



### Rules relating travelling and halting allowances for outside Paper-setters and Examiners

**Note :** Whenever concession fares are available, travelling allowances will be paid only as concession rates. The payment of the T.A.H.A. will be made along with the amount due for remuneration.

Paper-setters and Examiners who are required to travel for attending (1) meeting in connection with the setting of question-papers, or (2) meeting of Examiners, or (3) for conducting the Practical, Oral, Clinical, Term-work and Viva-voce examinations will be paid travelling allowance as under :

- ( 1 ) If a person signs a declaration to the effect that he travelled by First Class by Rail or by Motor Car when a Rail route is available, he will be paid a single First Class fare each way.
- ( 2 ) If a person travels by Second Class, he will be paid a single Second Class Railway fare each way.
- ( 3 ) If a person travels by Air, he will be paid the actual fare each way, provided the Vice-Chancellor's sanction is obtained.
- ( 4 ) If a person travels by public Bus/Luxury Bus, he will be paid the actual fare each way, ticket proof required.
- ( 5 ) In all cases, reservation charges only (if incurred) will be paid.
- ( 6 ) if a person travels by a public taxi with a prior permission of the Vice-Chancellor when a rail route is available he will be paid the actual taxi fare or the First Class railway fare, whichever is less, provided that he furnishes a voucher for actual payment made by him together with the taxi number specifically quoted.

If two or more persons travelled by public taxi, with a prior permission of the Vice-Chancellor the actual taxi fare of the First class railway fare of all the members whichever is less will be paid provided they furnish a voucher of actual payment made with taxi number quoted.

- ( 7 ) If a person travels by his own car, he will be paid at the First Class Railway, fare but if two or more such persons travel in the same car, only one person will be entitled to the travelling allowance.  
(Kindly refer rule No. 1).
- ( 8 ) Whenever the same person has to attend a meeting or meetings on consecutive days, travelling allowance for only one journey (both ways) shall be payable.
- ( 9 ) When concessional fares are available, actual cost of travelling, will be paid at the concessional rates, irrespective of whether the claimant has availed himself of the concession.
- ( 10 ) In all cases, travelling allowance is to be calculated by the shortest possible route provided the Vice-Chancellor's approval is obtained otherwise.
- ( 11 ) Whenever a person has claimed travelling allowance for any part of journey from any public authority, this part shall be excluded from the total distance.
- ( 12 ) In all cases, travelling allowance is to be calculated from the registered address of the person to the actual place of duty.
- ( 13 ) Whenever a member has travelled by a class higher than Second Class or by air, he will be required to give the following information for each trip in addition to usual declaration :

Particulars of journey :

From ..... to .....Train, Plane, by which travelled :

Time and Date of Travel : ..... Ticket No. ....

Date of issue of Ticket : ..... Class by which travelled.

OR

A Certificate from the Railway / Air authority to that effect.

- ( 14 ) In addition to travelling allowance, Paper-setters and Examiners will be entitled to receive halting allowance of Rs. 170/- for each day spent by them at AHMEDABAD, and of Rs. 85/- for each day spent by them at outside Ahmedabad, where their presence is required for meeting or for conducting the Practical, Oral, Clinical, Term-work and Viva-voce examinations including any holidays that may intervene between the days of such meeting. If he is required to reach one day earlier than the day on which examination commences he will be paid halting allowance for that day also.
- ( 15 ) Examiners coming to Ahmedabad from outside will be paid conveyance allowance at the rate of Rs. 9/- per day for the actual days of Practicals only.