



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

No. VNIT/Acct/2019-20/ 6462

Date: 03 DEC 2019

CIRCULAR

SUB: PERMISSION TO TRAVEL BY PRIVATE AIRLINES IN RESPECT OF EXAMINERS - Reg

1. External faculties from other Institutes are being invited by various academic departments of VNIT Nagpur for M.Tech/ PhD examinations.
2. Since the expenditure related with TA/DA, Honorarium etc. in respect of such examiners is being incurred out of Examination fees deposited by students, **such examiners may undertake journey from their headquarters to VNIT Nagpur (by shortest route) by any airlines**, since restriction to travel by Air India is applicable only when Govt. of India bears the cost of Air passage. Hence approval need not be sought for journey by private airlines by examiners and Accounts Section shall process such claims by booking the expenditure out of Examination fees deposited by students. However, prior approval is necessary when the journey is undertaken by longer route, travel by own vehicle/ taxi between the places connected by train etc. Further, **bills/ vouchers should be obtained for local travel (by taxi/ auto etc.)**.
3. As per prevailing norms, recoverable (cash) advance shall be sanctioned only for payment of TA/DA and other incidental expenses and honorarium should not be included in the application for recoverable (cash) advance. **Expenditure per student should be restricted within the amount of Exam fees collected from the student.** Honorarium payment will be processed by Accounts Section to the bank account of the concerned examiner after deduction of applicable TDS, as per guidelines issued vide circular No. VNIT/Acct/2019-20/5385 dated 18-09-2019.
4. These instructions shall be followed scrupulously by all concerned, with immediate effect.

(Dr. P. M. Padole)
DIRECTOR

To:

1. All HODs/ Sectional Heads/ Faculty - For information and necessary action please.
2. All Deans/ Asso. Deans - For information please.
3. Director's Office - For information of the Director please.
4. Registrar/ Dy Registrar (Accts) - For necessary action please.
5. Dispatch Section - For circulation to all concerned, by e-mail.
6. Network centre - For upload on Institute website, under 'Accounts related circulars'.

Dean (P&D)

Dean (R&C)

Dean (Acad)

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