

ABES Engineering College, Ghaziabad

TA/DA Policy

The Travelling and Dearness Allowances (TA/DA) rules issued earlier stand revised with effect from 01.02.2022 for various categories as under:

<u>A-TRAVELLING ALLOWANCE</u>			
S.No	Consolidated Salary	Entitlements	Daily Allowance
1	Above 1,00,001/-	AC - II Tier or by air with prior approval of Director/ Vice- President.	Reimbursement for hotel expenses & of food bill as per actual. The local travel by taxi.
2	50,001/--1,00,000/-	Ac- III tier /Chair Car or by air with prior approval of Director/ Vice- President.	Reimbursement for hotel accommodation up to Rs.2500/- per day & of food bills not exceeding Rs.500/- per day. The local travel by auto/sharing auto/public transport.
3	30,001/--50,000/-	AC- III Tier / Chair Car or by air with prior approval of Director/ Vice- President.	Reimbursement for hotel accommodation up to Rs.1500/- per day & of food bills not exceeding Rs.450/- per day. The local travel by sharing auto/public transport.
4	15,001/--30,000/-	AC III Tier by train / AC Chair car (CC).	Reimbursement for hotel accommodation up to Rs.1000/- per day & of food bills not exceeding Rs.350/- per day. The local travel by sharing auto/public transport.
5	10,001/-- 15,000/-	II class sleeper / Non Ac Chair car.	Reimbursement for hotel accommodation up to Rs.500/- per day & of food bills not exceeding Rs.275/- per day. The local travel by sharing auto/public transport.
6	up to Rs. 10,000/-	II class sleeper	Reimbursement for hotel accommodation up to Rs.400/- per day & of food bills not exceeding Rs.225/- per day. The local travel by sharing auto/public transport.
<u>B- CONVEYANCE CHARGES IN NCR AREA / REIMBURSEMENT INCASE OF USE OF PERSONAL CAR</u>			
1	Use of four wheeler Vehicle (CNG, Diesel, Petrol)		Rs. 10/- per KM.
2	Use of two wheelers- (CNG, Diesel, Petrol)		Rs.4/- per KM.

Note: Please read the Norms for claiming TA-DA carefully before applying.

Norms for claiming TA/ DA

1. Fare as admissible shall be paid only on production of original ticket / receipt, otherwise lowest fare by train / bus by shortest route shall be paid.
2. Lodging pertains to staying at a place temporarily like a hotel or a guest house and boarding pertains to the food facilities provided outside the home. So in the hotels one can enjoy a boarding and lodging facility.
3. Hotel (lodging) charges as admissible shall be paid on production of original bills. The amount as admissible or as spent whichever is minimum, shall be paid.
4. Porter charge for official luggage shall only be paid at actual.
5. Other expenses as approved by competent authorities are payable.
6. Travel by own car or taxi is permitted only by the prior permission of the Director.
7. If boarding lodging is free, then no charges are admissible on these heads.
8. Local Mileage covers the distance travelled at Head Quarter and the place visited for office work.
9. NCR covers Faridabad, Noida, Mathura, Gurgaon, Dadri, Bulandshahr, Meerut, G. Noida, Hapur, Modingar & Muradnagar.
10. In case of visit to Lucknow for attending the jobs of GBTU / UPTU by the staff of Registrar Office, considering the arrival and departure of train, if the stay is from 12 to 24 hrs, one day lodging would be permitted and in case beyond 24 Hrs. to 48 Hrs two days allowance and beyond 48 Hrs. to 72 Hrs three days allowance would be permitted.

Important Note:

If anything is over and above the policy, or there are any special cases, the approval must be taken from the Director/ Vice- President through proper channel (HR Department).