

**JADAVPUR UNIVERSITY**  
**KOLKATA-700 032**

Ref. No. REC/N/ 297 /2017

Date: 10 August, 2017

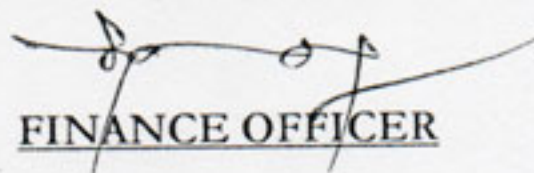
**CIRCULAR FOR REXATION OF RULES FOR AIR TRAVEL**

The proposal of some relaxations was long pending and under active consideration of the University and on recommendation of the Finance Committee, the Executive Council has approved the following proposal, relaxing the present TA/DA Rules, as detailed below:

It is resolved that there should have some relaxations, in view of the proposal, in amending the TA/DA rules of the University, for approval by EC. The decisions are as follows:

- (i) Unless otherwise specified by the funding agency, the choice of airlines will be decided by the user, on lowest cost and convenience basis as being followed now by us.
- (ii) The Professors or equivalent posts, including Officers (with GP of Rs.10,000/-) are normally entitled to air travel (economy class); where there will be no requirement of any prior approval, either from JU fund or Project Fund. The same will be applicable for both the employees and external experts, where the TA Bill form must be filled up properly, stating the GP.
- (iii) Others (not covered under sl.(i) above), propose to travel/travelling by Air (only economy class) must have prior permission from the Vice-Chancellor/ProVice Chancellor and the distance should not be less than 500 km. The same will be applicable for both the employees and external experts.
- (iv) In case of project funds (other than State Govt.), any person other than professor as at sl-(i) above, may travel by air (only economy class) without any prior approval of the Authority, if the bothways airfare is less than Rs.10,000/- for any sector, but the distance should not be less than 500 km. The same will be applicable for both the employees and external experts.
- (v) But, specially when the travel is made out of JU fund any person other than professor as at Sl-(i) above, may travel by air (only economy class) with the prior approval of the Vice-Chancellor/ProVice Chancellor, but the distance should not be less than 500 km.
- (vi) For NT staff and Scholars/students, the travel by economy class air fare only must have prior approval by the Vice-Chancellor/ProVice Chancellor.

The revision is effective from the date of approval by the Executive council on 2nd May 2017. All concerned users and bill processing sections are requested to note the relaxations for smooth implementation of the same.

  
**FINANCE OFFICER**

To

All Sec./Unit/Deptt of the University [Incl. SL Campus] .

All Associations/ The Vice Chancellor and Pro Vice Chancellor.. for information please.