

# **NATIONAL LAW UNIVERSITY OF MEGHALAYA**

## **Travelling Allowance Regulations 2022**

### SHORT TITLE

These regulations may be called "National Law University of Meghalaya Travelling Allowance Regulations 2022.

### APPLICATION:-

These regulations will be applicable to:

- a. The regular employees of the university including those who are on probation.
- b. The employees who are in continuous contract or on ad hoc service
- c. Those on deputation from other organisations
- d. The re employed persons
- e. Consultant (w.r.t. last paydrawn by the consultant)

These regulations will not apply to casual workers.

### DEFINITIONS:-

1. **ACTUAL TRAVELLING EXPENSES:** Means the actual cost of transporting an employee with personal luggage, including charges for ferry and other tolls and for carriage of camp equipment etc.
2. **COMPETENT AUTHORITY :** Means Vice Chancellor or any authority to which the power is delegated
3. **DAY:** Means a calendar day beginning and ending at midnight.
4. **FAMILY:** Means:
  - a. Employee's spouse
  - b. Two (Three in the case of twin) children
  - c. Divorced/abandoned or separated daughter who is wholly dependent and actually residing with the employee
  - d. Parents, sisters, brothers and step mother wholly dependent and actually residing with the employee.
  - e. Unmarried /Widowed sisters residing with and wholly dependent upon the employee provided their father is either not alive or is himself wholly dependent on the employee

5. HOLIDAY: Means: a holiday notified under section of 25 of the Negotiable Instruments Act, 1881 and In relation of any particular office, a day on which such office is ordered to be closed by a competent authority for the transaction of business.
6. LOCAL JOURNEY: Means a journey within the municipal limit of city in which the duty point is located.
7. PUBLIC CONVEYANCE: means an aero plane, train, bus or steamer or other conveyance which plies regularly for the conveyance of passengers.

GENERAL CONDITIONS:-

- a. A journey on tour is held to begin or end at the actual residence/ headquarter of the employee.
- b. An employee is required to travel by the class of accommodation for which travelling allowance is admissible. If an employee travels in a lower class of accommodation, he/she will be entitled to the fare of the class of accommodation actually used.
- c. For the purpose of calculating mileage allowance employees when travelling by railway are considered to be entitled to class of accommodation according to the following scale :-

GRADE PAY ENTITLEMENT

Rs _____ and above	A C First Class
Rs _____ and above but Less than	A C 2 Tier
Below Rs _____	First Class/A C 3 tier/ A C

- d. When journey is performed partly by the entitled class and partly by lower class, the claim will be regulated on proportionate basis.
- e. Ticket reservation charges, (Including Agency charges, e-ticketing charges), Passenger Tax, special supplementary charges from those travelling by Super Fast Express will be reimbursable.

Wherein an official journey is cancelled in public interest, reservation charges shall be reimbursed.

Tatkal Seva charges may be allowed only for railway journeys undertaken for official purposes in extremely emergent circumstances.

## **JOURNEY BY ROAD**

### ENTITLEMENT

#### GRADE PAY

Actual fare by any type of AC/Non AC public bus, AC taxi, auto, own car, scooter etc.

Rs and above but less than Rs

#### ENTITLEMENT

Actual fare by any AC/

Non AC public Bus,  
Non AC taxi, auto,  
own car, scooter etc.

Rs and above but Less than Rs

Actual fare by non AC

public Bus, auto, Own scooter etc

Actual fare by ordinary Bus, auto, own scooter etc.

The mileage rates notified by the Govt, of NCT of Meghalaya for Taxi/Own Car and Auto Rickshaw/Own Scooter will be admissible to the University employee(s).

## **JOURNEY BY AIR**

### ENTITLEMENT

#### GRADE PAY

Vice-Chancellor shall be entitled to travel by Business/ Club Class

Rs and HAG Economy class. The Vice-

#### ENTITLEMENT

Chancellor may permit  
by Business/ Club Class

Rs and above but Economy Class  
Less than

Vice Chancellor shall have the powers to authorize air travel for non-entitled officers in exceptional cases on the merits of each case.

