



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/Circular/TA- Hono./2020/4709

Date:01/07/2020

Circular

Travelling Mileage Allowance is being reimbursed as per circular No. Ref. GTU/Circular/TA-Hono./2018/2046 with effect from 31/03/2018. However, this circular will be applicable from 1st July , 2020 for claiming rate of mileage allowance of travelling, Daily Allowance etc. for **Faculties, Principals, Director, Deans, invited guest, experts, examiners for University exams/workshop/ seminar etc.** who are engaged by the duty assigned/invited by university is as follows:

- 1) If travelled by own car or by hired taxi, road mileage at the rates mentioned below as per actual to and fro kilometer of travelling.

Sr. No.	Type of fuel used	Rate per km
1	Petrol	₹ 8/-
2	Diesel	₹ 7/-
3	CNG	₹ 4/-

- ✓ Must produce copy of RTO registration book (certified by expert/examiner) & Toll tax receipt / proof of FasTag payment .
 - ✓ For Vehicle having CNG facility, rate of Petrol will be paid only if, there is no CNG station within 75 kilometer of Journey and same should be certified by claimant.
 - ✓ Which fuel is used for travelling (own car), if clearly not identified, actual travelled kilometer will be reimbursed at the minimum of above rate i.e. rate of Rs.4/- per kilometer.
 - ✓ If copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.
- 2) If travelled by scooter/motorcycle or by any two wheel vehicle, Road mileage @ ₹ 2/- per km will be paid.



3) For calculating travelled kilometer (variation of maximum 10 kilometer is allowed one side)

- ✓ During semester, starting point will be Institution/college/university from where they are coming will be allowed and
- ✓ During vacation time / Holiday, starting kilometer from residence of a person will be allowed.

If examiner is on vacation period then **it is mandatory to attach proof of the same as per Annexure- A**, otherwise institute to institute will be allowed

4) When two experts from the same city come to the same exam center in a single vehicle on the same day, then travelling allowance for only one car at the rate applicable is admissible.

It will be appreciated, if in above mentioned situation they travel by same vehicle.

5) Due date for payment of Travelling Allowance bills:

The claim for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates. However, due date for payment does not invoke right to claim the Travelling Allowance bills. Such allowance will be paid after due verification by the University by on-line mode only.

6) Wrong/Excessive claim of Travelling Allowance Claim:

In case of wrong/Excessive claim, appropriate action will be taken by the University Authority in addition to deposit of the excessive claimed amount.

7) Utmost care should be taken to avoid overwriting and correction in the bill/form, however in unavoidable circumstances initial should be put nearby correction in bill/form by claimant.



8) For E-Transfer, following details must be required to produce:

✓ Canceled Cheque

OR

✓ Bank Account no.

✓ Bank Name, branch and Branch code

✓ A/c type (SB/CB)

✓ IFSC code

A. Travelling Allowance, Dearness Allowance & Accommodation

1. Travelling to Place of Duty is up to 50 km (One Side)

Sr. No.	Particulars	Travelling Allowance	Dearness Allowance	Accommodation
1	Travelled by own Vehicle	Actual Kilometer Travelled as per road mileage	₹ 200	Not Applicable
2	Travelled by taxi like Ola, UBER etc.	Actual bill but maximum up to Actual kilometer travelled @rate of Rs. 7/- per km	₹ 200	Not Applicable
3	Travelled by Ordinary Bus (GSRTC / AMC/BRTS)	As per Actual	₹ 200	Not Applicable
4	Any other mode (Except car sharing/pooling)	As per actual claim but maximum up to ₹ 200 (to & Fro)	₹ 200	Not Applicable



