

TA/DA RULES FOR PARTICIPANTS OF SHORT TERM COURSES

A. For Programmes at NITTTR, Chandigarh:

A.1 Participants from Government and Government Aided Polytechnics/Engineering Colleges/Universities:

a) Travelling Allowance:

- Limited to 2nd AC for Professor/Principal/Principal-Incharge/ Director/ Director-Incharge.
- Limited to 3rd AC/AC Chair Car/ Govt. Volvo Bus for others.

Note: Fare will be reimbursed on providing proof of to and fro travel.

b) Boarding / Lodging:

Transit DA will be permissible as per institute rules. However, free boarding and lodging will be provided by the institute. There will be no financial liability on the institute if the participants do not stay in accommodation provided by NITTTR and makes his/her own arrangement outside. No DA will be permissible for the duration of course.

c) Local Conveyance:

Limited to Rs. 200/- at all places including inward and outward local journeys. Local journeys will include residence or place of work to the point of boarding transport, Chandigarh railway station/bus stand/ airport to NITTTR campus, NITTTR to point of boarding transport at Chandigarh and return local journey at the place of posting of the participants. The payment shall be made without submission of bills. If a course participant spends more than Rs. 200/- on local conveyance at different destinations, he/she shall be reimbursed actual expenditure as per local conveyance reimbursement rules of Govt. of India. Such reimbursements shall be processed on submission of genuine printed bills for local conveyance. Participants from other local institutes at Chandigarh, Mohali and Panchkula shall be reimbursed Rs. 100/- per day on account of local conveyance (Rs. 50/- for coming to NITTTR Chandigarh and Rs. 50/- for going back to his/her place of posting or residence) without any local conveyance bill.

d) Course Fee:

No course fee is charged.

A.2 Participants from Self -financing Polytechnics/Engineering Colleges/Universities:

a) Travelling Allowance:

Not permissible.

b) Boarding / Lodging:

Free boarding and lodging will be provided by the institute. There will be no financial liability of the institute for participants staying outside on their own.

c) Local Conveyance:

Not permissible.

d) Course Fee:

No course fee will be charged.

NOTE:

1. Family accommodation will not be provided at the institute to the participants during short term courses.
2. Food/Mess is compulsory for all the residents availing hostel facilities.

Inaugural/Valedictory

Rs. 25/- per person for inaugural session and Rs. 25/- per person for valedictory session respectively.

B. For Programmes at Government and Government Aided Polytechnics/Engineering Colleges/Universities:

B.1 Participants from Government and Government Aided Polytechnics/Engineering Colleges/Universities:

a) Travelling Allowance:

- Limited to 2nd AC for Professor/Principal/Principal-Incharge/ Director/ Director-Incharge.
- Limited to 3rd AC/AC Chair Car/ Govt. Volvo Bus for others.

Note: Fare will be reimbursed on providing proof of to and fro travel.

b) Boarding / Lodging:

Transit DA will be permissible to outstation course participants as per institute rules. No DA will be permissible to the course participants for the duration of the course. The coordinating host institute will make all efforts to provide free lodging otherwise free boarding and lodging will be arranged by the institute, preferably in the Guest House, Hostel, Rest House and Circuit House etc. If such arrangement is not possible, then on confirmation, accommodation can be arranged at some other place subject to availability of budget with a maximum limit of Rs. 600/- per day per person at Y and Z category stations and Rs. 900/- per day per person at X category stations on production of bills.

Participants staying in hotel/guest house away from the host institute shall be reimbursed local conveyance @ Rs. 100/- per day (Rs. 50/-) for coming to the host institute and Rs. 50/- for going back from the host (institute) without submission of bills.

Expenditure on account of two times tea and working lunch shall be restricted to Rs. 125/- per day per participant. Out station participants shall be reimbursed tea, breakfast and dinner bill against actual bills subject to a maximum of Rs. 125/- per day per person.

c) Local Conveyance:

Limited to Rs. 200/- at all places without production of bills (once separately for inward and outward journey). No local mileage shall be payable to the participants from the host institute. If a course participant spends more than Rs. 200/- on local conveyance at different destinations, he/she shall be reimbursed actual expenditure as per local conveyance reimbursement rules of Govt. of India. Such reimbursements shall be processed on submission of genuine printed bills for local conveyance. Participants from other local institute may be reimbursed Rs.100/- per day (Rs. 50/- for coming to the host institute and Rs. 50/- for going back from host institute to place of posting/residence) without any local conveyance bill.

d) Course Fee:

No course fee is charged.

