



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

Ref: IMU-HQ/C/12/18/2/2019

Date: 25.10.2019

Circular 1923

Sub: Reimbursement of expenses for Examinations/ Academics related duties attended by the Faculty/Officers/Staff of the IMU Campuses – Reg.

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In order to streamline the reimbursement of expenses for Examinations/ Academics related duties attended by the Faculty/Officers/Staff of the IMU Campuses, following procedures are introduced:

All IMU Campuses will process the claims in original and retain the same and not to forward the copies to HQ for re-imburement. Instead, Campuses are requested to submit only summary of the claims as per the prescribed format, as given in Annexure I. Campuses are requested to ensure the following before settlement of claims:-

1. Applicable TA/DA norms, as circulated by HQ (copy enclosed) have been followed meticulously.
2. Air Travel should be carried only through "Air India" as per GOI norms (OM No. 190241221 2017 -E.IY dated 19.07.2017-"Guidelines on Air Travel on Official Tours – Purchase of air ticket from authorized agent")
3. Propriety and reasonableness to be ensured by the Campus, w.r.t no. of days authorized and claimed.
4. Copy of appointment order/nomination order issued by IMU HQ (E&A), has to verified with every claim for attending the duty as per the order.
5. Original supporting vouchers are to be kept at Campus for Audit and other regulatory requirements/inspection by HQ.
6. Any exceptions/clarification may be sent to IMU Hqrs (E&A), before settlement and post-facto sanction is not to be resorted.

This issues with the approval of the Vice Chancellor.

Enclosure: As stated above

Registrar

To: All IMU Campus Directors

Cc: CoE/FO

Annexure I

Consolidated claim for re-imburement from IMU HQ:

Name of Faculty/Claimant	Remuneration	TA/DA	Amount Claimed	Amount Passed

Certification: This is to certify that claims are settled as per IMU's existing norms, Orders issued by IMU HQ and original invoices are kept in Campus for the purpose of Audit and Inspection by IMU HQ.

Verified by Checked by ARF DR (A) Campus Director

Remarks of E&A Section of IMU Hqrs:

INDIAN MARITIME UNIVERSITY

TA / DA ENTITLEMENT

(As per FINMIN OM Ref. No. 19030/1/2017-E.IV dated 13th July 2017)

Sl. No	Employee Category	Air	Rail	Road	Daily Allowance per day		
					Reimbursement for		
					Hotel	Travel within City	Food
1	Associate Professor / Deputy Registrar	Economy Class	AC 1 st Class	Actual fare by any type of public bus including Air-Conditioned Bus (or) At the prescribed rates for Ordinary Taxi (or) At prescribed rates for autorickshaw for journeys by autorickshaw / own Scooter, motorcycle	Up to Rs.4500	Up to 50km in AC Taxi.	Up to Rs.1000
2	Assistant Professor, Regular Group A & Regular Employees Drawing Grade Pay of Rs.5400 (or) equivalent in Group B	Economy Class	AC II Tier Class	Actual fare by any type of public bus including Air-Conditioned Bus (or) At the prescribed rates for Ordinary Taxi (or) At prescribed rates for autorickshaw for journeys by autorickshaw / own Scooter, motorcycle	Up to Rs.2250	Up to Rs.338	Up to Rs.900
3	Contractual, Visiting Faculty (Considered as equivalent to Assistant Professor) of IMU & Faculties of IMU Affiliated Institutes	Economy Class	AC II Tier Class	Actual fare by any type of public bus including Air-Conditioned Bus (or) At the prescribed rates for Ordinary Taxi (or) At prescribed rates for autorickshaw for journeys by autorickshaw, own Scooter motorcycle	Up-to Rs.2250	Up to Rs.338	Up-to Rs.900
4	Regular Group B staff (Level 6 – 8)	Economy Class	AC II Tier Class	Actual fare by any type of public bus including Air-Conditioned Bus (or) At the prescribed rates for Ordinary Taxi (or) At prescribed rates for autorickshaw for journeys by autorickshaw / own Scooter, motorcycle	Up-to Rs.750	Up to Rs.225	Up-to Rs.800

5	Regular Group C and other Contract staff	-	AC III/ AC Chair Car	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, motorcycle	Up-to Rs.450	Up to Rs.113	Up-to Rs.500
6	Mileage allowance for road journeys shall be regulated as per the prevailing rates (in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States) applicable for the road journey Travel beyond the city.						