2. Travelling to Place of Duty is More than 50 km (one side)

(i) Duty to be performed for single day

Sr. No.	Particulars	Travelling Allowance	Dearness Allowance	Accommodation
1	Travel by own Vehicle	Actual Kilometer Travelled as per road mileage	₹ 400	Not Applicable
2	Travel by hired Vehicle	Actual Taxi bill but maximum up to Actual kilometer travelled @rate of Rs. 9/- per km	₹ 400	Not Applicable
3	✚ Travel by Ordinary Bus and Second class Railway	Actual fare will be reimbursed, as per claim	₹ 400	Not Applicable
	✚ Travel by Luxury Bus or Railway higher than Second class but limited to AC II Tier	Actual fare will be reimbursed, only if Original Ticket for travelling to Destination and Copy of the Return Ticket is produced	₹ 400	Not Applicable
	✚ Local Conveyance For travel between railway station/Bus station and place of duty/meeting by auto, local bus, taxi like Ola, UBER etc.	Actual fare but maximum up to ₹ 200 per day	-	-



Note:

1. For claiming Travelling Allowance Original Taxi bill if any and toll tax receipt / bus ticket / railway ticket / Air ticket with boarding pass must be attached with bill.
2. Travelling Allowance as per road mileage & Toll Tax / FasTag payment only will be reimbursed for travelled by car.
3. For performing duty more than one day at same place, DA will be paid for all days (including Sunday or holiday), and Travelling Allowance will be paid only once.
4. For performing duty more than one day at same place and If Travelling kilometer is more than 100 (Single side) then Travelling allowance will be paid only once, DA will be paid for all days and Accommodation is allow as per note no.6
5. Duty to be performed for more than one day Accommodation facility is allowed for $(n-1) * Rs. 1000$ or Actual charges paid, whichever is less. “n” means Total number of days of duty, including public holiday/Sunday.
For claim of Accommodation facility by Examiner, Center – In charge is **mandatorily** required to provide certificate as per “Annexure-B” that they do not have Guest House facility
6. External Examiner/ Internal Examiner (Only for out station duty) appointed for University Exams will be eligible for claiming accommodation as per above note 4 and 5.
7. Receipt of the Accommodation charges paid by the examiner is mandatorily required to be attached.
8. If particular Exam center is providing paid Guest House facility, receipt for the same is also required to be attached.



B. For cases other than (A) above:

1. Bill claimed for **Travel By Air**, copy of ticket with Boarding Pass and prior approval of Hon. Vice Chancellor is mandatorily required to be produced.
2. In case of Experts/Examiners are coming from other universities, Institutes/colleges (not affiliated with GTU), if travelled by hired taxi then they will be paid as per actual bill only if original Taxi Bill is attached.
3. **For Sports /NSS/Cultural Related Activity:**
As per circular/ Rules/ Guidelines/handbook of concerned section.
4. **For any Government project /Grant related work**
(As per guidelines of grantee (if not specifically provided, as per GTU norms)
5. **For NITTR Expert**
(As per Memorandum of Understanding)

Note: For all the other programs/workshop/meetings etc., where separate rules are not prescribed by University, general rules will be applicable.



C. Honorarium/Remuneration:

Honorarium is paid to experts/examiners/faculties and other officers for the exam related work as below.

1. For University exams:

Honorarium for exam and various other university works will be paid as per circular
Honorarium/Appreciation for Exam Related works

(A) During Exam Day	Revised Rates (Theory Exam)
Centre-in-charge	₹ 275/- per exam session
Zonal officer	₹ 275/- per exam session
GTU coordinator(Theory exam)	₹ 250/- per exam session
(External Practical exam)	₹200/-per day
Handling of Answer Books By GTU Coordinator (Only for Manual assessment)	₹0.5/- per Answer Book received for Manual assessment (Subject to 100% completion of assessment allocated to institute within prescribed time limit)
Observer	₹ 250/- per exam session
Squad Member	₹ 270/- per exam session
Peon	₹ 100/- per four exam Blocks
Sweeper	₹ 100/- per 10 exam block
Contingency for Conducting Exam	₹ 1500/-per semester exam(Regular) ₹ 750/-per semester exam(Remedial)
Printing (Photostat) question papers (including theory and Practical Exams)	₹ 1/- per page
Printing and downloading of student exam form, hall ticket, block arrangement etc. (including theory and Practical Exams)	₹ 2/-per student appearing for exam
Manuscript preparation: [It is compulsory to provide assessment chart and solution for Numerical questions/MCQs, otherwise remuneration will not be paid to the concerned faculty]	₹ 850/- per Manuscript for UG and Diploma Courses ₹ 1100/- per Manuscript for PG courses ₹1400/- per Manuscript for Diploma Engineering Bridge Course ₹ 1500/- per question paper for M.phil
Stationery Supervisor cum reliever for 300 students	₹ 200/- per exam session
Numbering Supervisor cum reliever for 300 students	₹ 200/- per exam session
Stationery cum Numbering Peon per 300 students	₹100/- per exam session
Minimum Honorarium for examining answer books	₹ 50/-



