



KONGU ARTS AND SCIENCE COLLEGE
(AUTONOMOUS)
ERODE – 638 107

HUMAN RESOURCES MANUAL

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19. FINANCIAL SUPPORT

i) TA/DA

(a) GRADE OF STAFF

For payment of T.A. the various category of staff are graded as follow.

S.No.	Category of Staff	Grade
1	Teaching staff , Librarian, Physical Director, Placement Officer	I
2	Other Categories	II

(b) MODE OF JOURNEY PERMISSIBLE:

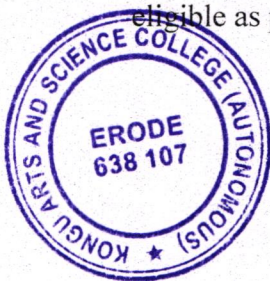
The staff, during their official tour/Seminar/Conference/Wokshop/FDP etc. are permitted to travel by Rail or Bus is indicated below:

S.No.	Grade	Journey(Permissible)
1	I	<u>By Rail:</u> II 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)
2	II	<u>By Rail:</u> Second Sleeper / Second Sitting Class <u>By Bus:</u> Non A/C public Bus

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

Note:

- i) In addition to train fare, the staff is eligible to claim reservation charges and Tatkal charges actually incurred by them.
- ii) A 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.
- iii) 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.
- iv) If a journey is performed by Bus, the staff may claim reservation charges, if any paid by him.
- v) If a 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.



(c) DAILY ALLOWANCE:

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

Daily Allowance Admissible

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.)
1	I	400	2000	2400	300	1200	1500
2	II	350	1500	1850	250	800	1050

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

- If both boarding and lodging are provided free of cost, only one fourth of the Boarding D.A. will be allowed.
- 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.
- 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.
- 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. 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
1	0 to 6 hours	25 % of the D.A
2	More than 6 hours and upto 12 hours	50 % of the D.A.
3	More than 12 hours and upto 24 hours	100 % of the D.A.

g) No Daily allowance is allowed for casual leave availed during the camp. For this purpose, the casual leave availed during camp shall be deducted from the total camp days.

h) If Casual leave is availed for half a day, while on tour, 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.

(d) LOCAL CONVEYANCE

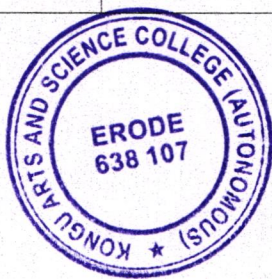
The employees according to their grades shall perform local journeys within city/town by one following modes of transport shown against each grade.

S.No.	Grade	Local Conveyance mode
1	I	By local train/Two-wheeler/ bus / Auto-rickshaw (within 20 KM radius auto - rickshaw)
2	II	By local train/ share auto-rickshaw / bus

(e) MILEAGE ALLOWANCE:

The staff in Grade I and II are permitted to undertake journeys in their own Two Wheeler and claim mileage allowance at the rates specified below

S.No	Distance (one way)	Amount in Rs.
1	First 50 KM	Rs. 2.50 per KM
2	Next 50 to 100 KM	Rs. 2.00 per KM
3	Remaining Distance	Rs. 2.00 per KM



(f) BORROWED CONVEYANCE

- a. The Staff who travels in Institution Vehicle should not claim travelling allowance. They can claim daily allowance only applicable to the journey in question.
- b. In the case of journey performed by two or more staff in a conveyance belonging to one of them, the owner may draw mileage allowance, even if they share the cost of journey.

(g) TOLL TAX & PARKING CHARGES

When the staff uses college/own vehicle, he can claim toll tax & parking charges if any upon producing receipts with photo copy.

(h) CANCELLATION OF JOURNEYS DUE TO ADMINISTRATIVE REASONS

If a staff cancels his journey due to administrative reasons, he can apply for the reimbursement of the cancellation charges paid and his application will be disposed of on Merits.

(i) THE LIMIT FOR SUBMISSION OF CLAIMS

The Claims should be submitted within 10 days from the date of completion of journey in the form prescribed for the purpose.

(j) REVISION OF DA/TA

The TA/DA rates shall be revised as and when the management deems it necessary.

ii) REGISTRATION FEE

- Faculty can attend State/National/International conference, seminar, workshop, FDP etc., subject to approval from the Principal/Correspondent
- For attending Seminar/Conference/Workshop/FDP etc., Registration fee is allowed and paid fully

