



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/D/2018-19/ 816

Date: 13 FEB 2019

**CIRCULAR**

**SUB: REVISED ENTITLEMENTS IN RESPECT OF TA/DA CONSEQUENT TO IMPLEMENTATION OF 7<sup>th</sup> CPC RECOMMENDATIONS- Reg**

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 7<sup>th</sup> Central Pay Commission have been revised vide MHRD OM No.15-4/2017-TC dated 31-01-2019, corrigendum issued vide letter No. 15-4/2017-TC dated 01-02-2019. The said revision is in accordance with provisions of the Department of Expenditure's OM No.1/1/2016-E-III (A) dated 26-07-2017, read with Department of Expenditure's Resolution No.11-1/2016-IC dated 06-07-2017 and the Govt. orders issued in the matter.

The salient features of the revised entitlements in respect of TA/DA are as under:

SR.NO.	Pre-revised Scale (6 <sup>th</sup> CPC)		Revised Scale (7 <sup>th</sup> 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/ Duronto Trains
14 and above	Business / Club Class by Air or AC-I by train	Executive / AC 1 <sup>st</sup> 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 (For LTC, air travel is admissible only for Level-9 and above)	AC 2 <sup>nd</sup> Class/ Chair Car (In Shatabdi Trains)
5 and below	First Class / AC III/ AC Chair Car by train	AC 3 <sup>rd</sup> Class/ Chair Car

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**REIMBURSEMENT OF HOTEL ACCOMMODATION/GUEST HOUSE CHARGES:**

Level	Ceiling for Reimbursement	For Class "X" Cities	Remarks
14 and above	₹ 7500 per day	The ceiling for reimbursement for stay in Class 'X' cities for all employees up to level 8 would be ₹ 1,000/- per day, but it will only be in the form of reimbursement upon production of relevant vouchers.	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		
5 and below	₹ 450 per day		

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

**REIMBURSEMENT OF TRAVELLING CHARGES:**

Level	Lump Sum Amount	Remarks
14 and above	AC Taxi Charges as per actual expenditure commensurate with official engagements 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 claim should clearly indicate the period of travel, vehicle number etc.
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	
5 and below	Non-AC Taxi Charges 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 ₹ 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 ₹ 1000 per day	₹ 300	₹ 700	₹ 1000	
9 to 11	Not exceeding ₹ 900 per day	₹ 270	₹ 630	₹ 900	
6 to 8	Not exceeding ₹ 800 per day	₹ 240	₹ 560	₹ 800	
5 and below	Not exceeding ₹ 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 Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.]

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, 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.

(Dr P M Radole)  
**DIRECTOR**

**To:**

1. All HODs/ Sectional Heads/ Registrar - For circulation among staff under their control
2. All Deans/ Asso. Deans - For information pl.
3. Director's Office - For information and records.
4. Dy Registrar (Accts) - For necessary action pl.
5. Dispatch Section - For circulation to all concerned, by e-mail.