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Student activity	(a) ₹ 1/- per student per semester(for student section related activity) (b) ₹ 1/- per student per semester(for account section related activity)			
DVD writing (Note:2)	₹ 200 / per exam session			
Sr. Supervisor	₹ 250/- per 6 Block			
Jr. Supervisor	₹ 200/- per exam session			
(B) Examining answer books (Note:4)				
(1) Manual Assessment				
For UG/PG courses(including PhD)	₹ 15/- per Answer Book			
For Diploma courses	₹ 10/- per Answer Book			
(2) E-assessment	₹ 15/-per answer book (Minimum 20 answer book per day)			
(D) Research week-review exam(For PhD/ME/M.Pharm)	<ul style="list-style-type: none">External examiner:₹ 2000/-per dayInternal supervisor: ₹ 500/-per day (For PhD Exam only)			
(E) DP-I/,DP-II/ITD/Dissertation exam	<ul style="list-style-type: none">External examiner: ₹ 2000/-per day			
Note:				
(1)It is compulsory to complete assigned exam related work within prescribed time limit by faculty/staff without fail.				
(2) If DVD of CCTV footage of all blocks will be submitted by institute then only remuneration be paid to GTU Co-ordinator and Centre-in-charge.				
(3)For multiple duties performed simultaneously, higher out of all the duties performed will be paid.				
(4) Remuneration at the rate of Rs. 6/- per answer book will be paid, if assessment is not completed within prescribed time limit. (15 days for 100 answer books and 4 extra days for each additional 100 answer books.				
(F) University Practical (External) Examination				
Particulars	Rates ₹	Travelling Allowance ₹	Dearness Allowance ₹	Maximum Number of person
(a) For Ph.D. :				
DPC Review/Open Seminar				
DPC Member / Co -Supervisor	₹ 1000/DPC/person	GTU Prevailing Norms	Not Applicable	4
Supervisor	₹ 1500/DPC	GTU Prevailing Norms		



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Public Viva Voce				
External Thesis Evaluator	₹ 6000 [4000 per Thesis Evaluation and 2000 per viva-voce]	As actual claimed	Not Applicable	3
Supervisor/DPC member/Co-Supervisor	₹ 1000 per person	GTU Prevailing Norms	Not Applicable	4
Research Proposal Presentation/Research council/ Doctoral Research committee/Adhoc committee equivalent to Doctoral Research Centre/Recognition of Research Centre / Any other Special meeting on contingency basis				
Expert / Member	₹ 2000 per day	As actual claimed		
(b) For M.phil.:				
External Dissertation Evaluator	₹ 2000/ per day	GTU Prevailing Norms	Not Applicable	
Internal Examiner	₹ 500/ per day	As per the Prevailing GTU Norms	Not Applicable	
(c) For BE / Diploma Engineering:				
External Examiner	₹ 350/per day	GTU Prevailing Norms	GTU Prevailing Norms	01
Internal Examiner	₹ 350/ per day	NIL	NIL	01
Lab Assistant /Curator /Instructor /Mechanics/ Computer /charge man	₹ 275/ per day	NIL	NIL	01
Electrician	₹ 125/ per day	NIL	NIL	01
Peon (or Hamal)	₹ 100/ per day	NIL	NIL	01
(d) For ME/MCA:				
External Examiner	₹ 350/ per day	GTU Prevailing Norms	GTU Prevailing Norms	01
Internal Examiner	₹ 350/ per day	NIL	NIL	01
Lab Assistant/Computer programmer	₹ 275/ per day	NIL	NIL	01
Electrician	₹ 125/ per day	NIL	NIL	01
Peon (or Hamal)	₹100/ per day	NIL	NIL	01



