

DOMESTIC TRAVEL NORMS

S.N O	EXPENSES	CATEGORY	ICSR NORMS - CURRENT	REVISED TA/DA NORMS – (MoF, DoE O.M.19030/1/2017-E.IV dt.13.7.2017)	COMMITTEE RECOMMENDED NORMS
1	AIRFARE	PROFESSOR	PROFESSOR/HOD/DIRECTOR – Business class ASSOCIATE ASSISTANT PROFESSOR – Economy Class	PAY LEVEL 14 & ABOVE - Business/Club class PAY LEVEL 12 & 13 - Economy class	PROFESSOR, HoD, Director, Deans – Air fare: Business class / Club Class ASSOCIATE / ASSISTANT PROFESSOR – Air fare: Economy Class
		PROJECT STAFF	UPTO Rs. 50,000/- (PER MONTH) – Restricted up to AC II tier by train or Justification must be obtained from Competent authority for air travel (Prior/Post) ABOVE Rs. 50,000/- (PER MONTH) – Economy Class	PAY LEVEL 12 & 13 - Economy class PAY LEVEL 6 TO 11 - Economy class	UPTO PAY OF Rs. 50,000/- PER MONTH – restricted to AC II tier by train. For Air travel, prior approval must be obtained from the Dean IC&SR with justification for air travel. ABOVE Rs. 50,000/- (PER MONTH) – Air fare, Economy Class
		STUDENT	UPTO AC II Tier by Train or Justification must be obtained by competent authority with the Justification for air travel (Prior / Post)	PAY LEVEL 5 AND BELOW - First Class /AC-III / AC Chair car by train	Travel eligibility by train is allowed up to 2nd Class AC. Prior approval must be obtained from Dean IC&SR with proper justification for air travel.
2	TRAIN FARE	PROFESSOR	AC I Tier eligible	Executive / AC 1 st Class (in case of Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani Trains as per available highest class)	Executive / AC 1st Class (in case of Premium / Premium Tatkal / Suvidha / Shatabdi / Rajdhani Trains as per available highest class)
		PROJECT STAFF	AC II Tier eligible	AC 2 nd Class/Chair Car (in Shatabdi Trains)	AC 2nd Class / Chair Car (in Shatabdi Trains)
		STUDENT	AC II Tier eligible	AC 3rd Class/Chair Car	Up to 2nd AC
3	ROAD MILEAGE – TAXI FARE	PROFESSOR	WITH BILL – Actual Fare WITHOUT BILL – Rs. 600/- Based on Certification	LEVEL 14 & ABOVE - Actual AC Taxi charges LEVEL 12, 13 & 13A – Actual AC Taxi Charges up to 50 kms	Pls /HoD /Associate Professor/ Asst Professor - Actual Charges - AC Taxi, on submission of bills / vouchers / payment proof.

		PROJECT STAFF	WITH BILL – Actual Fare WITHOUT BILL – Rs. 600/- Based on Certification	LEVEL 12,13 & 13A – Actual AC Taxi Charges up to 50 kms LEVEL 9 TO 11 – Rs. 423/- per day LEVEL 6 TO 8 – Rs. 281/- per day	Actual Charges - AC Taxi, Rs 600 per day on submission of bills / vouchers / payment proof.
		STUDENT	WITH BILL – Actual Fare WITHOUT BILL – Rs. 600/- Based on Certification	LEVEL 5 & BELOW – Rs. 141/- per day	AC taxi charges up to Rs.600/- per day with bills / vouchers / payment proof against self-certification, duly indicating period of travel, vehicle number, etc.
4	ROAD MILEAGE – (OWN CAR / AUTO RICKSHAW /SCOOTER)	PROFESSOR	WITHIN CITY – Rs. 24/- per km OUTSTATION – Restricted to AC I Tier (As per entitled train journey)	WITHIN CITY – Rs.30/- per km (CAR/TAXI) & Rs. 15/- per km (auto, own scooter, etc) OUTSTATION – Restricted to AC I TIER (As per entitled train journey)	WITHIN CITY – Rs. 30/- per km (OWN CAR) & Rs. 15/- per km (Auto, Own scooter, etc); or AC Taxi charges on submission of bills / vouchers / payment proof.
		PROJECT STAFF	WITHIN CITY – Rs. 12/- per km OUTSTATION – Restricted to AC II Tier (As per entitled train journey)	WITHIN CITY – Rs.30/- per km (CAR/TAXI) & Rs. 15/- per km (auto, own scooter, etc) OUTSTATION – Restricted to AC II TIER (As per entitled train journey)	WITHIN CITY – Rs. 15/- Per km (Own scooter, Auto, etc)
		STUDENT	WITHIN CITY – Rs. 12/- per km OUTSTATION – Restricted to AC II Tier (As per entitled train journey)	WITHIN CITY – Rs.30/- per km (CAR/TAXI) & Rs. 15/- per km (auto, own scooter, etc) OUTSTATION – Restricted to AC II TIER (As per entitled train journey)	WITHIN CITY – Rs. 15/- Per km (Own scooter, Auto, etc)
5	BUS FARE	PROFESSOR	NOT SPECIFIED	LEVEL 6 & ABOVE – Actual fare of any type of public bus including Ac bus	Actual fare by any type of public bus, including AC bus
		PROJECT STAFF	NOT SPECIFIED	LEVEL 6 & ABOVE – Actual fare of any type of public bus including Ac bus	
		STUDENT	NOT SPECIFIED	LEVEL 4 & 5 – Actual fare by any type of public bus other than AC bus LEVEL 3 – Actual fare by ordinary bus only	
6	ACCOMM ODATION	PROFESSOR	Rs. 7,500/- + Taxes Per day	LEVEL 14 AND ABOVE – Rs. 9,375/- + Taxes Per day	Rs. 9,375/- + Taxes per day

