

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**  
 (Formerly Bengal Engineering and Science University, Shibpur)  
**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – III)**

**PROPOSAL FOR ATTENDING CONFERENCE / TRAINING COURSES/OTHERS**

Name of Officer/Staff	Designation	Name of the Conference / Training Course/Others #
Mobile No.		
Department/Section	Grade Pay	
	Basic Pay Rs.	

Place (s) of the Conference / Training Course / Place of visit giving duration with date (s)

Organizer of the Conference / Training Course / Place of visit with full address

Purpose of visit

Date & Time of Departure from and Arrival to the IEST, Shibpur

Total Cost involved Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Please give the details [Registration Fee, Air /Train Fare, other Travel cost within India, per day cost i.e. food and hotel, others, if any (special)] of the total cost in the back

Signature of the officer/staff with date	Forwarded and recommended with a note given in the back  Signature (with seal) of the Head _____ Dept./Section _____
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Forwarded and Recommendation	Recommended	Budgetary provision is checked*	<b>Approved</b>
[Signature (with seal) of the Nodal Officer (Academic Activities), TEQIP – III, IEST, Shibpur]	[Signature (with seal) of the Co-ordinator (TEQIP – III), IEST, Shibpur]	[Signature (with seal) of the Nodal Officer (Finance, TEQIP – III, IEST, Shibpur]	[Signature (with seal) of the Director / Registrar, IEST, Shibpur]

# Nodal Officer, Academic Activities / Co-ordinator, TEQIP – III to note Category of Expenditure (see overleaf).

\* Attach all relevant documents

Category of Expenditure (Put Tick in one Box) To be filled Nodal Officer, Academic (TEQIP – III)

- Attending Pedagogical Training  
 Faculty/Staff Development and Motivation  
  Management Capacity Development

The visit of (Name of the officer/staff) \_\_\_\_\_  
to (name of places / course) \_\_\_\_\_ will benefit the  
department/section in the following way

The necessary alternative arrangement for  
duties of the officer/staff will be made  
during his/her absence

Signature (with seal) of the Head \_\_\_\_\_ Dept. / Section \_\_\_\_\_

**Details of the cost**

[TA/DA is admissible as per the eligibility depending on the grade pay mentioned in Circular issued by MHRD]

Sl. No.	Particulars	Amount (Rs.)	Remarks
	<b>TOTAL</b>		

Final bill amount will be reimbursed through PFMS (Public Financial Management System).  
For direct payment the following **BANK and personal details** is to be provided (format is given in **Annexure - I**).

Place for necessary noting of the Finance Section of TEQIP - III

**ANNEXURE - I**

Please provide the following **BANK details**:

Name of Bank	
Name of Bank Branch including branch address	
Name of Account Holder (as in Bank Pass Book)	
Account Number	
Type of Bank Account	
Bank Branch Code	

**Personal Details**

Name	
Father's name	
Date of Birth	
Complete Address with PIN Code	
PAN Card Number*	
Mobile No.	
AADHAAR Card Number#	

\* please submit a copy of PAN Card with self signature

# please submit a copy of AADHAAR Card (for date of birth, father's name and address etc.) with self signature

**Declaration:** All information for bank and personal details given above is correct to the best of my knowledge.

\_\_\_\_\_  
(Signature of the officer/staff with date)

## **Guidelines for attending training courses by officer/ staff members of IEST, Shibpur**

(a) During submission of application to attend conference/training program/others, they must attach the following documents /fill the blank format with proper information:-

1. Supporting documents indicating the training course fees
2. Copy of training program to be attended and total duration period (in hour/day and in month)
3. Estimated expenditure (based on TA/DA guidelines issued by MHRD, Dept. of Higher Education, Technical Section VII)

(b) During submission of bill for reimbursement of expenditure incurred by him/her after returning from the conference/training program/others which was previously recommended by TEQIP-III Academic committee and approved by the Director, IEST, Shibpur, they must attach the following documents along with the filled up TA Bill:-

1. Actual Train Fare/Air Fare (original/ confirmation of reservation ticket)
2. Local travel invoice/ bill
3. Original hotel bill and food invoice/bill
4. Copy of Participation /Attendance Certificate issued by the conference/training providing authority
5. Original payment document of training course fee
6. Tour Diary in detail is to be submitted.

All the above supporting documents are required to be signed by the touring staff.

For reimbursement, bill will be processed on the basis of actual amount paid (for hotel bill, food bill) by the officer/staff and maximum amount to be paid as per TEQIP-III rule whichever is less.

**N.B.: NO ADVANCE WILL BE PROVIDED FROM TEQIP-III OFFICE FOR ATTENDING CONFERENCE/TRAINING PROGRAM**

## GUIDELINES ON TA/DA NORMS FOR ALL TYPES OF TEQIP-III ACTIVITIES

The Guidelines on TA/DA norms are appended below for faculty and staff who will be attending any meeting / conference / workshop / training etc. at the institution other than their own institution.

