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PU/REGR/Transport/2012/ 555

July 31, 2012

CIRCULAR - 78

Sub: PU-Expenditure Management-Economy measures in taxi charges/own car travel-Reg.

Ref: O.M.No.7(1) E.Coord/2012 dt.31st May 2012 and 5th June 2012 of Department of Expenditure, Ministry of Finance, Govt. of India.

The University has decentralized the process of engaging Taxies for official purposes with a view to facilitate the smooth functioning of the Departments and various Offices. For this purpose, Travel Agencies have been empanelled with fixed rates for various type of vehicles the details of which have been communicated to all Departments/Officers.

(2) It has, however, been observed over a period of time that some of the Officers and Faculty, who hire taxies themselves, are not following the norms prescribed in Traveling Allowance rules of Government of India. The norms and entitlements prescribed by the Government for various levels of employees are attached herewith, for information.

(3) All the Officers and Faculty, while submitting their claims may attach a certificate that the claims are in accordance with the entitlements prescribed in Travelling Allowance rules of the Government of India. Wherever there is any deviation, they should obtain prior permission of the competent authority viz. Vice-Chancellor.

(4) It may also please be noted that there is a substantial difference in rates between vehicles like Indica/Indigo and Innova etc. In the normal course, Indica should be the type of vehicle to be used, particularly when the officer/faculty, are travelling alone. Whenever more than one faculty/officer travel together, they may also use higher type of vehicles like Indigo as it may be cheaper than using two separate Indica vehicles. When more than three officers/faculty travel together for long distance, they may also use Innova with prior intimation to the Transport Section.

(5) As a matter of rule, vehicles of higher type like Innova should not be used in the normal course except for Dignitaries / Senior Academicians / Special Guests.

(6) In the case of group travel, engagement of A/C car is permissible, even though the individual members of the group may not be entitled for A/C, keeping in view the overall economy in expenditure.

S. Loganathan

(7) Reimbursement of own car travel/taxi charges, in all cases, is to be regulated according to TA rules. Travel by own car/taxi is permissible only for destination upto 350km, as per UGC TA guidelines.

(8) All claims should be submitted alongwith the required details in the proforma enclosed herewith.


(S. LOGANATHAN)
REGISTRAR

All Deans / Directors / Heads of the Departments/Centres, Pondicherry University
All Officers/Staff, Pondicherry University

Copy to:

The A.R, Vice-Chancellor's Secretariat
The A.R, Registrar's Secretariat
The P.S to Director (SEI & RR)
The P.S to Director (Research)
The P.S to Finance Officer

First class on board the steamer plying between places providing no Second class accommodation and incidentals*** ordinarily admissible under the rules.***

[D.G., P. & T., Memo. No. S.K. 249-24/47, A.I., dated the 6th May, 1948 and 17-36/64, PAP, dated the 13th October, 1964.]

Crossing a river or arm of the sea

S.R. 43. The rules in this sub-section apply to Government servants who cross a river or arm of the sea by steamer in the course of a journey, unless such crossing occurs during a railway journey and the charge for it is included in the railway fare. In the latter case, the crossing is treated as part of the railway journey.

Travelling by Government Steamer

S.R. 44. If suitable accommodation on a Government vessel is offered to a Government servant, he is entitled to travelling allowance under Rule 180 and not to mileage allowance. It is not open to him to refuse to accept such accommodation and to draw mileage allowance.

SUB-SECTION (IV)—MILEAGE ALLOWANCE
FOR JOURNEYS BY ROAD

Definition of travelling by road

S.R. 45. For the purpose of these rules, travelling by road includes travelling by sea or river in a steam launch or any vessel other than a steamer and travelling by canal.

Ordinary mileage rates

S.R. 46. For journeys by road, mileage allowance is admissible at the following rates for each kilometre travelled:—

Not printed. [See GIO (1) below.]

NOTE 1.—When two or more Government servants travel in a conveyance belonging to one of them, the owner may draw travelling allowance as if he travelled alone and the other Government servant or servants may draw travelling allowance as admissible under Rule 182, even if he or they meet(s) some portion of the cost of propulsion of the conveyance.

NOTE 2.—*Not printed.*

GOVERNMENT OF INDIA'S ORDERS

(1) Rates of road mileage effective from 1-10-1997.—In supersession of SR 46, and the Government of India's Orders thereunder, the pay ranges for travel by public bus/autorickshaw/scooter/motor cycle, full taxi/own car, is revised as indicated below:—

| | Pay range (1) | Entitlement (2) |
|-------|--|--|
| (i) | Rs. 16,400 and above | Actual fare by any type of public bus, including air-conditioned bus; OR At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi; OR At prescribed rates for Ordinary Taxi when the journey is actually performed by Ordinary Taxi/Own Car; OR At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter/motor cycle, moped, etc. |
| (ii) | Rs. 8,000 and above, but less than Rs. 16,400. | Same as at (i) above with the exception that journeys by AC Taxi will not be permissible. |
| (iii) | Rs. 6,500 and above, but less than Rs. 8,000. | Same as at (ii) above with the exception that journeys by air-conditioned bus will not be permissible. |
| (iv) | Rs. 4,100 and above, but less than Rs. 6,500. | Actual fare by any type of public bus other than air-conditioned bus; OR At prescribed rates for autorickshaw for journeys by autorickshaw, own scooter/motor cycle/moped, etc. |
| (v) | Below Rs. 4,100. | Actual fare by ordinary public bus only; OR At prescribed rates for autorickshaw, own scooter/motor cycle/moped, etc. |

[G.I. M.F., O.M. F. No. 10/2/98-IC and 19030/2/97-E. IV, dated the 17th April, 1998 — Annexure Para. 2-D and dated the 21st December, 1998.]

In places where prescribed rates not available.—Various circles are facing difficulties in settling T.A. claims of those officials, who had undertaken journey by own Car/Taxi/Scooter/Autorickshaw on tour. According to Government of India orders below SR 46, these T.A. claims are settled on the basis of rates prescribed by Transport Authorities of concerned State. But, in particular State, where rates are not notified/prescribed by Transport Authorities, it becomes difficult to make payment at prescribed rates.

2. The matter has been examined in consultation with Ministry of Finance, Department of Expenditure and it has now been decided, that the rates of road mileage allowance may be fixed on the basis of prevailing rates

PROFORMA

| | | |
|-------|--|--------|
| (i) | Type of Vehicle(s) hired with dates | |
| (ii) | The list of Faculty/Officers/Staff,who used the vehicles, and their designations | |
| (iii) | The purpose for which the taxi/vehicle was hired: (Name & date of the seminar /workshop or details of any other academic/official work for which it was hired) | |
| (iv) | (a) Whether taxis/vehicles hired were as per the entitlements prescribed in the TA Rules/University guidelines. (b) If Not, Whether prior approval obtained for deviations from TA rules? (copy of approval should be enclosed) | Yes/No |

Certified that the vehicles have been hired for undertaking urgent academic/official works, which, in public interest, could not have been carried out without hiring of these vehicles.

SIGNATURE :

NAME :

DESIGNATION :

DEPT/SECTION : *