

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

NORMS FOR TA/DA RATES TO FACULTY/STAFF MEMBERS DURING FOREIGN TRAVEL

(As approved by the BoG in its 3rd meeting held on 07 January 2011 and
modified in 25th meeting held on 03 December 2018)

The Board of Governors, IIT Gandhinagar in its 25th meeting held on 03 December 2018 modified the norms as given below with immediate effect.

- (a) DA rates may be claimed as per Government of India rules prevailing from time to time. The currently applicable rules, issued by Ministry of Finance (Department of Expenditure) vide letter No.Q/FD/695/3/2000 dated 21 September 2010, are as given in Annexure-1.
- (b) Alternatively, the employee may choose to claim DA at the following rates (including accommodation charges) without any vouchers in place of (a) above.
 - (i) US/ Canada/ Europe/ Japan/ New Zealand/ Australia/ South Korea: US \$150 per day.
 - (ii) Countries other than mentioned in (i) above : US \$100 per day
 - (iii) If full hospitality has been provided in kind (boarding and lodging), only per diem is payable at 25% of the rates mentioned at (i) and (ii).

No.Q/FD/695/3/2000
Government of India
Ministry of External Affairs
(FD Section)

New Delhi, 21st September, 2010

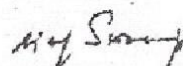
ORDER

Subject :- Restoration of full Daily Allowance rates.

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In supersession of this Ministry's Order of even number dated 1st December, 2000 conveying reduced rates of Daily Allowance in pursuance of Ministry of Finance, Department of Expenditure's Office Memorandum No.7(4) E-Coord/2000 dated 24.9.2000 regarding guidelines on expenditure management, and enforcement of austerity measures, sanction of the President is hereby accorded to withdraw the 25% cut imposed on per diem allowance for journeys on duty abroad. The Daily Allowance rates in various countries / territories are given in the Annexure.

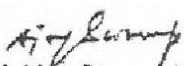
2. This Order takes effect from September 21, 2010.
3. All other terms and conditions on Daily Allowance for journeys on duty abroad shall remain unchanged.
4. This issues with the concurrence of the Ministry of Finance, Department of Expenditure, vide their I.D. No.19053/1/2010-E.IV, dated 10th September, 2010, and Internal Finance Division of this Ministry vide Dy.No.1977/AS(PA)/10, dt.15.9.2010.


(Ajay Swarup)

Joint Secretary to the Government of India

Copy to :-

1. All other Indian Missions/Posts abroad.
2. The Director of Audit, Washington/London.
3. The Director of Audit, CR, New Delhi.
4. The Chief Controller of Accounts, Ministry of External Affairs, New Delhi.
5. The Chief Controller and Auditor General, New Delhi.
6. The Resident Audit Officer, MEA, New Delhi.
7. Fin.-I / Cash-I, II, III, IV/GA Sections, MEA, New Delhi.
8. All Ministries/Departments of Government of India. They are requested to circulate this Order to all Subordinate offices/PSUs under their control.
9. Office of the Chief Secretaries of State Govts./Union Territories. They are requested to circulate this Order to all Subordinate offices/PSUs under their control.
10. India International Centre, New Delhi.
11. ICCR, New Delhi.
12. 50 spare copies.


(Ajay Swarup)

Joint Secretary to the Government of India

EXTRACTS OF DAILY ALLOWANCE RATES FOR TOUR ABROAD ISSUED VIDE MINISTRY OF
EXTERNAL AFFAIRS ORDER NO. Q/FD/695/3/2000 DATED 21.09.2010.

