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THE KONGU VELLALAR INSTITUTE OF TECNOLOGY TRUST

PROPOSED TA & DA RULES

December 1, 2025

Travelling Allowance is payable to the Faculty/Staff who travel for official work connected with the Kongu Engineering College, Kongu Polytechnic College, Kongu Private Industrial Training Institute, Kongu Arts & Science College, Kongu National Matriculation Higher Secondary School, Kongu Naturopathy and Yoga Medical College and Hospital.

**1. GRADE OF FACULTY/STAFF :**

For payment of T.A. the various category of Faculty/Staff are graded as follow.

S.No.	Category of Faculty/Staff	Grade
01	Professor, Associate Professor, Placement Officer, Registrar of KEC, Professor of KNYMCH and EO/ Administrative Officer of KVITT.	I
02	Assistant Professor (KEC), Teaching faculty of various designations working in KPC, KPITI, KASC, KNMS, KNYMCH (Reader, Lecturer, Tutor), Deputy/Asst. Placement Officer, AO, Deputy Registrar, Assistant Registrar, Librarian, Physical Director, System Manager (KEC), Superintendent, Estate Office / Electrical Maintenance Heads, Landscape Manager.	II
03	All other categories in KVITT, KEC, KPC, KPITI, KASC, KNMS and KNYMCH	III

Submitted to correspondent & secretary

May be approved.

*[Signature]*  
01/11/25

*[Signature]*  
Correspondent

*[Signature]*  
16/11/25

*[Signature]*  
Secretary

## 2. MODE OF JOURNEY PERMISSIBLE :

The Faculty/Staff, during their official visit are permitted to travel by Air or Rail or Bus as indicated below:

S.No.	Grade	Journey Permission (Existing – Revised in 2015)	Journey Permission (Revised in 2025)
01.	I	<u>By Air:</u> Economy class outside the state (Boarding pass should be produced) <u>By Rail:</u> II AC 2 Tier Sleeper <u>By Bus:</u> Sleeper with AC	<u>By Air:</u> Economy class outside the state (Boarding pass should be produced) <u>By Rail:</u> II AC 2 Tier Sleeper <u>By Bus:</u> As actual
02.	II	<u>By Rail:</u> III AC 3 Tier sleeper / AC Chair car <u>By Bus :</u> Omni Bus sitting with AC (more than 200 KM one way) Regular Bus (up to 200 KM one way)	<u>By Rail:</u> III AC 3 Tier sleeper / AC Chair car <u>By Bus:</u> As actual
03.	III	<u>By Rail :</u> Second Sleeper / Second Sitting Class <u>By Bus:</u> Non A/c public Bus	<u>By Rail :</u> Second Sleeper / Second Sitting Class <u>By Bus:</u> Non A/c

If the ticket is booked through a travel agent, service charge / tax paid by the agent can also be claimed.

### Note:

- In addition to train fare, the Faculty/Staff is eligible to claim reservation charges and thatkal charges actually incurred by them.
- In case of Air journey, the Faculty/Staff is allowed to get reimbursement of the cost of insurance charges also.
- A Faculty/Staff, who is eligible to travel by a higher class, if travels by a lower class, he can claim T.A. for the class by which he actually performed the journey.
- If a Faculty/Staff travels by a class higher than the one, to which he is entitled to travel, his claim fare should be limited to that of the class to which he is eligible.
- If a journey is performed by Bus, the Faculty/Staff may claim reservation charges, if any paid by him.
- If a Faculty/Staff performs his journey by any other conveyance than the one permitted, he will be eligible for T.A. with minimum fare by the vehicle or class to which he is eligible as per rules.
- In case of unplanned/instant official travel, the Faculty/Staff is allowed to travel in any mode with the approval of Principal.

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Secretary 1/3

### 3. DAILY ALLOWANCE :

Besides air fare or train fare or bus fare, Daily allowance is payable to the Faculty/Staff at the following rates to cover ordinary charges for boarding, lodging etc. incurred by them:-

#### DAILY ALLOWANCE ADMISSIBLE

##### A. EXISTING

S. No.	Grade	Daily Allowance Permissible for METRO CITIES			Daily Allowance Permissible for OTHER PLACES		
		Boarding (in Rs.)	Lodging (in Rs.)	Total (in Rs.)	Boarding (in Rs.)	Lodging (in Rs.)	Total (in Rs.)
01.	I	500	3000	3500	350	2000	2350
02.	II	400	2000	2400	300	1200	1500
03.	III	350	1500	1850	250	800	1050

METRO CITIES : Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune, Ahmedabad

##### B. PROPOSED

S. No.	Grade	Daily Allowance Permissible for METRO CITIES			Daily Allowance Permissible for OTHER PLACES		
		Boarding (in Rs.)	Lodging (in Rs.)	Total (in Rs.)	Boarding (in Rs.)	Lodging (in Rs.)	Total (in Rs.)
01.	I	1000	4000	5000	800	3000	3800
02.	II	800	3000	3800	600	2500	3100
03.	III	700	2500	3200	500	1500	2000

METRO CITIES : Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Pune, Ahmedabad & Kochi

- If both boarding and lodging are provided free of cost, Faculty/Staff cannot claim DA.
- If either boarding or lodging is provided free of cost, only respective D.A. shall be allowed.
- If either lunch or dinner is provided free of cost, only half of the boarding D.A. will be allowed.
- Lodging expenses can be claimed only on production of lodging bills subject to the limits prescribed.

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Secretary 2/3

- e) More than one person of the same gender travelling to the same place during the same duration shall occupy rooms on shared basis and not be eligible to claim individual room rents as part of the daily allowance. Also all such claims for room rents shall be supported by the respective lodging bills and allowance payable shall be either at the rates fixed or at the actual, whichever is lesser. The same applies to local conveyance.
- f) i). One Daily allowance is payable for every block of 24 hours. Day for this purpose means a block of 24 hours absence and not a calendar day.
- ii). The daily allowance will be further regulated as follows depending upon the duration of absence from the head quarters.

S. No.	Absence from head quarters	Daily allowance allowed	
		Existing	Proposed
01.	0 to 6 hours	25% of the DA	50% of the DA
02.	More than 6 hours and upto 12 hours	50% of the DA	75% of the DA
03.	More than 12 hours and upto 24 hours	100% of the DA	100% of the DA

- g) No daily allowance is allowed for casual leave availed during the camp. For this purpose, the casual leave so availed during camp shall be deducted from the total camp days.
- h) If Casual leave is availed for half a day, while on visit, half D.A. shall be deducted from the total admissible D.A. for that block of camp.
- i) In case where more than one journey is undertaken on the same day, D.A. shall be allowed for any one of the journeys at the option of the staff and not for each of the journey undertaken on the same day.
- j) Similarly, if more than one journey is undertaken within a block of 24 hours, only one D.A. will be allowed.

  
 SECRETARY 3/3