

No. GLAU/RO/TA-DA Policy/6302/22

Date: 01.09.2017

### NOTIFICATION

This is for the information of the faculty & staff members working in the University that Management of the University has been pleased to approve TA/DA policy for their travel & expenses as detailed below: -

- 24 hours will be deemed as a one day.
- For full day out of pocket expenses, minimum 10 hours stay beyond 30 KM from head quarter (i.e. GLA University, Mathura) is essential.
- If the stay from GLA University, Mathura is less than 10 hours or distance is less than 30 KM,  $\frac{1}{2}$  out of pocket expenses (DA) is payable.
- No out of pocket expenses are payable for less than 5 hours.
- There are following category of authorities, officer's, staffs for T.A. and out of pocket expenses.

A) Entitlement of Travelling Expenses & out of pocket expenses (DA)

Detail	Category			
	A	B	C	D
Class/Mode	By AC 2 Tier/Air Economy	AC 3 Tier	Sleeper- If journey is less than 300 KM. AC 3 tier- If journey is more than 300 KM.	General if journey is less than 300 KM. Sleeper if journey is more than 300 KM.
Expenses /DA	Rs. 600	Rs. 500	Rs. 300	Rs. 200

- These expenses are the upper limit of TA & DA, If the actual expenses are less, than Lower amount will be payable.
- If any person travels with his own car than he will be entitled for reimbursement of the fare of entitled class or petrol and tax expenses incurred whichever is less.
- A person can travel by upper class than entitled class, but he/she will be reimbursed up to the entitled class.

A) Local travel expenses from University/Residence

Category	A	B	C	D
Up to 60 KM area the travel will be considered as local journey	By Car	By Car	By Auto	By Share Auto

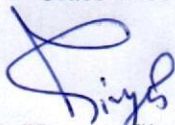
B)

Category	A	B	C	D
Upper Limit	2000 Per Day	1400 Per Day	800 Per Day	500 Per Day



9. The expenses on outside station are of B & C class cities only. In the "A" Class cities, rate will be 20 % extra as per entitled class. In Metro cities, the rate will be 30 % extra as per entitled class.
10. If anybody provided boarding and lodging facility outside head quarter by the University, then no expenses will be payable.

- Class wise designation list is Annexed.



(Ashok Kumar Singh)  
Registrar

Copy to:

1. PS to Hon'ble Chancellor for kind information of Hon'ble Chancellor
2. PS to Hon'ble Vice-Chancellor for kind information of Hon'ble Vice-Chancellor
3. Pro-Vice-Chancellor for kind information
4. Treasurer for kind information
5. Shri Vivek Agrawal, Member, Executive Council
6. All Directors of the Institutions
7. All Deans for kind information
8. Controller of Examinations for kind information
9. All Heads of Departments for information and circulation amongst all faculty members in their departments
10. Principals, University Polytechnic/Faculty of Education for kind information and circulation amongst all faculty members
11. Librarian, Central Library
12. Finance Officer for necessary action
13. Administrative Officer for necessary action
14. Establishment Section
15. Guard File