

TA/DA ELIGIBILITY FOR PROJECT COORDINATOR / PROJECT STAFF ON PROJECT VISIT

1. **Accommodation for Faculty:** Hotel expenditure on actuals subject to the **ceiling of Rs.7,500/-per day**. However, where the actuals exceed the limit prescribed, approval from the Dean (IC&SR) will be required.
2. **Food bill for Faculty:** Reimbursement of food bills on actuals subject to a ceiling of **Rs.1,500/-per day**. **In the absence of food bills, the reimbursement will be restricted to Rs.750/-per day based on certification.**
3. **Road Mileage for Faculty:** Reimbursement of the **actual Taxi charges** based on receipts. **In the absence of receipt, the road mileage will be restricted to Rs.600/- based on certification.** For travel by own car Rs.16 / km is eligible. Travel by own car is permissible within the city. For travel in own car for outstation work, the TA claim will be allowed as per entitled class in train journey. For travel by **Authorickshaw Rs.12/km** will be allowed.
4. **Accommodation for Project Staff and Students:** Hotel expenditure on actual subject to the **ceiling of Rs. 3,000/-per day**.
5. **Food bill for Project Staff and Students:** Reimbursement of food bills on actual subject to a **ceiling of Rs. 1200/- per day**. **In the absence of food bills the reimbursement will be restricted Rs. 600/- per day based on the recommendations, by the Project Coordinator.**
6. **Travel by Air / Train for Project Staff / Students:** The competent authority has permitted the project co-ordinators to approve travel by air for all Project Staff with a consolidated salary of more than Rs.50,000/- per month. The air travel must be by Air India only for Government funded projects.

For air travel by Project Staff with a consolidated salary of Rs.50,000 and below per month, the project co-ordinator should obtain prior approval of the Dean (ICSR), with sufficient justifications.

In all cases of travel by non Air india the project co-ordinator should obtain prior approval of Dean, IC & SR, with justification.

For Students, the travel eligibility by train is allowed upto **2nd A/C**.