

**Travelling Allowance (Regular and  
Contractual staff) Rules 2018\***

**Institute of Economic Growth  
University of Delhi Enclave  
(North Campus)  
Delhi – 110 007**

---

\* Recommended by the CAF to the BoG vide Agenda Item no.9 of its meeting held on September 24, 2018.  
Approved by the Board of Governors of the IEG vide Agenda Item no.3 of its meeting held on September 27, 2018.

# INSTITUTE OF ECONOMIC GROWTH

## TRAVELLING ALLOWANCE (REGULAR AND CONTRACTUAL STAFF) RULES' 2018

### I. Definitions:

- (a). 'Institute' means Institute of Economic Growth (referred here in as IEG);
- (b). 'Regular Staff' means Teaching, Research and Non-Teaching staff appointed on pay scales on regular basis in any Unit/ Section of the Institute;
- (c). 'Contractual Staff' means Teaching, Research and Non-Teaching staff appointed on consolidated pay on contractual basis in any project or for a short term vacancy of the Institute;
- (d). 'Travelling Allowance Rules' means rules governing travelling allowance to the Regular and Contractual staff during the period of official duty/field visit for at the Institute except that TA on medical Treatment and retirement shall not be applicable for Contractual staff.
- (e). T.A. on tour is from duty point / residence at headquarters to duty point at the distant station and vice versa. It comprises-
  - (i) Fare for journeys by rail/road / air / sea;
  - (ii) Road mileage for road journey otherwise than by bus;
  - (iii) D.A. for the entire period of absence from headquarters including journey period.
  - (iv) Employees living in cities with UA (Urban Area) eligible for reimbursement of to and fro Taxi / Scooter charges from the residence in the UA to the Railway Station / Bus Station / Airport.

Recommended by the Committee Chaired by Prof. Basanta Pradhan on May..., 2018 and approved by the BoG on



**I. Travel Entitlement within the Country (Amended):**

1. The travel entitlement for official tour/field visit will be as per detail given below:

S.No.	Regular staff drawing grade pay	Contractual staff of the rank of/drawing consolidated salary	Travel entitlement	Applicable w.e.f. 27.9.2018	
				Food charges not exceeding	Accommodation/ Guest house charges inclusive of all taxes (on production of Receipt)
(1)	(2)	(3)	(4)	(5)	(6)
A	Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG + and above/ Level 14 and above as per 7 <sup>th</sup> CPC	All staff members drawing consolidated salary of Rs. 1,44,000/- or more of the rank of Senior Consultant/ Professor (Project).	Business/Club/Economy Class by air/AC First class by Train (in case of premium/ Tatkal/ Shatadi/Rajdhani Train as per available highest class)	Rs.1,200/-	Rs.7,500/-
B	Officers drawing grade pay of Rs. 7600, Rs. 8700 and Rs. 8900/ and AGP 9000/- Level 12, 13 and 13 A as per 7 <sup>th</sup> CPC	All staff members drawing consolidated salary of Rs. 1,31,000/- to Rs.1,75,000/- of the rank of Consultant/Associate Professor (Project).	Economy Class by air/AC First class by train (in case of premium/ Tatkal/ Shatadi/ Rajdhani Train as per available highest class)	Rs.1,000/-	Rs.5,000/-
C	Officers drawing grade pay of Rs. 5400 and Rs. 6600/Level 9 to 11 as per 7 <sup>th</sup> CPC	All staff members drawing consolidated salary of Rs. 56,000/- to Rs.1,15,800/- of the rank of Junior Consultant/ Assistant Professor (Project)/Post Doctoral Fellow.	Economy Class by air/AC II class / Chair car in Shatabdi Train	Rs.900/-	Rs.5,000/-
D	Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800/Level 6 to 8 as per 7 <sup>th</sup> CPC	All the staff members drawing Rs.35,000/- to Rs. 68,000/- of the rank of Senior Research Analyst/ Research Analyst.	AC II class/ Chair car (in Shatabdi) by train.	Rs.800/-	Rs.2,500/-
E	Officers drawing grade pay Rs. 2800 and below /Level 5 and below as per 7 <sup>th</sup> CPC	All the staff members drawing consolidated salary of Rs.20,000/- to Rs.39,000/- of the rank of Senior Field Investigator/Field Investigator/Stenotypist/Clerk Typist.	AC III class/ Chair car by train.	Rs.700/-	Rs.2,500/-