		PROJECT STAFF	Rs. 3,000/- + Taxes Per day	LEVEL 12 AND 13 – Rs. 5,625/- + Taxes Per day LEVEL 9 TO 11 – Rs. 2,813/- + Taxes Per day LEVEL 6 TO 8 – Rs. 938/- + Taxes Per day	Rs. 3000/- + Taxes Per day
		STUDENT	Rs. 3,000/- + Taxes Per day	LEVEL 5 AND BELOW – Rs. 563/- + Taxes Per day	
7	REGISTRATION FEE	PROFESSOR	Actual fare – up to \$750 (if exceeds \$ 750, Dean ICSR approval is required)	NIL	Actual fees – up to Rs. 50,000 (if it exceeds limit, Dean ICSR approval is required)
		PROJECT STAFF	Actual fare – up to \$750 (if exceeds \$ 750, Dean ICSR approval is required)	NIL	
		STUDENT	Actual fare – up to \$750 (if exceeds \$ 750, Dean ICSR approval is required)	NIL	
8	DAILY ALLOWANCE / FOOD CHARGES	PROFESSOR	WITH BILL – Rs. 1,500/- per day WITHOUT BILL – Rs. 1,000/- per day	LEVEL 14 & ABOVE – Rs. 1,500/- per day	Rs.1,500 per day (With/Without bill)
		PROJECT STAFF	WITH BILL – Rs. 1,200/- per day WITHOUT BILL – Rs. 600/- per day	LEVEL 12 & 13 – Rs. 1,250/- per day LEVEL 9 TO 11 – Rs. 1,125/- per day LEVEL 6 TO 8 – Rs. 1,000/- per day	Rs.1,250 per day (With/Without bill)
		STUDENT	WITH BILL – Rs. 1,200/- per day WITHOUT BILL – Rs. 600/- per day	LEVEL 5 AND BELOW – Rs. 625/- per day	
9	JOURNEY BY SEA OR BY RIVER STEAMER	PROFESSOR	Not Specified	OTHER THAN A&N GROUP OF ISLAND & LAKSHADWEEP GROUP OF ISLANDS LEVEL 9 & ABOVE - HIGHEST CLASS A&N GROUP OF ISLANDS & LAKSHADWEEP GROUP OF ISLAND SHIPS OPERATED BY THE SHIPPING CORPORATION OF THE INIDA LIMITED LEVEL 9 & ABOVE – DELUXE CLASS	PROFESSOR / PIs/ HoD/ Assistant / Associate Professors Highest Class
		PROJECT STAFF	Not Specified	OTHER THAN A&N GROUP OF ISLAND & LAKSHADWEEP GROUP OF ISLANDS	OTHER THAN A&N GROUP OF ISLAND & LAKSHADWEEP GROUP OF ISLANDS -

