



गोंय विद्यापीठ

ताळगांव पठार,

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Goa University

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(Accredited by NAAC with Grade 'A')

GU/FIN/Gen/55/2019-20/367

Date: 03.02.2020

CIRCULAR

Ref: GU/FIN/TA-55/2013/211 dated 19. 08.2013

It has been decided to regulate payment of travelling allowance to all the external officials attending examination duties, various Council/ Committee meetings including Executive Council, Academic Council, Board of Studies, AIC, DRC/FRC, Selection Committee, Audit Committee, Internal Committee, any other statutory meeting, etc as follows:-

1. In case of travel by own car, road mileage shall be paid @ **Rs.12/- per km** up to 600 kms (*one way*) by shortest route. The Controlling Officer submitting travelling allowance claim, should certify that the concerned official has actually travelled by car indicating therein the vehicle number.
2. In case of travel by air/hired taxi, prior approval of the Competent Authority to be obtained.
3. In case of travel by rail, reimbursement shall be restricted by shortest route up to 2 AC fare and local mileage @ **Rs.12/- per km** only on the basis of production of rail tickets.
4. In case of travel by bus or any other mode of transport, travelling allowance shall be paid at actual.
5. Use of own scooter/motorcycle will be paid @ **Rs.8/- per km**.

TA claims shall be settled subject to fulfilling the following conditions:-

1. **Production of certified bills with proper supporting documents like rail/bus/air-tickets/boarding pass/toll tax.**
2. Production of receipts of taxi/auto hire, maximum rate for reimbursement in case of hire of taxi shall be paid **Rs.12/- per km**.
3. Submission of copy of approval from the Competent Authority, in case permitted to travel by air/hired taxi.



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4. Taxi/own car number to be mentioned in the bill also meter reading, if possible.
5. Availability of the vehicle travelled in for physical verification by the University Officials to authenticate the actual mode of travel.
6. All those cases not fulfilling above condition to the extent applicable, shall be restricted to 2 AC rail fare or mileage allowance of **Rs.9/- per km** as the case may be.
7. The claims are to be certified by the concerned Sectional Head, Divisional Head, Heads of Department, Deans of Schools before submitting the same to Finance Division for reimbursement/payment.

This circular is issued with the approval of the Vice-Chancellor and superceded all earlier orders issued in this regard.

(Prof. Ramesh V. Pai)
Finance Officer

To
All University Departments/Divisions/Sections/Schools

Copy for information:

1. PS to VC
2. PA to R.