Other than the CM, all Ministers, Chief Secretary and other Officers shall be entitled to travel by Economy Class for air travel within the country and international travel.

B. Entitlement for journey by Rail on tour and transfer :-

In supersession of the orders relating to the pay ranges and travel entitlements for journey by rail on tour and transfer , the revised pay ranges and travel entitlement will be as follows with effect from 1-10-2012 :-

Pay Range (1)	Entitlement (2)
Grade Pay Rs. 7600 and above	AC First Class
Grade Pay Rs. 4200 to 6600	AC II Tier
Grade Pay Rs. 1800 to 2800	First Class/ AC III-Tier Sleeper/ AC Chair Car*
Grade Pay below Rs. 1800	Second Sleeper

* All Government employees who are entitled to travel on tour/transfer by First Class/II AC III-Tier Sleeper/AC Chair Car may, at their discretion, travel by II AC 2-Tier Sleeper where any of the train connecting the originating and destination stations concerned by the direct shortest route do not provide these three classes of accommodation.

Travel by Rajdhani Express Trains :

Pay Range (1)	Entitlement (2)
Grade pay above Rs. 7600	AC First Class
Grade Pay Rs. 4200 to 6600	AC-II Tier Sleeper
All other drawing Grade pay below Rs. 4200	AC Chair Car*

* Travel by AC III-Tier sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi Express Train :

Pay Range (1)	Entitlement (2)
Grade pay above Rs. 7600 & above	Executive Class
All other drawing grade pay below Rs. 7600	AC Chair Car.

C. Mileage Allowance for journey by Road :-

Grade Pay Range (1)	Entitlement (2)
(i) Rs. 8900 and above	Actual fare by any type of public bus, including air conditioned bus; OR At prescribed rates for AC Taxi

	<p>when the journey is actually performed by AC Taxi; OR At prescribed rates for autorickshaw for journey by autorickshaw; OR At prescribed rates of road mileage for journeys by scooter/motor cycle/moped etc.</p>
(i) Rs.4200 and above but Less than 8900	Same as at (i) above with the exception that journeys by AC Taxi will not be permissible.
(ii) Rs. 2800 and above but less than Rs. 4200	Same as at (ii) above with the exception that journeys by AC bus will not be permissible.
(iv) Rs. 1800 and above; but less than Rs. 2800	<p>Actual fare by any type of public bus other than AC bus; OR At prescribed rates for autorickshaw for journey by autorickshaw. OR At prescribed rates of road mileage for journeys by scooter/motor cycle/moped etc.</p>
(v) Below Rs. 1800	<p>Actual fare by ordinary public bus only; OR At prescribed rates for autorickshaw for journey by autorickshaw; OR At prescribed rates of road mileage for journey by scooter/motor cycle/moped etc.</p>

2. Daily Allowance on Tour :

The grouping of pay ranges and the rates of Daily Allowance are revised as follows with effect from 1-10-2012, subject to the existing conditions :-

- (a) When the Government Employee stays in Government/Public Sector Guest House or makes his own arrangements.

Grade Pay Range	Localities other than those mentioned in columns (3), (4) and (5) Rs.	B-1 Class cities and expensive localities* Rs.	A Class cities and specially expensive localities** Rs.	A-1 Class cities. Rs.
(1)	(2)	(3)	(4)	(5)
Rs. 7600 and above	270	340	420	520
Rs. 4200 and above; but less than Rs. 7600	240	300	370	460
Rs. 2800 and above; but less than Rs. 4200	210	260	320	400
Rs. 1800 and above but less than Rs. 2800	180	220	270	340
Below Rs. 1800	110	140	170	210

(b) When the Government employee stays in a hotel or other establishment providing boarding and/or lodging at Scheduled Tariffs.

Grade Pay Range	Localities other than those mentioned in columns (3), (4) and (5) Rs.	B-1 Class cities and expensive localities* Rs.	A Class cities and specially expensive localities** Rs.	A-1 Class cities. Rs.
(1)	(2)	(3)	(4)	(5)
Rs. 7600 and above	670	850	1050	1300
Rs. 4200 and above; but less than Rs. 7600	450	660	810	1010
Rs. 2800 and above; but less than Rs. 4200	400	500	610	760
Rs. 1800 and above but less than Rs. 2800	260	320	390	490
Below Rs. 1800	130	170	200	250

* As specified by Government from time to time;

** As specified by Government from time to time;