



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

CIRCULAR

No. VNIT/Acct/2022-23/ 3963

Date: 01 Sep. 2022

Sub: Guidelines on TA/DA Admissible for attending Workshop/ Conference, sponsored R&D projects, Testing consultancy projects other academic purposes- reg

Ref: Circular No. VNIT/Acct/2022-23/3277 dated 11-08-2022

In supersession of Circular No. VNIT/Acct/2022-23/3277 dated 11-08-2022, following guidelines/ entitlements are prescribed in respect of students/ project borne staff/ outsourced staff of the Institute for attending Workshop/ Conference, sponsored R&D projects, Testing consultancy projects and other academic purposes.

Student/ staff category	Travelling Allowance	Food/Accommodation
A) PG/ PhD Students/ Post doc/ Project Fellows (SRF/JRF/RA etc.)	<ul style="list-style-type: none">AC 2nd Class by train by shortest route (Tatkal Chages will not be reimbursed)Road Jouney (by shortest route) by public bus (AC) is allowed in case Train is not available on the journey route.Reimbursement of non-AC taxi charges of up to Rs. 225 per day for travel within the city.	<ul style="list-style-type: none">Reimbursement for hotel accommodation/guest house of up to Rs. 750 per dayReimbursement of food bills not exceeding Rs. 800 per day.
B) UG Students/ Project Assistants/ Outsourced staff on consolidated monthly remuneration	<ul style="list-style-type: none">AC 3rd Class/ AC Chair Car by train by shortest route (Tatkal Chages will not be reimbursed)Road Jouney (by shortest route) by public bus (non-AC) is allowed in case Train is not available on the journey route.Reimbursement of non-AC taxi charges of up to Rs. 113 per day for travel within the city.	<ul style="list-style-type: none">Reimbursement for hotel accommodation/guest house of up to Rs. 450 per dayReimbursement of food bills not exceeding Rs. 500 per day.

(NOTE: Reimbursement will be strictly done on the basic of valid vouchers submitted subject to the above mentioned maximum limit. Reimbursement for journeys higher than entitlement will be considered only with prior approval and detailed justification. Prior Financial approval is required to be obtained in all cases.)

These guidelines shall be applicable if TA norms are not specified by funding agencies or if the expenditure is incurred out of Institute account. All concerned are requested to note and scrupulously follow the above guidelines.

(Dr P M Padole)

DIRECTOR

विश्वेश्वरय्या / Director

विश्वेश्वरय्या / V.N.I.T

नागपूर - 440 010 / Nagpur-10

To:

1. All HoDs / Section Heads/ Faculty
2. All Deans/ Associate Deans
3. JR (Accts)/ Registrar
4. Dispatch Section
5. Network Centre

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