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

(e) For MBA /MBA (Integrated)				
External Examiner	₹ 350/- per day	GTU Prevailing Norms	GTU Prevailing Norms	01
Internal Examiner	₹ 350/per day	NIL	NIL	01
Peon (or Hamal)	₹ 100/per day	NIL	NIL	01
(f) For Pharmacy Exams				
Laboratory Experts	₹350/ per day	N.A	N.A	02
External Examiners	₹ 350/per day	GTU Prevailing Norms	GTU Prevailing Norms	01
Internal Examiners	₹ 350/ per day	NIL	NIL	01
Lab Assistant	₹ 275/ per day	NIL	NIL	01
Store-keeper	₹ 275/ per day	NIL	NIL	01
Electrician	₹ 75/ per day	NIL	NIL	01
Gas Mechanic	₹ 75/per day	NIL	NIL	01
Peon (or Hamal)	₹ 100/ per day	NIL	NIL	01
Note:				
(1) It is compulsory to complete assigned exam related work within prescribed time limit by faculty/staff without fail.				
(2) For 1 st and 2 nd year practical examination, 4 batches should be formed per day for maximum 66 students. For remaining years , 3 batches should be formed per day for maximum 45 students.				
(3) For multiple duties performed simultaneously during practical examination, higher remuneration out of all the duties performed will be paid.				
(4) All the staff of the institute can be given duty as an internal staff which is to be certified by Principal of institute / college.				
(5) Remuneration will be paid only to those staff members whose services are required during examination work. Staff member shall be entitled for remuneration only if he/she is holding full time post in the institute. Centre-in-charge is mandatorily required to provide certificate as per "Annexure-C"				



GUJARAT TECHNOLOGICAL UNIVERSITY

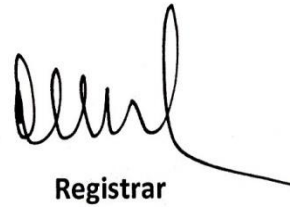
(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Honorarium for various meeting

Sr. no.	Particular	Honorarium (Rs.)
1	Board of Governors / Finance committee	1. Rs. 4000/- Per day for Non-Government member 2. Rs.1000/- per day for Government Ex-officio member
2	Academic Council	Rs. 1500/- per day
3	Committee for Recruitment (Regular)	1. Rs. 4000/- per day for Honorable Vice chancellor of other University , Nominee of Honorable Governor , BOG members 2. Rs. 3000/- per day for other expert
4	Committee for review of Contractual staff	Rs. 2000/- per day
5	BOS meeting	Rs. 2000/- up to 4 meeting per syllabus revision per course
6	UFM committee	Rs.1500/- per day
7	AIC/LIC Inspection	Rs.2000/-per day
8	IT/ Estate/ Purchase committee	Rs.2000/- per day
9	Exam related Meeting/Hearing	Rs.1500/- per meeting



Registrar



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Annexure-A

(ON THE LETTER HEAD OF COLLEGE / INSTITUTE)

CERTIFICATE

This is to certify that, Mr./Ms/Mrs._____ has been availing/availed vacation from date_____ to _____. As per our Institute record His/Her residential address is as mentioned below:

SIGN OF EXAMINER

SIGN AND SEAL OF THE PRINCIPAL



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Annexure-B

(ON THE LETTER HEAD OF EXAM CENTER)

CERTIFICATE

THIS is to certify that the Practical Exam is conducted on dates _____
& _____ & _____ at _____ Exam Center for the
subjects _____ and our college does not have Guest House
Facility for the Examiner.

SIGN AND SEAL OF THE PRINCIPAL/CENTER- IN- CHARGE



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Annexure-C

(ON THE LETTER HEAD OF COLLEGE / INSTITUTE)

CERTIFICATE

THIS is to certify that all the Internal staff members whose services are taken during examination Summer/Winter-_____, are holding full time post in our institute/College.

SIGN AND SEAL OF THE PRINCIPAL/CENTER- IN- CHARGE