

**INSTITUTE OF ECONOMIC GROWTH
UNIVERSITY OF DELHI ENCLAVE
DELHI-110007**

TA/DA Rules in respect of regular and contractual staff members

I. Travel within the Country

A. Travel Entitlement

Regular staff drawing grade pay	Contractual staff of the rank of/drawing consolidated salary	Category of staff for IEG Rules.	Travel entitlement
(1)	(2)	(3)	(4)
Officers drawing grade pay of Rs. 10,000/- and above and those in pay scale of HAG + and above	All staff members drawing consolidated salary of Rs. 75,000/- or more of the rank of Senior Consultant.	‘A’	Business/Club Class by air/AC First class by Train.
Officers drawing grade pay of Rs. 7600, Rs. 8700 and Rs. 8900	All staff members drawing consolidated salary of Rs. 45,000/- to Rs. 75,000/- of the rank of Consultant.	‘B’	Economy Class by air/AC First class by train.
Officers drawing grade pay of Rs. 5400 and Rs. 6600	All staff members drawing consolidated salary of Rs. 30,000 to Rs.45,000/- of the rank of Junior Consultant.	‘C’	Economy Class by air/AC II Tier class by Train.
Officers drawing grade pay of Rs. 4200, Rs. 4600 and Rs. 4800	All the staff members drawing Rs. 18,000- Rs. 30,000/- of the rank of Senior Research Analyst/Research Analyst.	‘D’	AC II Tier class by train.
Officers drawing grade pay below Rs. 4200.	All the staff members drawing consolidated salary of Rs.12,000-20,000/- of the rank of Senior Field Investigator/Field Investigator/Steno-typist/Clerk Typist.	‘E’	First Class/AC III Tier/AC Chair car by train.

The Travel entitlements are subject to following:-

1. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
2. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
3. Henceforth, all mileage points earned by Institute employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Institute.
4. In respect of official work, an employee, who is not otherwise entitled to travel by Air, may be permitted by Director to do so by any airline, provided the cost of such Air travel does not exceed the Train fare to which the employee is entitled.
5. All Institute employees are allowed to travel below their entitled class of travel.
6. Tatkal Charges, Travel Agent's Commission, Service Tax and Cancellation Charges (Subject to necessary justification) shall also be reimbursable.

The above rules will be applicable subject to existence of budget provisions.

B. Hiring of Vehicles:-

Subject to the existence of budget provisions, hiring of an appropriate vehicle (including A.C. Taxi) for field work in remote and relatively less accessible areas may be permitted with prior approval of the Director.

C. Daily Allowance

Subject to the existence of budget provisions daily allowances for IEG Staff Members and Contractual Staff proceeding on field work will be as under:-

Particulars	
1. Boarding Allowance (No Receipts Required)	Rs. 700/- per day
2. Reimbursement of Hotel Rent inclusive of all taxes and duties (On production of Receipts).	
<u>Category 'A', 'B' & 'C'</u>	Rs. 5,000/- (per day)
<u>Category 'D' & 'E'</u>	Rs. 2,500/- (per day)

When an employee, on tour, makes his/her own arrangement for stay, he/she shall be entitled to draw Night Halt Charges @ 25% of the Hotel Rent. Journey DA shall also be admissible, as per minimum Boarding Allowance rates for the actual period of journey.

D. Local Travel for field-work within large and metropolitan cities will be guided as follows:-

- (i) **Category 'A', 'B' & 'C'** - Bus (Including A.C. Bus)/Auto/Scooter/Taxi (including A.C. Taxi).
- (ii) **Category 'D' & 'E'** - Bus/Auto/Scooter.

II. Travel Outside the Country

A. Travel Entitlement

Foreign Travel will be permitted for research work or for dissemination of project research findings at international workshops provided a line item exist in the project subject to the following norms:

1. All international travel programmes need prior approval of the Director.
2. The Institute shall pay for visa charges and medical insurance for approved trips for the approved duration.
3. In respect of official work, an employee, who is not otherwise entitled to travel by Air, may be permitted by Director to do so by any airline.
4. In all such cases, in the event of cancellation of journey, the cost of cancellation would be borne by the Institute only if it is for official reasons or due to extraordinary circumstances.
5. The rules pertaining to per diem for lodging may be applied only to short term travel by employees up to a maximum of twenty days stay for attending an international workshop, conference or official meeting. In exceptional cases, the limitation of maximum of twenty days stay may be relaxed at the discretion of the Director. However in all cases, sanction of expenditure would be subject to the availability of funds.
6. The rules pertaining to per diem for lodging will be as under:-

Per diem rates (US \$) under different conditions

S.No.	Period for attending an international workshop, conference, or official meeting	Meals, Incidental and local conveyance Per diem (US \$)	Lodging	
			Without producing receipt (US \$)	With production of receipt (subject to maximum ceiling of US \$ 200 per day).
A.	Up to 20 days	70	50	actual

1. Supporting vouchers are not required for meals, incidental, local conveyance and lodging at minimum rate.
2. In the case of sponsored trips where sponsor is covering lodging and/or meals & incidentals then the Institute will not reimburse that part.
3. In the case of partial sponsored trips, the Institute will reimburse the difference as per the following rates:

(a) Where only accommodation is provided	-	US \$ 70 per day.
(b) Accommodation with breakfast	-	90% of (a) above.
(c) Accommodation with breakfast and one meal	-	50% of (a) above.
(d) Accommodation with all meals	-	30% of (a) above.
4. The maximum per diem for lodging in special case may be relaxed at the discretion of the Director.

III. Other provisions

Other provisions of TA/DA rules, which are not specified in these rules of IEG, shall be the same as approved by the Government of India/University of Delhi from time to time for staff under different grade pay.