### 1. Travel Allowance Entitlement

**Table-1**

Grade Pay / AGP of Individual (6 <sup>th</sup> Pay)	Pay level (7 <sup>th</sup> Pay)	Travel by Air	Travel by Train	Travel by Road
Rs.7600/- and above	12 and above	Economy Class by Air India*	AC First class	AC/ordinary taxi, Auto / AC Bus
Rs.5400/- to below Rs. 7600/-	9-11		AC-II Class	Ordinary Taxi, Auto / AC Bus
Rs.4200/- to below Rs.5400/-	6-8	Not Eligible	AC-II Tier / AC Chair Car	Ordinary Taxi / Auto Rickshaw / Any Public Bus incl. AC Bus
Below Rs.4200/	Below 5	Not Eligible	AC-III Tier / AC Chair Car	Auto rickshaw / Any Public Bus except AC Bus

\*However, on non-availability of Air India Flights connecting two places or non-availability of ticket in Air India flights, Private Airlines by economy class may be allowed subject to the condition that the fare charged is not more than the Air India fare.

### 2. Daily Allowance (D.A) Entitlement: Entitlement of D.A will be as per the following as per the note given below the table-2:

**Table-2**

Grade Pay / AGP of Individual (6 <sup>th</sup> Pay)	Pay level (7 <sup>th</sup> Pay)	Hotel charges per day (Max.)	Food bill per day (Max.)	Local Travel with the City (Max.) per day
Rs.10000/- and above	14 and above	Rs.7500/-	Rs.1200/-	AC Taxi charges upto 50 KMs within the city
Rs.7600/- to below Rs. 10000/-	12-13	Rs.4500/-	Rs.1000/-	AC Taxi charges upto 50 KMs within the city
Rs.5400/- to below Rs.7600/-	9-11	Rs.2250/-	Rs.900/-	Non AC Taxi charges upto Rs.338/- within the city
Below Rs.4200/ to below 5400/-	6-8	Rs.750/-	Rs.800/-	Non AC Taxi charges Upto Rs.225/- within the city
Below Rs.4200/-	5 & below	Rs.450/-	Rs.500/-	Non AC Taxi charges Upto Rs.113/- within the city

- i. Reimbursement of Hotel charges:** For levels 8 and below, the amount of claim (up to ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees upto Level 8 would be 1000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise 25% whenever DA increases by 50%.
- ii. Reimbursement of Local Traveling charges:** Similar to Reimbursement of staying accommodation charges, levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number etc. The ceiling for levels will further rise by 25% whenever DA increases by 50%. For journeys on foot, an allowance of Rs.12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.
- iii. Reimbursement of Food charges :-** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table-2 above and, depending on the length of absence from headquarters, would be regulated as per Table-3 below. Since the concept of reimbursement has been done away with, no vouchers will be required. The lump sum amount will increase by 25% whenever DA increase by 50%.
- iv. Timing restrictions:**

**Table-3**

Length of absence	Amount payable
If absence from headquarters is <6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

**Note:**

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC-II tier and above by train is allowed.
- In case journey is performed by Taxi and more than one person from same college attends the workshop at same place, then the Taxi should be hired on sharing basis and the fare will be reimbursed proportionately to all the travelers.
- In case road journey is performed by own car, copy of RC is to be submitted mandatorily.
- Boarding Passes/Tickets (including Train, Bus etc.) Fare receipts of Taxi and Auto / Bill of Hotel & Food charges are to be deposited at the time of preferring the claim.
- At place where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car / taxi	Rs.24/- per KM
For journeys performed by auto rickshaw, own scooter etc.	Rs.12/- per KM

**NORMS FOR PAYMENT OF HONORARIUM TO  
GUESTS FOR LECTURE/SEMINAR/ WORKSHOP/ MEETING ETC.**

These guidelines shall be applicable for paying honorarium to the Experts invited from institute/ industry for delivering lectures in Workshop/ Seminar or delivering key note address in conferences/ symposia or attending meetings of various statutory authorities like BoS, Examination Committee, Academic Council, BoG (Under UGC autonomous guidelines), Industry Consultation Committee etc.

1. **Persons from Institutions of National Importance (INIs), Industry Expert and institutions participating in TEQIP-III:**  
Rs. 5000/- per day/ meeting
2. **Persons from Non-TEQIP Institutions:**
  - (a) Rs. 4000/- per day for Principal/Professor/Associate Professor
  - (b) Rs. 3000/- Per day for Assistant Professor/ Contract faculty

Note:

- 1.No honorarium is payable to the faculty/ Professor the activities (Lecture/Seminar/Workshop/meeting) of own institution.
- 2.No honorarium is payable to the faculty /person from Mentor/Mentee Institute for the activities under twinning arrangement.

***It supersedes the corresponding point 2.1a. i.iv (1.1 and 1.3 institutions) and point 2.2b bullet 2<sup>nd</sup> (ATUs) for internal faculty/ persons as given in the permissible and non-permissible expenditure***