				<p>LEVEL 6 TO 8 - Lower class if there be two classes only on the steamer</p> <p>LEVEL 4 & 5 - If two classes only, the lower class. if three classes. the middle or second class. If there be four classes, the third class.</p> <p><u>A&N GROUP OF ISLANDS & LAKSHADWEEP GROUP OF ISLAND SHIPS OPERATED BY THE SHIPPING CORPORATION OF THE INIDA LIMITED</u></p> <p>LEVEL 6 TO 8 - First/'A' Cabin class</p> <p>LEVEL 4 & 5 - Second/'B' Cabin class</p>	<p>Lower Class, if more than one class on the steamer</p> <p>A&N GROUP OF ISLANDS & LAKSHADWEEP GROUP OF ISLAND SHIPS OPERATED BY THE SHIPPING CORPORATION OF THE INIDA LIMITED – First / 'A' Cabin Class</p>
		STUDENT	Not Specified	<p><u>OTHER THAN A&N GROUP OF ISLAND & LAKSHADWEEP GROUP OF ISLANDS</u></p> <p>LEVEL 3 & BELOW - Lowest class</p> <p><u>A&N GROUP OF ISLANDS & LAKSHADWEEP GROUP OF ISLAND SHIPS OPERATED BY THE SHIPPING CORPORATION OF THE INIDA LIMITED</u></p> <p>LEVEL 3 & BELOW – Bunk class</p>	<p>OTHER THAN A&N GROUP OF ISLAND & LAKSHADWEEP GROUP OF ISLANDS - Lower Class, if more than one class on the steamer</p> <p>A&N GROUP OF ISLANDS & LAKSHADWEEP GROUP OF ISLAND SHIPS OPERATED BY THE SHIPPING CORPORATION OF THE INIDA LIMITED – First / 'A' Cabin Class</p> <p>-</p>

DA is payable as follows:

Length of Absence	Amount Payable
If absence from Institute is less than 6 hours	30% of lumpsum amount
If absence from Institute is between 6-12 hours	70% of lumpsum amount
If absence from Institute is more than 12 hours	100% of lumpsum amount

INTERNATIONAL TRAVEL NORMS

S.NO	EXPENSES	CATEGORY	ICSR NORMS - CURRENT	REVISED TA/DA NORMS (Ministry of External Affairs (FD Section) Order No. Q/FD/695/03/2000 dt. 25.9.2023) & (MoF, DoE O.M.19030/1/2017-E.IV dt.13.7.2017)	PROPOSED ICSR TA/DA NORMS - NEW
1	AIRFARE	PROFESSOR	PROFESSOR/HOD/DIRECTOR - Business class ASSOCIATE / ASSISTANT PROFESSOR - Economy Class	LEVEL 17 & ABOVE - First Class LEVEL 14 TO 16 - Business/ Club class	PROFESSOR/HOD/DIRECTOR - Business / Club Class ASSOCIATE / ASSISTANT PROFESSORS - Economy Class / Premium Economy Class
		PROJECT STAFF	Economy Class	LEVEL 13 & BELOW - Economy class	Economy Class
		STUDENT	Economy Class	LEVEL 13 & BELOW - Economy class	Economy Class
2	ACCOMMODATION Conference + 2 days (one day prior & one day after)	PROFESSOR	\$120 per day	As per approved panel of hotel rates by cities	Equal to the Per Diem allowance for the country visited
		PROJECT STAFF	\$100 per day	As per approved panel of hotel rates by cities	Equal to the Per Diem allowance for the country visited
		STUDENT	\$100 per day	As per approved panel of hotel rates by cities	\$100 per day
3	PER DIEM Conference + 2 days (one day prior & one day after) 1 st 14 DAYS - 100%, 2 nd 14 DAYS - 75%, Remaining - 60%.	PROFESSOR	\$100, \$75, \$60 per day - As per prescribed rates provided by Ministry of External affairs (Based on country differs)	\$150, \$125, \$100 Per day - As per prescribed rates given by Ministry of External Affairs (Based on country differs)	\$150, \$125, or \$100 Per day - As per prescribed rates given by Ministry of External Affairs (Based on country) - 100%
		PROJECT STAFF	\$ 50 per day	Not specified	75% of \$150, \$125, or \$100 Per day - As per prescribed rates given by Ministry of External Affairs (Based on country)
		STUDENT	\$ 50 per day	\$ 50 per day	\$ 50 per day
4	REGISTRATION FEES	PROFESSOR	Actual fare - up to \$750 (if exceeds \$ 750, Dean ICSR approval is required)	Not specified	Actual fees - up to US \$1200 (if exceeds limit, Dean ICSR approval is required)
		PROJECT STAFF	Actual fare - up to \$750 (if exceeds \$ 750, Dean ICSR approval is required)	Not specified	Actual fees - up to US \$1200 (if exceeds limit, Dean ICSR approval is required)

		STUDENT	Actual fare – up to \$750 (if exceeds \$ 750, Dean ICSR approval is required)	Not specified	Actual fees – up to US \$1200 (if exceeds limit, Dean ICSR approval is required)
5	VISA / INSURANCE CHARGES / SEAT CHARGES / BAGGAGE CHARGES	PROFESSOR	As per actuals	Not specified	As per actuals
		PROJECT STAFF	As per actuals	Not specified	As per actuals
		STUDENT	As per actuals	Not specified	As per actuals
6	ROAD MILEAGE (TAXI / BUS / TRAIN)	PROFESSOR	As per actuals	Not specified	As per actuals
		PROJECT STAFF	As per actuals	Not specified	As per actuals
		STUDENT	As per actuals	Not specified	As per actuals