Note: The Vice-Chancellor shall be competent to approve re-imburement of actual expenses to outside members of statutory bodies of the University incurred by them for attending the meetings/ University work.

**DAILY  
ALLOWANCE RATES OF  
DAILY ALLOWANCE**

<b>GRADE PAY</b>	<b>DAILY ALLOWANCE</b>
Rs.      and above	Hotel accommodation / Guest house up to Rs.      , AC Taxi charges of Up to 50 kms for local travel & food up to Rs.
Rs. to Rs.	Hotel / Guest House upto Rs.      , Non AC Taxi Up to 50 Kms local travel & food up to Rs
Rs      to Rs.	Hotel / Guest House Up to Rs      , Taxi Charges up to Rs      & Food up to Rs
Rs      to Rs	Hotel / Guest House Up to Rs      , travel Charges Rs      & Food up to Rs
Below Rs	Hotel / Guest House Up to Rs      , Travel Charges Up to Rs      & Food up to Rs

**NOTE:-** It is clarified that only actual expenditure incurred within the prescribed limit will be reimbursed.

A period of absence from headquarter begins when an employee actually leaves his Headquarters and ends when he actually returns to the place in which his Headquarter are situated.

If an officer of vacation department combines Tour with vacation, i.e. proceeds on tour and then avails of vacation without returning in his headquarters, he should be granted tour Travelling allowance for outward journey only.

**LOCAL JOURNEY**

**RATES OF DA FOR LOCAL JOURNEY**

<b>GRADE PAY</b>	<b>ENTITLEMENT</b>
Rs      and above	Rs
Rs      & above but less than Rs	Rs.
Rs      & above but less than Rs	Rs.
Rs      & above but less than Rs	Rs.
Below Rs	Rs.

**BASIS FOR DA CALCULATION**

Absence not exceeding 6 hours	NIL
Absence exceeding 6 hours but Not exceeding 12 hours	70%
Absence exceeding 12 hours	100 %

Travelling allowance for a local journey shall be admissible if the temporary place of duty is beyond 8 Kilometers from the normal place of duty irrespective of whether the journey is performed from the residence or from the normal place of duty.

In addition he will be entitled for daily allowance as per norms above where the absence from Headquarter is more than 6 hours and above. He will be entitled for daily allowance even if the conveyance is provided free of charge for local Journey.

Where the journey performed by the employee is less than 8 Kms, he /she may be reimbursed actual conveyance hire charges. The total amount so reimbursed in a month should not exceed 500 (Five hundred only) per employee.

In case these Regulations are silent on any issue, Govt, of India T.A. rules will be applicable

### T.A. ON RETIREMENT

Retiring employees (retiring on superannuation, invalid or compensation pension) along with members of family from Meghalaya to home town or any other place where he/she and his/her family intends to settle down permanently even if it is other than his declared home town are entitled to travelling allowance on the scale and the conditions set out below :-

#### **A. Fare:**

Employee along with family members may be paid one side Fare as per entitled class for the mode of travel opted. The claim of travelling allowance in respect of the family members will not be payable until the head of the family actually moves. A member of the family who follows within six months or precedes by not more than one month may, however, be treated as accompanying the employee.

#### COMPOSIT GRANT

The employee will also be eligible for composite transfer grant equal to one month's pay if the distance from the Meghalaya is more than 20 Kms.

#### TRANSFORATION

The employee will be entitled to claim the cost of transportation of personal effects between railway station and residence at either end of the journey as per scale below:-

Grade Pay	By Train/Steamer	Rate per km by road (Rs per kg)
Rs & above	6000 Kgs by goods train 4wheeler wagon/1 Double container	18.00

Above Rs but less than Rs	6000 Kgs by goods train/4 wheeler wagon/ Single container	18.00
Rs.	3000 Kgs	9.00
Less than Rs	1500 Kgs	4.60

In addition, the actual cost of transporting a motor Car or other conveyance maintained by the employee before retirement is also reimbursabl