B.2 Participants from Self-financing Polytechnics/Engineering Colleges/Universities:

a) Travelling Allowance:

Not permissible.

b) Boarding / Lodging:

Not permissible. However, working lunch and two times tea during the course will be provided.

c) Local Conveyance:

Not permissible.

d) Course Fee:

No course fee is charged.

B.3 Inaugural/Valedictory:

Rs. 25/- per person for inaugural session and Rs. 25/- per person for valedictory session respectively.

B.4 Honorarium to local Coordinator Rs. 2500/- and Payment to supporting Staff Rs. 1500/-

C. For Programmes at Self-financing Institutions / Private Universities:

I. Training Programmes for faculty / Staff

• Course Fee:

- i.** For 4 or 5 days programme: **Rs 1.0 lac** will be charged as course fee for upto 20 participants. In case, no. of participants increases beyond 20, additional fee @ **Rs. 2,500** per participant will be charged.
- ii.** For 3 day programme: **Rs 75,000/-** will be charged as course fee for upto 20 participants. In case, no. of participants increases beyond 20, additional fee @ **Rs. 2,000** per participant will be charged.
- iii.** For 2 day programme: **Rs 50,000/-** will be charged as course fee for upto 20 participants. In case, no. of participants increases beyond 20, additional fee @ **Rs. 2,000** per participant will be charged.
- iv.** For 1 day programme: **Rs 30,000/-** will be charged as course fee for upto 20 participants. In case, no. of participants increases beyond 20, additional fee @ **Rs. 1,500** per participant will be charged.
- v.** The course fee and other charges for conducting the training programmes at Institutes / Universities covered under TEQIP-II will be as per the existing norms.

- TA/DA, Boarding and lodging facilities to experts and NITTTR faculty will be provided by NITTTR Chandigarh.

- Tea/coffee during sessions and other expenses like stationery, photocopy etc. will be borne by NITTTR Chandigarh.

- Service Tax at the prevailing rates will be extra.

II. For Student Training:

- Course fee of Rs. 20,000/- per day will be charged.
- No course material/refreshment will be given to the participants.
- Service Tax at the prevailing rates will be extra.

D. Budget Provision for ICT Based Training Programmes

D.1 For Remote Centre at Government/Government Aided Institutions/Universities:

Broad guidelines for expenditure are as under:

- Working lunch @ Rs. 125/- per person and Tea with biscuits two times.
- Inaugural and Valediction @ Rs. 25/- each per person (i.e. Rs. 50/- per person for both Inaugural and Valediction).
- Honorarium to Local Co-ordinator Rs. 2500/-
- Payment to supporting staff Rs. 1500/-

If any participant (s) comes from other Government/Government Aided/Self-financing institute, to this remote centre the norms mentioned at Sr. No. B.1 and B.2 will be followed.

D.2 For Remote Centre at Self-financing Institutions/Universities:

Only Rs. 4000/- (Rupees four thousand only) will be given to private institutions for paying honorarium Rs. 2500/- to local coordinator and Rs. 1500/- to staff.

E. Participants sponsored by TEQIP Institute(s):

Course fee @ Rs. 5000/- per participant shall be charged from TEQIP institute for sponsoring its faculty in institutes O. Plan approved programmes. If a TEQIP institute requests for an exclusive programme, the course fee will be charged @ Rs. 10,000/- per participant subject to a minimum of Rs. 1.00 lac. Institute shall not pay any TA/DA to participants from TEQIP institutes and they can avail of boarding and lodging facilities on payment basis.

F. Programmes for Industry or participants from Industry:

F.1 Participants from Industry:

Participants from industry admitted in institute's approved/operational plan programmes shall be charged Course fee @ Rs. 5000/- per person plus service tax as applicable. TA/DA boarding and lodging will be borne by the sponsoring agency or the individual participant. This course fee is for a programme of upto 5 working days. Fraction of a week i.e. one, two three or four days would be considered as full week.

F.2 Programmes exclusively offered for Industry:

Course fee shall be charged @ Rs. 6000/- per person subject to minimum of Rs. 30,000/- per programme plus service tax as applicable for a duration upto 5 days. The course fee doesn't include boarding and lodging charges. Participants exceeding five shall be charged on pro-rata basis. No TA/DA shall be paid to participants by the institute. However, this course fee would include working lunch and two times tea. Accommodation and catering services, if required by the sponsoring organisation(s) or participants, shall be provided to the course participants on payment basis. The participants shall be charged room rent and catering charges as per rules of the institute.