

**REVISED TA / DA RULES FOR THE TEACHERS, OFFICERS, EXPERTS/ EXAMINERS, RESEARCH SCHOLARS/ FELLOWS OF
THE UNIVERSITY OF CALCUTTA, w.e.f. 01.04.2018**

TA/DA Rules for The Teachers, Officers, Experts/ Examiners, Research Fellows/ Fellows of the University of Calcutta was last revised on 01/03/2003.

Consequent upon the enhancement in market price and implementation of Central Government 7th Pay Commission, the hike in the TA/DA entitlement for Calcutta University Teachers, Officers and others became emergent. The following tables show the revised entitlement subject to the approval of the Competent Authority.

| SL. | Pay Band | Grade Pay in Rs. | PER DAY | | | | | |
|-----|-----------------|--------------------|---------------------------------------|-------|---|---|-------|------------|
| | | | Hotel Accommodation(with bill) in Rs. | | | Own arrangement accommodation (without bill) in Rs. | | |
| | | | Daily Allowance | Food | Local T.A. | Daily Allowance | Food | Local T.A. |
| 1 | 37,400 – 67,000 | 10,000/= and above | 5000/= | 500/= | A/C car up to 50 km. on production of original vouchers | 2500/= | 500/= | - |
| 2 | 37,400 – 67,000 | 9000/= | 4000/= | 500/= | -do- | 2000/= | 500/= | - |
| 3 | 15,600 – 39,100 | 8000/= | 3500/= | 500/= | Actual fare on production of original vouchers of non-AC car up to 50 km. | 1750/= | 500/= | - |
| 4 | 15,600 – 39,100 | 7000/= | 3000/= | 300/= | -do- | 1500/= | 300/= | - |
| 5 | 15,600 – 39,100 | 6000/= | 2500/= | 300/= | -do- | 1250/= | 300/= | - |
| 6 | | 4800/= and below | 1500/= | 300/= | -do- | 750/= | 300/= | - |

| Sl. | Grade Pay in Rs. | Rail | Rajdhani/Satabdi Trains | Air |
|-----|-------------------|-----------------|----------------------------------|--|
| 1 | 10,000/= & above | AC-I by Train | Rajdhani-AC-I, Satabdi-Executive | Air travel is subject to Administrative approval of the competent Authority and subject to financial concurrence by Pro – Vice – Chancellor (B.A. & F.). |
| 2 | 8000/= & above | AC-II by Train | Rajdhani-AC-II, Satabdi-CC | |
| 3 | 7000/= and 6000/= | AC-II by Train | Rajdhani-AC-II, Satabdi-CC | |
| 4 | 4200/= to 4800/= | AC-III by Train | ---- | |
| 5 | Less than 4200/= | AC-III by Train | ---- | |

A person staying at a particular place at a stretch will get DA as follows:

| SL. | No. of Days | Daily Allowance |
|-----|----------------------|-----------------|
| 1 | Up to seven(07) days | Full D.A. |
| 2 | 08 to 14 days | Half D.A. |
| 3 | Above 14 days | Nil |

Rules regarding Air journey

- 1) For air journey by Officers / Teachers / Employees financial concurrence is necessary. Subject to the administrative / academic approval of the Competent Authority.
 - a) In case of teachers(all categories), the preliminary administrative approval must be routed through the concerned Dean of Faculty subject to the final approval of the Hon'ble Vice Chancellor.
 - b) For Officers (all Categories), the necessary administrative approval of the Hon'ble Vice Chancellor is required.

In both the above cases financial concurrence from the Hon'ble Pro-Vice Chancellor (BA&F) is mandatory.

- 2) In respect of air travel related to projects, permission is to be regulated by the funding agency's guideline.
- 3) In all other special cases involving bills relating to Air Travel, hotels, local conveyance, hospitality and advertisement of the selection committee, standing committee, Senate, Syndicate, Finance Committee and any other important committee and guests of the University, responsibility be vested upon the Registrar/Deputy Registrar/ Assistant Registrar of the University.
- 4) For any exceptional emergency administrative or office work, Officers irrespective of grade pay, will be entitled for air travel, subject to administrative approval of the Hon'ble Vice Chancellor and financial concurrence of the Pro – Vice – Chancellor (B.A. & F.).
- 5) Rules towards Research fellow / fellows of the University are to be governed by way of separate regulations to be approved by competent Authority.

