

## University of Delhi

Ref. No. Fin. Br. VI/Air/Road Fare/2011

Dated: 8<sup>th</sup> December, 2011

The Dean/Head/  
Faculty/Deptt./.....  
University of Delhi  
Delhi-110007

Subject: Guidelines for Travel by Taxi/own car/Pvt. Airlines

Dear Sir/Madam,

University is in receipt of request from various Dean/Head of the Departments that Examiners/Teachers/Officers may be allowed to use their own Car/Taxi and seeking permissions for traveling by Private Airlines coming to Delhi and return journey in connection with the conduct of viva-voce Examination of Ph.D / M.Phil etc. and other examination related work in the University. The following clarifications are being issued for guidance.

A. TRAVEL BY TAXI / OWN CAR.

In this connection, I am directed to inform you to kindly note that:-

1. In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
2. Road mileage will be admitted only in exceptional cases where travel by road is deemed to be unavoidable and in public interest under SR-31. Prior approval for such cases may be taken from the Finance Officer citing specific operational and other grounds.
3. Rates of Road Mileage will be as below :-
  - i) Intercity Travel: If the travel is undertaken by outstation Non-Official members/experts for intercity travel from the place of residence/ office head quarters to the place of meeting by taxi or in his own car, the road mileage payable will be limited to 350 Kms. (one side) or actual distance covered which ever is less @ Rs.8/- per KM. If the distance covered is more than 350Km (one side) the reimbursement will be limited to 350 Kms.(one side) only. The distance in kilometers will be verified by the concerned Finance Branch before processing the bill.

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- ii) Road Mileage: The Taxi or Auto fare at STA rates applicable in the State from residence to Airport/Railway Station/Bus Stand and from Place of Meeting to Airport/Railway Station/Bus Stand is payable against actual taxi or auto bills as per existing FRs/ SRs (TA) Rules. Where there is no STA Rate as notified by State Transport authority the Taxi (A/C or Non-A/C) or Own Car and own scooter fare will be reimbursed @ Rs. 10/- per km and Rs.6/- per km respectively.

B. JOURNEY BY AIR

1. With regard to journey performed by Air the following may be noted:

- i) In all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the official concerned may travel only by Air India.

- ii) For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilize the services of another airline which should also preferably be an alliance partner of Air India.

- iii) In all cases of deviation from these orders because of operational or other reasons or on account of Non-availability, individual cases will be referred to the Ministry of Civil Aviation for relaxation.

2. Where the journey is performed by Private Airlines it has been decided that we may adopt the following procedure to deal with cases requiring relaxation from the Ministry of Civil Aviation: -

- i) Cases covered under the relaxation clause and received well in advance (i.e. before 20 days of the proposed travel) will be processed for relaxation from Ministry of Civil Aviation by concerned Finance Branch directly.

- ii) Cases covered under the relaxation clause but not received before 20 days of proposed travel may be processed with Ministry of Civil Aviation for relaxation by the concerned Head of the Department themselves before submission of bill to concerned Finance Branch.

- iii) Emergent cases and cases requiring ex-post facto sanction of Ministry of Civil Aviation may be put up to the Finance Officer (concerned Finance Branch) for approval and Finance Branch will seek relaxation from Ministry of Civil Aviation.

3. Bills in respect of travel by Private Airlines will be admitted only after receipt of Sanction/Waiver of Ministry of Civil Aviation. ✓

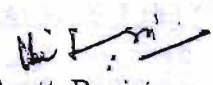


C. THE ENTITLEMENTS FOR TRAVEL BY AIR/RAIL/ROAD IS REPRODUCED AS UNDER:-

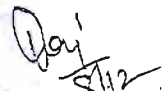
<u>S.No</u>	<u>Grade Pay</u>	<u>Air</u>	<u>Rail</u>	<u>Road</u>
i.	Rs. 10,000 and above and those in HAG+ and above	Business/Club Class	AC I Class	AC Taxi/Ordinary Taxi Autorikshaw/Own Scooter/ Motorcycle Moped/Any Pub. Bus including AC Bus.
ii.	Rs. 7,600, Rs. 8,700 & Rs. 8,900/-	Economy Class	AC I Class	Same as-(i)-above, Except AC Taxi
iii.	Rs. 5,400 & Rs. 6,600/-	-do-	AC 2-Tire Class	-do-

D. All concerned are requested to kindly strictly adhere to these instructions while inviting External Examiners/officials or sending Bills to Finance Branch for processing for release of payment.

Yours faithfully

  
Asstt. Registrar  
(A/Cs-I)

  
21/12/10

  
21/12