



कुलसचिव कार्यालय
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-211004 [भारत]
Office of the Registrar
Motilal Nehru National Institute of Technology Allahabad
Prayagraj-211004 [India]

NOTICE

Guidelines for TA/DA related to out station activities of students and staff under Student Activity Centre [SAC].

The following guidelines/rules/norms are to be followed for the purpose of payment of TA/DA (Travel, Food & Stay charges) for the out station visit of students and staff:

1. Actual train fare (straight line and to & fro basis) to the extent of sleeper class may be allowed, public transport may be allowed as per minimum range in TA rules as applicable. In case of emergency Tatkal may be allowed after approval.
2. Registration Fee to be allowed (Actual as per event).
3. In case accommodation is not included in registration fees, the same may be included in the estimate after approval with upper limit of ₹ 750/ per day per student.
4. ₹225/- per day as food charges for actual days of event, and during approved Journey period on bill basis. As per rules TA rules 100% of DA will be paid only when Journey duration is of more than 6 hr in a day.
5. ₹150/- per day per student, towards local travel within Allahabad and at the place of event, as part of main journey or journey for attending the event, by bus/Taxi/Auto/own scooter or car.
6. Additionally miscellaneous expenditure towards medical items, energy drinks and fruits, event arrangement expenses, performance dress, model components, security money, any other fee, etc., may be added in the approval based on the actual requirement as deemed fit.
7. Air fare is not encouraged, however it may be allowed for events organized in far located NITs/IITs due to non availability of proper train routes, after due approval and justification. Only Air India travel will be authorized and **Institute rules shall be applicable**. Air travel shall be done in emergent/special cases after the approval of Director in economy cheapest class (Original Boarding Pass to be provided for reimbursement).
8. All the above expenditure must be supported by proper bill/receipt for adjustment/reimbursement.

9. Any advance required for the outside participation related to student activities shall be done in the favor of employee of the Institute. In case of expenditure borne by the students the reimbursement of the same will be made directly to the beneficiary (students account or authorized participating student/group of students).
10. The TA/DA rules for any accompanying employee (staff) of the institute shall be dealt by his/her eligibility as per institute rules in addition to admissible registration fee (if any). In case accompanying person is a part-time coach/trainer or contractual employee or any other manpower then his TA/DA will be dealt as per student norms as above after due approval.
11. The part-time coaches/trainers (already engaged by the institute on part-time contract basis in SAC) who will accompany students/participants team to other institute located outside Allahabad district will be paid remuneration on reimbursement basis as approved time to time for each day of the event.
12. All the responsibility related to future audit query will be addressed by the concerned recommending SAS Officer/Faculty Coordinator/FI/President SAC, as the case may be.

This notice is issued with the approval of the Competent Authority.

File
04112118
[Sarvesh K. Tiwari]

Registrar

No. 1710/ Reg. Off./2018-19

Dated: December 04, 2018

Copy to:

1. Director.
2. All Heads/All Deans/P.T.P./Registrar.
3. President, Students Activities Centre/Chief Warden/ Chief Proctor.
4. All Faculty In-charges/ All Associate Faculty In-charges/All Chairmans/Chairpersons/All Coordinators/All Associate Coordinators.
5. Dy. Registrar [Academic]/Dy. Registrar [Accounts]/ Librarian/ Medical Officer/ Executive Engineer/ Engineer (Electrical).
6. All Assistant Registrars.
7. Faculty In-charge, Computer Centre to publish the same on the Institute website. *Mr. Abbey*
8. Guard File.

File
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[Sarvesh K. Tiwari]

Registrar

Student Notice Board

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