General Rule Governing Travelling Allowance

- a) Ticket or photocopy of the ticket against journey will have to be furnished always.

- b) If, a journey is required to be made by any one, to and from a particular place daily (for more than ten days), monthly ticket will have to be purchased for the entitled class. The total admissible amount would be equivalent to a monthly ticket covering the relevant section as required to be covered.

- c) Excepting against prior permission on health ground, no journey by higher class will be allowed even if it is required due to non availability of railway ticket as basic pay ranges and the difference of fare against any such journey by higher class will have to be borne by the person concern.

- d) For attending Academic Congress /Conference, railway fare with permissible travel expenses will be entitled as per above rules provided a certificate is to be furnished from relevant body/organization and /or the authorities of the common a\carrier utilized to the effect that no concession for whole or part of such emolument was availed off. In the event of enjoyment any such concession on payments, minimum bills will have to be drawn showing necessary deductions.

- e) Person travelling suburban trains where 1st class/ other class ticket are not issued will be entitled to 2nd /SL class railway fare.

ROAD MIELAGE RULES

Teachers, Officers, Employees, Examiners and Research Scholars/Fellows will be entitled to road mileage as follows:-

| Grade Pay | Entitlements |
|---------------------|--|
| Rs.8,000/- & above | Actual fare for any type of public bus including A.C. Bus or Rs. 15/- per k.m. for journey by Taxi/own car. Or Rs.10/- per k.m. for journey by Auto-rickshaw, own Scooter/Motor Cycle/Moped etc. |
| Rs. 6,000/- & above | Actual fare for any type of public bus including A.C. Bus or Rs.15/- per km or. for journey by Taxi/own car. Or Rs.10/- per k.m. for journey by Auto rickshaw, own Scooter/Motor Cycle/mopet etc. |
| Below Rs. 6,000/- | Actual fare for any type of public bus excluding A.C. Bus. Or Rs. 10/- per k.m. for journey by Auto rickshaw, own Scooter/ Motor Cycle/ moped etc. |

N.B:-

- a) In exceptional circumstances and in the cases of persons invited by the University, relaxation of the rules may be made by the Competent Authority.
- b) No travelling expenses will be admissible either as a whole or any part to the travel if the University provides its own transports/vehicle.
- c) In case of actual journey undertaken is beyond the entitled class, the difference of fare should be borne by the incumbent himself.

TRAVEL BY STEAMER/LAUNCH IN A SEA OR RIVER

Teachers, Officers, Employees, Examiners and Research Scholars/Fellows will be entitled for journey by a steamer/launch as follows:-

| Grade pay range | Entitlements |
|---------------------|---|
| Rs. 6,000/- & above | Highest Class |
| Rs. 4800 & below | If there be two classes only on the steamer, the lower class. |

In case of travelling between main land & Andaman & Nicobor Islands by ships operated by the Shipping Corporation of India Limited will be as follows:-

| Grade Pay range | Entitlements of class of accommodation |
|---------------------|--|
| RS. 9,000/- & above | Deluxe Class |
| Rs. 6,000/- & above | 1 st 'A' Cabin Class |
| Rs. 4,800/- & below | 2 nd 'B' Cabin Class |

SITTING ALLOWANCES

Sitting Allowances will be paid to the Teachers, Experts / Examiners, outside representatives for Medical Aid Fund, Finance Committee & Other Statutory Bodies / Committees of the University at the following rates:-

| | |
|---|--------------------------------------|
| Expert joining the Selection / Standing Committee meeting | Rs. 2,000/- per day for part thereof |
| External Expert for Medical Aid Fund | Rs. 1,000/- per day for part thereof |
| Government Nominees for F.C. and Members of other Statutory Bodies / Committees | Rs. 1,000/- per day for part thereof |

Out of pocket allowance for one day office work outside Kolkata (more than 20 K.m. from the place of posting) apart from actual conveyance Rs.200/- will be allowed.

Pro-Vice-Chancellor (BA & F)
University of Calcutta