

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

प्रशासन /ADMINISTRATION

संदर्भ / Ref.: AD/32/98/Vol.22/500

दिनांक / Date: 20.03.2019

परिपत्र /CIRCULAR

(C-10/02/2019)

The rates of allowances of faculty, Scientific/Design staff and non-teaching staff in Centrally Funded Technical Institutions on the basis of recommendations of the 7th Central Pay Commission have been revised vide MHRD OM No 15-4/2017-TC dated 31.01.2019, and vide letter No.15-4/2017-TC dated 01.02.2019 (corrigendum). As such the pay matrix and the revised entitlements in respect of TA/DA consequent to implementation of 7th CPC recommendation is as below.

Sl. No	Pre-revised Scale (6 th CPC)		Revised Scale (7 th CPC)
	Pay Band	Grade pay	Level
1.	5200-20200	1800	1
2.	5200-20200	1900	2
3.	5200-20200	2000	3
4.	5200-20200	2400	4
5.	5200-20200	2800	5
6.	9300-34800	4200	6
7.	9300-34800	4600	7
8.	9300-34800	4800	8
9.	9300-34800	5400	9
10.	15600-39100	5400	10
11.	15600-39100	6600	11
12.	15600-39100	7600	12
13.	37400-67000	8700	13
14.	37400-67000	8900	13A
15.	37400-67000	10000	14
16.	67000-79000	-	15
17.	75500-80000	-	16
18.	80000	-	17
19.	90000	-	18

Level	Travel Entitlements within the country	Travel Entitlements in premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Duronta Trains
14 and above	* Business/Club Class by Air or AC-I by train.	Executive /AC 1 st Class (In case of premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
12 and 13	Economy class by Air or AC-I by train	
6 to 11	Economy class by Air or AC II by train	AC 2 nd class /Chair Car (In Shatabdi Trains)
5 and below	First Class / Ac III/AC chair car by train	AC 3 rd Class / Chair Car

* However, considering the financial implications to the Institute, the employees who are drawing salary at level 14 and above are hereby appealed to avail Economy Class by Air in the interest of the Institute at their discretion.

REIMBURSEMENT OF HOTEL ACCOMMODATION/ GUEST HOUSE CHARGES:

Level	Ceiling for Reimbursement	For Class "X" cities	Remarks
14 and above	₹7500 per day	* for level 9 to 14 similar to column 'ceiling for reimbursement '	For level 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self certified claim only.
12 and 13	₹4500 per day		
9 to 11	₹2250 per day		
6 to 8	₹750 per day	employees up to level 8 would be ₹ 1000/- per day, but it will only be in the form of reimbursement upon production of relevant vouchers.	
5 and below	₹450 per day		

[Note : The ceiling for reimbursement will further rise by 25 percent whenever DA increases by 50 percent]

Cities classified as "X" are-Hyderabad (UA), Delhi (UA), Ahmedabad (UA) Bangalore/Bengaluru (UA), Greater Mumbai (UA), Pune (UA), Chennai (UA), Kolkata (UA).

REIMBURSEMENT OF TRAVELLING CHARGES

Level	Lump Sum Amount	Remarks
14 and above	AC Taxi Charges as per actual expenditure commensurate with official engagement for travel within the city	Similar to Reimbursement of accommodation charges, for levels 8 and below the claim (up to the ceiling) should be paid without production of vouchers against self-certified claim only. The self-certified
12 and 13	AC Taxi Charges up to 50 km per day for travel within the city	
9 to 11	Non-AC Taxi Charges up to ₹338 per day for travel within the city	

6 to 8	Non-AC Taxi Charges up to ₹225 per day for travel within the city	claim should clearly indicate the period of travel, vehicle number etc.
5 and below	Non-AC Taxi charge up to ₹113 per day for travel within the city	

[Note: The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent.]

REIMBURSEMENT OF FOOD CHARGES

Level	Lump Sum Amount	30%	70%	100%	Remarks
14 and above	Not exceeding Rs.1200 per day	360	840	1200	Since the concept of reimbursement has been done away with, no vouchers will be required. The lump sum amount will increase by 25 percent whenever DA increases by 50 percent.
12 and 13	Not exceeding Rs.1000 per day	300	700	1000	
9 to 11	Not exceeding Rs.900 per day	270	630	900	
6 to 8	Not exceeding Rs.800 per day	240	560	800	
5 and below	Not exceeding Rs 500 per day	150	350	500	

[Note: There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table above and, depending on the length of absence from headquarters, would be regulated as per Table below]

TIMING RESTRICTION

Length of absence	Amount payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6 -12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

[Absence from Headquarters will be reckoned from midnight to midnight and will be calculated on a per day basis.]

Mileage Allowance for Journeys by Road

At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned state or of the neighbouring states	
For journeys performed in own car/ taxi	₹24/- per Km
For journeys performed by auto rickshaw own scooter , etc	₹12/- per Km


At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent

Since the Hotel Accommodation/Guest House charges are payable on reimbursement basis, the same will not be applicable wherever employee has availed free lodging/boarding facility. As such, it should be invariably indicated in the TA claim format whether free lodging/ boarding facility was availed by the claimant. Wherever applicable, copy of registration form / brochure of the conference /

seminar/workshop/ training program etc. should be enclosed with TA/DA claim form, in order to verify whether free lodging/ boarding facility was provided or otherwise.

The above guidelines are only illustrative and not exhaustive and the TA/DA claims will be regulated as per various Govt. of India orders, issued from time to time. Further, any other area of TA /DA not covered by this circular may be referred to the Ministry of Finance, Department of Expenditure's OM No 19030/1/2017-E.IV dated 13.07.2017 or any other Govt. of India orders, issued in this regard from time to time. **The revised entitlements would be applicable in respect of journeys made on or after 01.02.2019 only, i.e. date of issuance of MHRD order on the subject.**

It is requested that these guidelines may please be followed scrupulously, with immediate effect.


20/3/19
कुलसचिव / REGISTRAR

प्रति / Copy to:

1. All Deans/Assoc. Deans
2. All HODs/ HOSs / HOCs
3. Director's Office /Dy. Director's Office/ Registrar's Office
4. HoS Medical Section
5. JR (Finance & Accounts)/JR(Establishment)
6. Intranet
7. Circular file