



अनुसंधान एवं विकास प्रकोष्ठ/ RESEARCH & DEVELOPMENT CELL

No. CUPB/R&D/2025-26/Notification/65

Dated:05/06/2025

NOTIFICATION

Sub: Guidelines for payment of TA/DA and Accommodation Charges etc. i.r.o. Project Staff appointed under externally funded research projects-reg.

Consequent upon approval of the Competent Authority to the recommendations of the Committee constituted for the purpose, guidelines for payment of TA/DA and Accommodation Charges etc. i.r.o. Project Staff appointed under externally funded research projects for undertaking Field Study/Visit/Survey/Academic Visits and attending Seminars/Conferences/Workshops etc. are notified as under:

1. The said project staff shall be reimbursed Travel Expenses, Food Expenses and Accommodation Charges etc. strictly as per their eligibility as defined by the concerned funding in the respective Sanction Order and/or in general.
2. In case, the rules of funding agency are silent or absent, the said project staff shall be reimbursed TA, Food and Accommodation charges etc. as per TA/DA entitlement at the rate equivalent to Consolidated Pay (where no HRA is admissible) or Basic Pay Without HRA (where HRA is admissible) equivalent to that level it is closet in Pay Matrix at minimum cell of the corresponding level. Accordingly, TA/DA and Hotel Charges for such Project Staff as defined for regular employees as per 7th CPC shall be as under:

TA entitlement within India		
Pay Level in Pay Matrix	Consolidated Pay or Basic Pay range	Entitlement
14 and above	₹ 1,44,200 and above	Business/Club Class by air or AC-I by train
12 and 13	₹ 78800 and below ₹1,44,200	Economy Class by air or AC-I by train
6 to 11	₹ 35400 and below ₹ 78800	Economy Class by air or AC-II by Train
5 and below	₹ 29200 and below	First Class/AC-III/AC Chair car by train

Daily Allowance		
Pay level in pay matrix	Consolidated Pay or Basic Pay range	Entitlement*
14 and above	₹ 1,44,200 and above	Reimbursement for hotel accommodation/guest house of up to Rs.7500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and

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		Reimbursement of food bills not exceeding Rs.1200/- per day.
12 and 13	₹ 78800 and below ₹1,44,200	Reimbursement for hotel accommodation/guest house of up to Rs.4,500/- per day, Reimbursement of AC taxi charges of up to 50 km per day for travel within the city, Reimbursement of food bills not exceeding Rs.1000/- per day.
9 to 11	₹53100 and below ₹78800	Reimbursement for hotel accommodation/guest house of up to 2,250/- per day, Reimbursement of non-AC taxi charges of up to Rs.338/- per day for travel within the city, Reimbursement of food bills not exceeding Rs.900/- per day.
6 to 8	₹ 35400 and below ₹53100	Reimbursement for hotel accommodation/guest house of up to Rs.750/- per day, Reimbursement of non-AC taxi charges of up to Rs.225/- per day for travel within the city, Reimbursement of food bills not exceeding Rs.800/- per day.
5 and below	₹ 29200 and below	Reimbursement for hotel accommodation/guest house of up to Rs.450/- per day, Reimbursement of non-AC taxi charges of up to Rs.113/- per day for travel within the city, Reimbursement of food bills not exceeding Rs.500/- per day.

* Whenever Dearness Allowance increases by 50% entitlement shall increase by 25%.

3. Further, rules of Govt. of India as applicable to regular employees for TA/DA etc. shall also be applicable *mutatis mutandis*.


DEPUTY REGISTRAR

Copy to:

1. Assistant Registrar (VCO): kind information of Hon'ble Vice Chancellor
2. PA to the Registrar: for kind information of the Registrar
3. Finance Officer: for kind information and necessary action
4. All faculty members: for kind information and necessary action
5. I/C Computer Centre: for uploading on University website.