

PARUL UNIVERSITY

R/Office Order - 906/2022-23

Office of the Registrar
June 22, 2022

OFFICE ORDER

Sub: - Revision in the amount of Travelling Allowance to be paid to External Examiners
Ref: Orders of the President

PREMBLE:

External Examiners are invited by Deans of Faculties/ HOIs/Principals of Colleges for conducting practicals/ viva/ expert talks/ attending Boards of Studies and Faculties etc....The university has made revision in the amount of Travelling Allowance to be paid to external examiners. Hence, the Order.

ORDER:

(A)

Sr. No.	Particulars	Travelling Allowance
1	Travel by any Four Wheeler i.e. Private car or by Hired taxi	Actual Kilometre Travelled as per road mileage at ₹10/- per km rates (for petrol vehicle) ₹9/- per km rates (for diesel vehicle) ₹7/- per km rates (for CNG/EV vehicle)
2	Travel by Scooter/Motorcycle or by any two-wheel vehicle	Actual Kilometre Travelled as per road mileage at ₹2.5/- per km rates
3	Travel by Ordinary Bus and Second class Railway	Actual fare will be reimbursed as per claim
4	Travel by Luxury Bus or Railway higher than Second class but limited to	Actual fare will be reimbursed only if original ticket for travelling to destination and copy of the Return Ticket is produced

	AC II Tier	
5	Local Conveyance For travel between railway station/Bus station and place of duty/meeting by auto, local bus, taxi like Ola, UBER etc.	As per actual claim but maximum up to ₹ 200/- (to and Fro)

Note:

1. For claiming Travelling Allowance, Original Taxi bill, if any, and screen shot of toll tax paid/bus ticket/ railway ticket / Air ticket with boarding pass must be attached with bill. Copy of RTO registration book (certified by expert/examiner) shall also be submitted. If copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.
2. Travelling Allowance as per road mileage and Toll Tax/FasTag payment will only be reimbursed for having travelled by car.
3. For performing duty more than one day at same place, DA will be paid for all days (including Sunday or holiday), and Travelling Allowance will be paid only once.
4. When two experts from the same city come to the same exam center in a single vehicle on the same day, travelling allowance for only one car at the rate applicable is admissible. It will be appreciated, if in above-mentioned situation, they travel by same vehicle.
5. Utmost care should be taken to avoid overwriting and claimant, however in unavoidable circumstances initial should put correction in the bill/form, nearby correction in bill/form.
6. **For e-transfer, following details must be furnished :**

- Cancelled Cheque
- OR
- Bank Account no.
- Bank Name, branch and Branch code
- A/c type (SB/CB)
- IFSC code

By Order


Registrar

To,

- 1) Deans of Faculties
- 2) Dean, Doctoral Studies & Research
- 3) Principals/ Directors of Colleges/ Institutes
- 4) The Controller of Examinations
- 5) Central Administration
- 6) Accounts Section

Submitted to,

- 1) The President
- 2) The Vice President
- 3) Dr.Parul Patel, Member, Governing Body and Chairperson, Admissions Committee
- 4) Dr.Geetika Madan Patel, Member, Governing Body and Medical Director
- 5) Dr.Komal Patel, Member, Governing Body and Director
- 6) The Provost
- 7) The Pro Vice-Chancellor