2. Timing restrictions for reimbursement of food charges:

Sl	Length of absence	Amount payable
i.	If absence from the Institute is < 6 hours	30% of lump sum amount
ii.	If absence from the Institute is between 6 -12 hours	70% of lump sum amount
iii.	If absence from the Institute is > 12 hours	100% of lump sum amount

3. Accommodation charges: When an employee, on official duty/tour/field visit, makes his/her own arrangement for stay, he/she shall be entitled to draw Night Halt Charges @ 25% of the Hotel Rent rate [ref. Rule 1 column (5)].

*Note: The Travel entitlements are subject to following:-*

- 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 is allowed provided the total fare does not exceed the train fare by the entitled class.
- iii. All mileage points earned by the Institute 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 purposed 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 Government, should accrue to the Institute.
- iv. In respect of official work, an employee, who is not otherwise entitled to travel by Air, may be permitted by Director to do so by any airline, provide the cost of such Air travel does not exceed the Train fare to which the employee is entitled.
- v. In case of non availability of seat in entitled class, the Institute's employees may travel in the class below their entitled class of travel.
- vi. Tatkal Charges, Travel Agent's Commission, Service Tax and Cancellation Charges (Subject to necessary justification) shall also be reimbursable.
- vii. Journey DA shall also be admissible, as per minimum Boarding Allowance rates for the actual period of journey.
- viii. For local journey, DA is only at half the rate.
- ix. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible.
- x. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc.
- xi. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour.
- xii. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour / temporary transfer / training. No D.A. beyond 180 days.
- xiii. Tour ends on return to headquarters. If a second journey commences on the same day on which an official returns from tour, each tour may be calculated

separately but the total D.A. for the overlapping day of two tours should be limited to one.  
xiv. The above rules will be applicable subject to availability of budget provisions in the project.

4. Hiring of Vehicles: Subject to the existence of budget provisions, hiring of an appropriate vehicle (including A.C. Taxi) for field work in remote and relatively less accessible areas may be permitted with prior approval of the Director.

5. Mileage Allowance for Journey by Road:

(a) At places where specific rates have been prescribed:

Pay Level in Pay Matrix (7 <sup>th</sup> CPC)	Entitlements
14 or above	Actual fare by any type of public bus including AC bus <i>OR</i> At prescribed rates of AC taxi when the journey is actually performed by AC <i>OR</i> At prescribed rates for auto rickshaw for journeys by auto-rickshaw, own Car, scooter, motorcycle, moped, etc.
6 to 13	Same as above with the exception that journey by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus. <i>OR</i> At prescribed rates for auto rickshaw for journeys by auto-rickshaw, own Car, scooter, motorcycle, moped, etc.
3 and below	Actual fare by ordinary bus only. <i>OR</i> At prescribed rates for auto rickshaw for journeys by auto-rickshaw, own scooter, motorcycle, moped, etc.

(b) At places where no specific rates have been prescribed either by the Directorate of Transport of the Concerned State or of the neighboring States:

For journey performed in own car/taxi	Rs.24 per km
For journey performed by auto-rickshaw, own scooter etc.	Rs.12 per km

**Sharing of auto/taxi:** For travel by shared taxi/auto, the entitlement will be the actual share limited to half the mileage otherwise admissible.

6. Travel for Medical Examination/Treatment: If the Medical practitioner treating the employee or any member of his family eligible for the benefit under the Medical Attendance Rules recommends a journey to be undertaken by the person under treatment to another place for the purpose of specialized treatment at a hospital or a clinic, then the expenses incurred on the journey to and from that place for the patient and an attendant if need be will be reimbursed subject to the travel being by the mode and class (not higher than AC 2-TIER by train in any case) admissible for journeys on tour by the employees.