Sl. No.	Name of the Country	Daily Allowance (US\$)	Sl. No.	Name of the Country	Daily Allowance (US\$)
1	Afghanistan	75.00	41	Colombia	75.00
2	Albania	75.00	42	Comoros	60.00
3	Algeria	75.00	43	Congo	60.00
4	American Samoa	60.00	44	Cooks Islands	60.00
5	Angola	75.00	45	Costa Rica	75.00
6	Anguilla	75.00	46	Croatia	75.00
7	Antigua	75.00	47	Cuba	75.00
8	Argentina	75.00	48	Cyprus	100.00
9	Armenia	75.00	49	Czech Republic	75.00
10	Australia	100.00	50	Denmark	100.00
11	Austria	100.00	51	Djibouti	60.00
12	Azerbaijan	75.00	52	Dominica	75.00
13	Aruba	75.00	53	Dominican Rep	75.00
14	Bahamas	75.00	54	Ecuador	75.00
15	Bahrain	75.00	55	Egypt	75.00
16	Bangladesh	60.00	56	El Salvador	75.00
17	Barbados	75.00	57	Eritrea	60.00
18	Belgium	100.00	58	Equatorial Guinea	60.00
19	Belize	60.00	59	Estonia	75.00
20	Belarus	75.00	60	Ethiopia	60.00
21	Benin	60.00	61	Fiji	100.00
22	Bermuda	75.00	62	Finland	100.00
23	Bhutan	60.00	63	France	100.00
24	Bolivia	75.00	64	French Guinea	75.00
25	Botswana	75.00	65	Gabon	60.00
26	Bosnia Herzegovina	75.00	66	Gambia	60.00
27	Brazil	75.00	67	Gaza (PNA)	75.00
28	British Virgin Island	60.00	68	Georgia	75.00
29	Brunei	100.00	69	Germany	100.00
30	Bulgaria	75.00	70	Ghana	60.00
31	Burkina Faso	60.00	71	Gibraltar	100.00
32	Burundi	60.00	72	Greece	100.00
33	Cameroon	60.00	73	Grenada	75.00
34	Canada	100.00	74	Guadeloupe	75.00
35	Cape Verde Islands	60.00	75	Guam	60.00
36	Cayman Islands	60.00	76	Guatemala	75.00
37	Central African Rep	60.00	77	Guinea	60.00
38	Chad	60.00	78	Guinea Bissau	60.00
39	Chile	75.00	79	Guyana	75.00
40	China	100.00	80	Haiti	75.00

Sl No.	Name of the Country	Daily Allowance (US\$)	Sl No.	Name of the Country	Daily Allowance (US\$)
81	Honduras	75.00	121	Mauritania	60.00
82	Hong Kong	100.00	122	Mauritius	60.00
83	Holy See (Vatican)	100.00	123	Mexico	75.00
84	Hungary	75.00	124	Micronesia	100.00
85	Iceland	100.00	125	Moldova	75.00
86	Indonesia	75.00	126	Monaco	60.00
87	Iran	75.00	127	Montenegro	75.00
88	Iraq	75.00	128	Magnolia	60.00
89	Ireland	100.00	129	Montserrat	75.00
90	Israel	75.00	130	Morocco	60.00
91	Italy	100.00	131	Mozambique	60.00
92	Ivory Coast	60.00	132	Myanmar	60.00
93	Jamaica	75.00	133	Namibia	75.00
94	Japan	100.00	134	Nauru	60.00
95	Jordan	60.00	135	Nepal	60.00
96	Kampuchea (Cambodia)	75.00	136	Netherlands	100.00
97	Kazakhstan	75.00	137	Nether Antilles	75.00
98	Kenya	60.00	138	New Caledonia	60.00
99	Kiribati	60.00	139	New Zealand	100.00
100	Korea (North)	60.00	140	Nicaragua	75.00
101	Korea (South)	100.00	141	Niger	60.00
102	Kuwait	75.00	142	Nigeria	60.00
103	Kyrgyzstan	75.00	143	Niue	60.00
104	Laos	60.00	144	Norway	100.00
105	Latvia	75.00	145	Oman	75.00
106	Lebanon	60.00	146	Pacific Island (Trust territory)	75.00
107	Lesotho	60.00	147	Pakistan	60.00
108	Liberia	60.00	148	Panama	75.00
109	Libya	60.00	149	Papua New Guinea	100.00
110	Lithuania	100.00	150	Paraguay	75.00
111	Luxembourg	100.00	151	Puerto Rico	75.00
112	Macao	100.00	152	Principality of Liechtenstein (Vaduz)	100.00
113	Madagascar	60.00	153	Peru	75.00
114	Malawi	60.00	154	Philippines	75.00
115	Malaysia	75.00	155	Poland	75.00
116	Maldives	60.00	156	Portugal	100.00
117	Mali	60.00	157	Qatar	75.00
118	Malta	100.00	158	Reunion	60.00
119	Martinique	75.00	159	Republic of Palau	75.00
120	Macedonia	75.00	160	Republic of Slovenia	100.00

