

Date: 10th December 2018

**Sub: Revised TA/DA norms in respect of Participants/Resource Persons attending Council's Programmes - regarding**

The 138<sup>th</sup> Finance Committee of NCERT held on 16<sup>th</sup> August 2018 approved the revision of TA/DA norms in respect of Participants/Resource Persons attending Council's programmes as per 7<sup>th</sup> CPC and Government of India norms. The details are given below;

**Entitlement for Journey on tour or training**

**A. Entitlement for Journey by Air**

S.No.	Pay Level in Matrix	Travel Entitlement
1.	14 and above	Business/Club class
2.	6 to 13	Economy class
3.	Persons of eminence and Heads of Institutions outside the Govt. System (NGOs) but are reputed experts in the discipline relevant to the programme.	Entitled to travel by air by the cheapest refundable fare in Economy Class by Air India only irrespective of entitlement subject to the prior approval of Head of Institute.

**The travel entitlement are subject to following:**

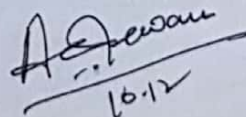
1. Participants/Resource Persons who are in service (State governments, Autonomous Bodies, etc.) and not following Central Govt. pattern of Pay Level in Matrix but are eligible to travel by air in their respective organization, are also entitled to travel by air by the cheapest refundable fare in Economy Class by Air India with the prior approval of Competent Authority subject to production of documentary proof from their office that they are entitled to travel by air as per their State Govt./Organisation rules.
2. As per Gol O.M. No. 19024/22/2017-E-IV dated 19-07-2017, O.M. No.19024/22/2017-E.IV dated 27-02-2018, air tickets to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorised Travel Agents viz. 'M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours and IRCTC only'. Henceforth, relaxation on account of ignorance/unawareness of these guidelines will not be considered. Booking of tickets through other agencies are not permitted.
3. In all cases of deviation from these orders because of operational or other reasons or on accounts of non-availability of Air India flight, individual cases may be referred to Financial Advisor of the Ministry (MHRD) before commencement of the journey, for relaxation as per the guidelines issued by the Govt. from time to time.
4. All mileage points earned by the government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by the officers. Any usage of these mileage points for purpose 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 government should accrue to the government.
5. In cases where air tickets have been e-Procured, enclosing of the boarding pass is compulsory.

**B. Entitlements for Journey by Rail**

S.No.	Pay Level in Matrix	Travel Entitlements in train, Premium/Premium Tatkal/ Suvidha/ Shatabadi/Rajdhani/ Duronto Trains
1.	12 and above	AC 1st Class/Executive
2.	6 to 11	AC II Tier /Chair Car (Shatabadi, etc.)
3.	5 & below	AC III Tier /Chair Car (Shatabadi, etc.)

**The travel entitlement are subject to following:-**

1. Quoting of PNR number on the TA bill is compulsory.
2. Journeys performed by rail for which reservation has been got under *Tatkal* service in emergent circumstances is also reimbursable subject to certification by the Programme Coordinator & Countersigned by Head of the Department.
3. Participants/Resource Persons from outside government system having other than CPC pattern pay scale shall be entitled to travel by train availing up to II AC/Rajdhani, etc.

  
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**C. Entitlement for journey by Sea or by River Steamer**

(i) For places other than A&N Islands and Lakshadweep:-

S.No.	Pay Level in Pay Matrix	Travel Entitlement
1.	9 and above	Highest Class
2.	6 to 8	Lower class if there be two classes only on the steamer
3.	4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class.
4.	3 and below	Lowest class

(ii) For travel between the mainland and A&N Islands and Lakshadweep by ships operated by the Shipping Corporation of India Limited:-

S.No.	Pay Level in Pay Matrix	Travel Entitlement
1.	9 and above	Deluxe class
2.	6 to 8	First/'A' Cabin class
3.	4 and 5	Second/'B' Cabin class
4.	3 and below	Bunk class

**D. Entitlement for Journey by Road**

(i) At places where specific rates have been prescribed by the Directorate of transport of the concerned state or of the neighboring states:

S.No.	Pay Level in Matrix	Entitlement
1.	14 and above	Actual fare by any type of public bus including AC bus <b>OR</b> At prescribed rates of AC taxi when the journey is actual performed by AC taxi <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
2.	6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
3.	4 and 5	Actual fare by any type of public bus other than AC bus <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
4.	3 and below	Actual fare by ordinary public bus only <b>OR</b> At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighbouring states:-

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

**The travel entitlement are subject to the following:**

1. At places where no specific rates per km have been prescribed, the rate per km will further rise by 25 per cent whenever DA increases by 50 percent
2. Fares charged under prepaid charges system managed by Local Police/Airport Authority/ State Transport Authority at Metropolitan Cities are also reimbursable subject to production of receipt.
3. Travel during journey in the class below entitlement is admissible.  
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.
4. Conveyance charges for local participants/RPs will be admissible at the rates prescribed by the Transport Authority of concerned State or of neighbouring State, subject to maximum of Rs.1000/- for taxi charges on production of receipt or actual charges whichever is less.

