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## Section 6: Travelling allowance

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### 6.1. Travelling Allowances Rules

- I. These rules may be called the GIET University travelling allowance rules. It is effective from 1.1.2019.
- II. These rules apply to all employees under the administrative control of GIET University.
- III. Actual travelling allowance means the actual cost of bus fare and DA for the journey made by the employees. No other allowance except DA is admissible to the employees on Journey on tour. Bus fare / train fare should be supported with the tickets along with the reservation charges. The tour performed by the employees shall be shortest and cheapest.
- IV. A daily allowance is a uniform allowance for each day of absence on duty from headquarters, which is intended to cover the ordinary daily expenses by employee in consequence of such absences.
- V. Daily allowance may not be drawn for any day on which a GIETU employee does not reach a point more than 8 K.M. from his headquarters or return to headquarters from such point.
- VI. Daily allowance may not be drawn for continuous halt of more than 10 days at any one place, provided that the competent authority may grant generally or in individual exemption from the operation of this rule, on such condition as it thinks fit, if it is satisfied that the prolonged halt is necessary in the interest of the GIETU work.
- VII. For the purpose of calculating the travelling allowance, the GIETU employee's category may be referred as specified in clause 1.4. J
- VIII. Journeys inside and outside state, daily allowance is admissible on the following categories as follows:

Employee Group	Metro / Grade I Cities	Grade II Cities	Grade III Cities
GROUP A	Variable from case to case with prior approval of authority		
GROUP B	300	250	230
GROUP C	250	200	180
GROUP D	250	200	180



Four-wheeler drivers:

Night halt allowance : Rs. 100

Driver beta : Rs. 100

- IX. When no official accommodation is made available to the employees of GIETU, they will be entitled to reimbursement of accommodation charges of a single room accommodation in lodging suitable to his status besides the daily allowance

as per the following:

(Note: Accommodation charges under this rule shouldn't be sanctioned unless the authorities are satisfied with reference to the voucher (Lodging Bill) produced by the employees.)

Employee group	Metro / Grade I Cities	Grade II Cities	Grade III Cities
GROUP A	Variable from case to case with prior approval of authority		
GROUP B	800	500	400
GROUP C	600	400	300
GROUP D	600	400	300

Rickshaw, auto charge along with DA is not admissible. However, the management may approve such conveyance, i. e. rickshaw, auto charge in exceptional cases.

The staffs on OD are required to submit the tour diary along with TA bills for pass and payment.

- X) **Graduated Rates:** - Daily allowance shall be allowed at the graduated rates according to the period of absence from headquarters as stated below.

<u>Absence from the headquarters</u>		<u>Daily allowance allowed</u>
A.	Less than 6 hours.	30%
B.	Less than 12 hours but exceeding 6 hours	60%
C.	More than 12 hours, but less than 24 hours.	Full DA



Day means a calendar day beginning and ending at midnight. As per the above rules if the total period of absence exceeds 24 hours, it will be treated as absence within one day and the total entitlement of DA will be calculated on the basis of graduated rates according to the period of absence from the headquarters as state above.

XI) A GIETU employee of Grade I and II shall be entitled to the reimbursement of actual expenses in hiring conveyance at any place of halt outside the state. Maximum limit is Rs. 50/- per day subject to production of voucher. However, the management may approve any expense relating to conveyance in exceptional cases.

XII) **Mileage allowance by road (other than by public motor services)**

For journey by train, entitlement of class for the following categories is as follows:

Employee group	Own Car	Own Motor Cycle / Scooter	By Own Moped
GROUP A	5.00 / 4.50	4.00	NA
GROUP B	5.00 / 4.50	4.00	2.50
GROUP C	NA	4.00	2.50

**Employee group Travelling in Train**

GROUP A 3 tier A.C (with Res. Charge) + DA at graduated rates.

GROUP B & C Sleeper Coach (with Reservation charge) + DA at graduate Rates.

GROUP D Ordinary class + DA at graduated rates not more than 500KM

GROUP D	NA	4.00	2.50
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