

**NOTIFICATION**

Subject: Revised guidelines regarding Travel Allowances for project staff/students from the budget head of the project fund.

In case, no guidelines are provided by the funding agency, the following Institute norms as applicable to pay levels 6 to 8 to date, will be followed:

- A. Travel Rail** – AC 2 Tier
- B. Hotel Accommodation** – Rs. 938/- per day (For JRF and SRF)  
– Rs. 2,813/- per day (For RA)
- C. Local Conveyance (Taxi Non-AC)**
  - Rs. 281/- per day travel within the city (For JRF and SRF)
  - Rs. 423/- per day travel within the city (For RA)
- D. Food Bill**
  - Rs. 1,000/-per day (For JRF and SRF)
  - Rs. 1,125/-per day (For RA)

This will be applicable only for project-related work (to be certified by PI of the project) and funded through the Travel Head of the respective Project only.

For points A and B, submission of tickets for rail fare and bills/ invoices of hotel accommodation are compulsory for the claim. For points C and D, submission of bill/ invoice/ receipt or certificate of self-declaration is required for the claim.

This notification is issued with the approval of the competent authority.

(Shailesh Sharma)  
Assistant Registrar RSPC

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