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**Daily Allowance on Tour**

**E. (i) Reimbursement of stay charges in Hotels and food bills will be as under:**

S.No.	Pay Level in Matrix	Charges	Entitlements
1.	14 and above	Hotel Charges	Reimbursement for hotel accommodation/guest house of up to Rs.7,500/- per day.
		Travel Charges	Reimbursement of AC Taxi charges as per actual expenditure commensurate with official engagements for travel within the city
		Food Charges	Reimbursement of food bills not exceeding Rs.1200/- per day
2.	12 and 13	Hotel Charges	Reimbursement for hotel accommodation/guest house of up to Rs.4,500/- per day.
		Travel Charges	Reimbursement of AC taxi charges of up to 50 km per day for travel within the city.
		Food Charges	Reimbursement of food bill not exceeding Rs.1000/- per day.
3.	9 to 11	Hotel Charges	Reimbursement for hotel accommodation/guest house of up to Rs.2,250/- per day.
		Travel Charges	Reimbursement of Non-AC taxi charges of up to Rs.338/- per day for travel within the city.
		Food Charges	Reimbursement of food bills not exceeding Rs.900/- per day.
4.	6 to 8	Hotel Charges	Reimbursement for hotel accommodation/guest house of up to Rs.750/- per day.
		Travel Charges	Reimbursement of Non-AC taxi charges of up to Rs.225/- per day for travel within the city
		Food Charges	Reimbursement of food bills not exceeding Rs.800/- per day.
5.	5 and below	Hotel Charges	Reimbursement for hotel accommodation/guest house of up to Rs.450/- per day.
		Travel Charges	Reimbursement of Non-AC taxi charges of up to Rs.113/- per day for travel within the city.
		Food Charges	Reimbursement of food bills not exceeding Rs.500/- per day.

**(ii) Reimbursement of Hotel Charges:** - For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs.1,000/- per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent.

**(iii) Reimbursement of Travel charges :** - Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 per cent whenever DA increases by 50 per cent. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25 per cent whenever DA increase by 50 per cent.

**(iv) Reimbursement of Food charges:-** Participants and Resource Persons shall be entitled for food bills to the tune of 50% of their entitlement as per table E(i) above during the programme towards breakfast, dinner and personal expenses. There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates) i.e. lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

*A. J. Dewan*  
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In places where stay could not be arranged for the participants/RPs stay in Hotels, reimbursement subject to certification by the Programme Coordinator shall be done as per the entitlement [refer table E(i)]

**(v) Timing Restrictions**

S.No.	Length of Absence	Amount Payable
1.	If absence from headquarters is <6 hours	30 percent of Lump sum amount
2.	If absence from headquarters is between 6 to 12 hours	70 percent of Lump sum amount
3.	If absence from headquarters is >12 hours	100 percent of Lump sum amount

Absence from Headquarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

(vi) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc. for scientific/data collection purposes daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

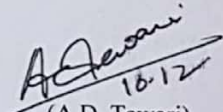
**TA/DA claims are subject to the following:-**

1. TA claims already settled as on the date of issue of these orders may not be reopened
2. No TA/DA is admissible to local participants/Trainees for training at the duty place/ Headquarters irrespective of the distance between normal duty point and the training Centre.

The instructions enumerated above are not exhaustive. Wherever there is no provision or insufficient provisions, the case (s) will be governed by the provisions contained in FR SR Part-II Travelling Allowance Rules and the Govt. orders issued from time to time.

The revised TA/DA norms in respect of participants and resource persons attending Council programmes shall be effective from the date of issue of this notification

This issues with the approval of Director.

  
(A.D. Tewari)  
Prof. & Head, PMD

**Copy to:**

1. All Heads, of NIE Departments/Divisions/Cell
2. Joint Director, PSSCIVE - Bhopal
3. Joint Director, CIET
4. Principal of RIEs at Ajmer, Bhopal, Bhubaneswar, Mysore & NERIE-Umiam
5. Dean(A), Dean (R) and Dean ( C)
5. CAO, NCERT
6. P.S. to Director
7. P.S. to Joint Director
8. P.S. to Secretary
9. RIE Section