Sl No.	Name of the Country	Daily Allowance (US\$)	Sl No.	Name of the Country	Daily Allowance (US\$)
161	Rep. of San Marino	100.00	188	Tanzania	60.00
162	Romania	100.00	189	Thailand	75.00
163	Rwanda	60.00	190	Togo	60.00
164	Samoa	60.00	191	Tonga	60.00
165	Sao Tome & Principe	60.00	192	Trinidad & Tobago	75.00
166	Saudi Arabia	75.00	193	Tunisia	60.00
167	Senegal	60.00		Turkey	100.00
168	Serbia	75.00	195	Turkmenistan	75.00
169	Seychelles	75.00	196	Turks & Cacos	75.00
170	Sierra Leone	60.00	197	Tuvalu	60.00
171	Singapore	75.00	198	Uganda	60.00
172	Slovak Republic	75.00	199	U.A.E.	75.00
173	Solomon Islands	60.00	200	U.K.	100.00
174	Somalia	60.00	201	U.S.A.	100.00
175	South Africa	75.00	202	Russian Federation	75.00
176	Spain	100.00	203	Ukraine	75.00
177	Sri Lanka	60.00	204	Uruguay	75.00
178	St Kitts & Nevis	60.00	205	US Virgin Islands	60.00
179	St. Lucia	60.00	206	Uzbekistan	75.00
180	St Vincent & Grenadines	60.00	207	Vanuatu	75.00
181	Sudan	60.00	208	Venezuela	75.00
182	Surinam	75.00	209	Vietnam	60.00
183	Swaziland	60.00	210	Yemen	60.00
184	Sweden	100.00	211	Wallis Futons Islands	60.00
185	Switzerland	100.00	212	Zaire	60.00
186	Syria	75.00	213	Zambia	60.00
187	Tajikistan	75.00	214	Zimbabwe	75.00

ORDER

Sub : Daily allowance Rates.

In supersession of the Ministry's order No.Q/FD/695/1/90 dated 20th August, 1996 on the subject, sanction of the President is accorded to the rates of Daily Allowance for journeys on duty in various countries as in the Annexure.

2. The rates of Daily Allowance are the same throughout a country. However, tours undertaken by officers attached to the Mission/Posts abroad, within the same country, the Daily Allowance will be limited to 75% of the Daily Allowance.

3. Full Daily Allowance shall be applicable upto 14 days, 75% of full Daily Allowance for the next 14 days, the 60% of full Daily Allowance thereafter in case of long tours/Temporary duties.

4. Daily Allowance shall be regulated as in Para (3) above or rank Foreign Allowance whichever is less in case of long term training/deputation etc.

5. Admissibility of Daily Allowance for various officers as defined in SR 17 shall be as follows :-

- | | |
|--|---|
| a) Officers drawing pay of Rs.2800/- p.m. and above in the new scale | : Full rates as indicated in the enclosed list. |
| b) Officers drawing pay of Rs.1100/- p.m. and above but less than Rs.2800/- p.m. | : 75% of the prescribed rate |
| c) Officers drawing pay below Rs.1100/- p.m. | : 33% of the prescribed rate. |

6. However, Group 'A' officers of the Central Government are treated as Grade-I officers for TA/DA purposes even if their pay is less than Rs. 2800/- p.m.

7. The rates of Daily Allowance fixed for various grades of officers do not include any element towards cost of transport for official journeys. Accordingly, the actual cost of taxi or conveyance hired for trips on duty which is considered necessary and reasonable by the controlling authority will be reimbursed to the officers subject to specific provision of funds in the sanction order sanctioning the deputation/delegation.

8. As regards accommodation, no monetary ceiling have been prescribed for hotel rentals but instead panels of hotels have been prepared to arrange accommodation in a hotel on the approved panel and claim reimbursement of the actual room rentals (including service charges, taxes and other charges). For the cities where approved panel of hotels has not been prescribed, the lowest hotel rate for a particular grade of officer in the capital city of the country shall be the ceiling for hiring accommodation in a hotel in such cities. Where the officer makes his ~~down~~ arrangement for accommodation or where accommodation alone is provided free he shall be granted Daily allowance at the prescribed for his grade.

9. Hotel entitlement of officers going abroad on non-representational visits such as training courses or seminars shall be one step below their normal entitlement.

10. Where an officer is treated as State Guest and is provided all meals free of cost, only 25% of the Daily Allowance rates shall be admissible.

11. No reimbursement on account of tips, in addition to Daily Allowance shall be admissible.

12. Where the hotel charges include breakfast Charges, the Daily Allowance shall be reduced by 10%

13. In case of countries, where local currencies are freely convertible, the equivalent amount of prescribed Daily Allowance in US Dollars for the country concerned may be paid in the local currency. The local currency equivalent may be arrived at via Rupee, by using the official rates of exchange fixed by the Ministry from time to time. In the case of Missions where local currencies are not freely convertible, the prescribed Daily allowance for the country concerned may be paid in US Dollars.

14. This issued with the concurrence of the Ministry of Finance (Department of Expenditure) vide their Dy. No.F.7979/SE/96 dated 20.10.96 and Fin.I Branch of this Ministry vide their Dy.No.5722/Dir(Fin)/96 dated 11.11.96.

15. The above order will be effective from the 11th November, 1996.