

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर
VISVESVARYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

CIRCULAR

Admin./ 3500
Dt. 20 JUN 2019

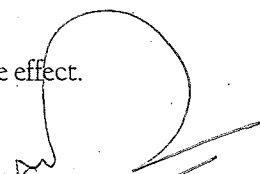
SUB: STANDARD OPERATING PROCEDURE FOR REGULATING TA/DA CLAIMS

1. To enhance Academic participation of faculty to higher level and improve quality of education, the Institute has approved to grant 15 days Special Casual leave to be availed in a calendar year by faculty for *attending conferences/seminars within India, meetings, short term courses upto a period of one week, selection committee, examinations and Viva voce (preferably for M. Tech and Ph.D), visit for Audits, R&D project related work, Testing and Consultancy related work, expert visit, Guest Lecture, Inspection, to attend Competition as a participant/Judge/Guest, Industrial/Technical visit.* The special casual leave will not be carried over to next year.
2. All faculty members are requested to apply for Special Casual Leave only for the purpose mentioned above. The application for special casual leave should be *enclosed with relevant documents* and it has to be forwarded through Head of the Department to Dean (Faculty Welfare).
3. All other cases of Special Casual Leave other than those mentioned above will be sanctioned by Director, VNIT Nagpur. In case of travel through CPDA, the existing procedure shall continue to be in force, except that the TA/DA claims shall be routed through Establishment Section, only for endorsement of sanctioned leave record.
4. Faculty members will be treated as on Deputation/ official tour for the maximum period of ten days in a year for the purpose mentioned below with the approval of Director, VNIT Nagpur, the application should be routed through HOD and they need not apply for special casual leave. In such cases, Office Order will be issued by Establishment Section.
 - a. To attend International conference/seminars .
 - b. Any specific orders issued by Government of India in favor of any Faculty member of this institute or for any other purpose approved by competent authority .
5. Non-teaching Officers/ staff shall also be required to apply for Deputation/ official tour in the prescribed format. Copy of the revised formats (for faculty and Non-teaching Officers/ staff) are enclosed. In such cases, Office Order will be issued by Establishment Section.
6. Faculty members/ Non-teaching Officers/ staff, who desire to claim TA/DA **FOR OFFICIAL TOUR/DUTY** should invariably route their TA / DA CLAIM form (including travel undertaken under CPDA) in the prescribed format along with relevant documents through Establishment Section only for endorsement of sanctioned leave record and submit the same to Accounts section.
 - i. TA / DA CLAIM form (Available on VNIT Website).
 - ii. Original approval of visit duly sanctioned by competent authority, in the prescribed format.
 - iii. Copy of supporting documents indicating the details of conference/seminars/workshop etc.

- iv. Copy of sanctioned Leave (SCL/EL/CL etc.)/office order for the above visit.
- v. Journey tickets, boarding passes in original (if any), other relevant vouchers in original (if any).
- vi. International travel : TA/DA claim will be restricted for maximum of 2 days before the date of conference/seminars/visit etc to maximum of 2 days after the date of conference/seminars/visit etc.
- vii. Domestic travel : TA/DA claim will be restricted for maximum of 1 days before the date of conference/seminars/visit etc to maximum of 1 days after the date of conference/seminars/visit etc.

Note: TA/DA claim submitted in any other format and without enclosures as mentioned above will be rejected. TA / DA CLAIM form without endorsement of Establishment Section (only for sanctioned leave record) shall not be processed by Accounts Section for payment.

Above instructions should be followed by all concerned, with immediate effect.


Director

Copy to:

1. All HoDs with a request to kindly ensure that circular is implemented strictly and the applications for special casual leave should be enclosed with relevant document.
2. All Deans/ Associate Deans: For information and necessary action
3. Copy to all faculty members/staff.