



ACADEMIC OFFICE
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015, TAMIL NADU, INDIA

Ref: NITT/DA/Ph.D./Claims/2024

08.02.2024

CIRCULAR

Sub	:	Guidelines for TA/DA claim for External Examiners for UG/PG/M.S./Ph.D. as per norms intimated – reg.
Ref	:	Note from Bill Section and approved by the Director on 05.01.2024.

In connection to the aforementioned information, the academic office has received travel requests from the Guide / Faculty concerning external examiners utilizing either taxis or personal vehicles for TA/DA claim. The IA/bill section has examined specific TA requests and provided clarification on the following points.

- 1) In the future, reimbursement for local transportation during outstation trips shall be limited to a maximum of Rs. 1000/- (i.e., Rs. 500/- per trip) exclusively for local travel. In cases where the journey is made to railway stations or airports, and the distance exceeds 50 kilometers with a train connection, only II AC fare in accordance with Institute norms will be considered eligible for reimbursement.
- 2) In the future, the Academic Office will solely verify the date, time, and attendance of external examiners at MS/Ph.D. meetings. This information will be forwarded to the bill section for subsequent processing. All other TA/DA bills will be scrutinized by the bill section in accordance with institute norms.
- 3) As per S.R. 31 and instructions of Government of India thereunder, the road mileage will be limited to the rail fare of entitled class.
- 4) All other rates for sitting fees, and TA/DA should be referred to Annexure – I in accordance with the established norms.
- 5) For local journeys within Trichy, the individual expense for travel to and from the Airport/Railway Station to Trichy is to be limited to Rs. 500 per trip.

All Heads of Departments and Guides are requested to comply with the aforementioned instructions going forward to facilitate the timely processing of payments for approved expenses.


Dean (Academic)

To

All Deans and HoDs,
All Faculty,
CC: Registrars, Deputy Registrars, Assistant Registrars
All Superintendents in Main Office.
Copy submitted to the Director for kind information
CC: File.