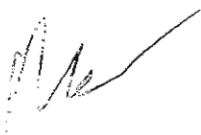
7. Advance: An employee proceeding on journeys on tour under these rules may be granted advance to meet the cost of travel and other reimbursable expenses.

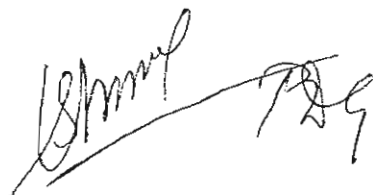
8. Submission of TA bill: (a). When advance is taken, T A bill for adjustment of the actual expenses against the advance should be submitted within one month of completion of the journey. Otherwise the advance will be liable to be recovered from the employee's salary. (b). When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

9. T.A. Entitlement on Retirement: TA on Retirement includes 4 components: (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(a). Travel Entitlements is as prescribed for tour/transfer, except for international Travel, will be applicable in case of journeys on retirement.

(b). Composite Transfer Grant(CTG). The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement , settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of '100% of last month's basic pay. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.



5  




## II. Travel Entitlement Outside the Country

### A. Entitlement

Foreign Travel will be permitted for research work or for dissemination of project research findings at international workshops provided a line item exists in the project subject to the following norms:

1. All international travel programmes need prior approval of the Director.
2. The Institute shall pay for visa charges and medical insurance for approved trips for the approved duration.
3. In respect of official work, an employee, who is not otherwise entitled to travel by Air, may be permitted by Director to do so by any airline.
4. In all such cases, in the event of cancellation of journey, the cost of cancellation would be borne by the Institute only if it is for official reasons or due to extraordinary circumstances.
5. The rules pertaining to per diem for lodging may be applied only to short term travel by employees up to a maximum of 20 (twenty) days stay for attending an international workshop, conference or official meeting. In exceptional cases, the limitation of maximum of twenty days stay may be relaxed at the discretion of the Director. However in all cases, sanction of expenditure would be subject to the availability of funds.
6. The rules pertaining to per diem for boarding and lodging will be as under:-

S.No.	Period for attending an international workshop, conference, or official meeting	Per diem (Meals, Incidental and local conveyance) (US \$)	Lodging	
			Without producing receipt (US \$)	With production of receipt (subject to maximum ceiling of US \$ 200 per day).
A.	Up to 20 days	70	50	actual

Note:

1. Per Diem @ US \$ 70 per day and Lodging charges @ US \$ 50 per day will be reimbursed against self certified claim without producing of supporting vouchers.
2. In the case of sponsored trips/conference where sponsor is covering lodging and/or meals & incidentals in full then the Institute will not reimburse that part of Per Diem and Lodging charge.

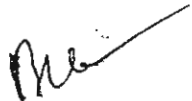
3. In the case of partial sponsored trips, the Institute will reimburse the difference as per the following rates:

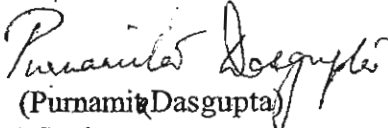
- |   |                    |
|---|--------------------|
| (a) Where only accommodation is provided      | -US \$ 70 per day. |
| (b) Accommodation with breakfast              | -90% of Per Diem.  |
| (c) Accommodation with breakfast and one meal | -50% of Per Diem   |
| (d) Accommodation with all meals              | -30% of Per Diem   |

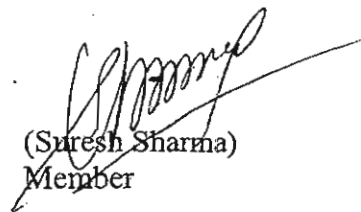
4. The maximum per diem for lodging in special case may be relaxed at the discretion of the Director.

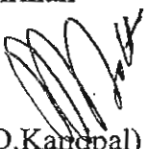
### III. Other provisions

Other provisions of TA/DA rules, which are not specified in these rules of IEG, shall be the same as approved by the Government of India/University of Delhi from time to time for staff under different grade pay.

  
(Basanta Kumar Pradhan)  
Chairman

  
(Purnamita Dasgupta)  
Member

  
(Suresh Sharma)  
Member

  
(D.D. Karopal)  
Member

  
(Sushil Sen)  
Convener