

Train Fare and Road Journey

Basic Pay (in Rupees)	Eligible for Train Travel	Eligible for Road Travel
16400 and above	AC First Class	AC Taxi/Ord Taxi/Car/ Any Bus including AC Bus
8000 – 16399	AC 2 – tier	AC Taxi/Ord Taxi/Car/ Any Bus except AC Bus
6500 – 7999	First Class/ AC 3-tier/ AC Chair Car	AC Taxi/Ord Taxi/Car/ Any Bus except AC Bus
4100 – 6499	First Class/ AC 3-tier/ AC Chair Car	Autorickshaw/Scooter/Any Bus except AC Bus
Below Rs.4100	Sleeper Class	Autorickshaw/Scooter/Ordinary bus

Eligibility for Coordinator

- Coordinators are eligible to travel within India using Project funds for attending seminars, meetings, project related activities with the approval of Dean IC&SR
- Lodging Eligibility (subject to production of bills) : 3 Star Hotel
- Road milage

Road Milage	Proof attached	Car	Taxi	Auto
Residence to Airport/station	No	Max. Rs.400	Max. Rs.400	Max. Rs.400
Airport/Station to Place of stay	No	Max. Rs.400	Max. Rs.400	Max. Rs.400
Place of Stay to Airport/Station	No	Max. Rs.400	Max. Rs.400	Max. Rs.400

Airport/Station to Residence	No	Max. Rs.400	Max. Rs.400	Max. Rs.400
If Proof attached	Yes	Actuals	Actuals	Actuals

Eligibility for Project Staff/Institute Staff

- Project Staff / institute staff are eligible to travel within India using Project funds for attending seminars, meetings, project related activities with the approval of Coordinator. In case of Institute staff approval of HOD is also required.
- Lodging Eligibility(subject to production of bills) : Rs.1500/- for lodging and Rs.500 for boarding.
- Dean's approval is required for Air travel by project staff/ Institute staff.
- Road Milage

Road Milage	Proof attached	Car	Taxi	Auto
Residence to Airport/station	No	Max. 14km* Rs.8	Max. 14km* Rs.8	Max. 14km* Rs.4
Airport/Station to Place of stay	No	Max. Actual km* Rs.8	Max. Actual km* Rs.8	Max. Actual km* Rs.4
Place of Stay to Airport/Station	No	Max. Actual km* Rs.8	Max. Actual km* Rs.8	Max. Actual km* Rs.4
Airport/Station to Residence	No	Max. 14km* Rs.8	Max. 14km* Rs.8	Max. 14km* Rs.4
If Proof attached	Yes	Actuals	Actuals	Actuals

Eligibility for Student

- Student and Institute staff are eligible to travel within India using Project funds for attending seminars, meetings, project related activities with the approval of Coordinator and HOD.
- Students are eligible to travel only in sleeper class in train.
- Lodging Eligibility(subject to production of bills) : Rs.750/- per day.
- Fixed DA of Rs.200/- per day will be admissible irrespective of place of visit.
- Road Mileage

Road Milage	Proof attached	Car	Taxi	Auto
Residence to Airport/station	No	Max. Rs.75/-	Max. Rs.75/	Max. Rs.75/
Airport/Station to Place of stay	No	Max. Rs.75/	Max. Rs.75/	Max. Rs.75/
Place of Stay to Airport/Station	No	Max. Rs.75/	Max. Rs.75/	Max. Rs.75/
Airport/Station to Residence	No	Max. Rs.75/	Max. Rs.75/	Max. Rs.75/
If Proof attached	Yes	Actuals	Actuals	Actuals