



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref.: GTU/Circular/TA-Hon./2024/ 1501

Date 27/02/2024

Circular

The Travelling Mileage Allowance, dearness allowance, accommodation expense and exam honorarium etc. is being reimbursed as per circular No. Ref. GTU/Circular/TA- Hono. /2022/8000 with effect from 01/11/2022. Revised and updated norms are as follows.

❖ General notes:

- 1) If travelled by own car, road mileage at the rates mentioned below as per actual to and fro kilo meter of travelling.

Sr. No.	Type of fuel used	Rate per km
1	Petrol	₹ 11/-
2	Diesel	₹ 10/-
3	CNG	₹ 6/-

- ✓ Must produce copy of RTO registration book (certified by expert/examiner) & Toll tax receipt / proof of FasTag payment, wherever applicable.
 - ✓ For Vehicle having CNG facility, rate of Petrol will be paid only if, there is no CNG station within 75 (seventy-five) kilo meter of Journey and same should be certified by claimant.
 - ✓ Which fuel is used for travelling (own car), if clearly not identified, actual travelled kilometer will be reimbursed at the minimum of above rate i.e., rate of Rs.6/- per kilometer.
 - ✓ If a copy of R.C. book/ original taxi bill/original tickets is not attached, travelling allowance will be paid as per GSRTC or AC chair car train fare, whichever is less along with local conveyance allowance whenever applicable.
- 2) If travelled by scooter/motorcycle or by any two-wheel vehicle, Road mileage ₹ 2.5/- per km will be paid.

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3) For calculating travelled kilo meter (variation of maximum 10 (ten) kilo meter is allowed onside)

- ✓ During semester, starting point will be Institution/college/university from wherethey are coming will be allowed and
- ✓ During vacation time / Holiday, starting kilometer from residence of a person will be allowed.
- ✓ If examiner is on vacation period, then **it is mandatory to attach proof of the same as per Annexure- A**, otherwise institute to institute will be allowed.

4) When two experts from the same city come to the same exam center in a single vehicle onthe same day, then travelling allowance for only one car at the rate applicable is admissible. **It will be appreciated if in above mentioned situation they travel in the same vehicle.**

5) **Due date for payment of Travelling Allowance bills:**

The claim for travelling allowance including daily allowance shall be considered to have fallen due for payment on the date succeeding the date of completion of a journey or on the first date of next calendar month to which the claim relates. However, the due date for payment does not invoke the right to claim the Travelling Allowance bills. Such allowance will be paid after due verification by the University by on-line mode only.

6) **Wrong/Excessive claim of Travelling Allowance Claim:**

In case of wrong/Excessive claim, appropriate action will be taken by the University Authority in addition to deposit of the excessive claimed amount.

7) The utmost care should be taken to avoid overwriting and correction in the bill/form, however in unavoidable circumstances initial should be put nearby correction in bill/form by claimant.

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8) For E-Transfer, following details must be required to produce:

- ✓ Cancelled Cheque / OR
- ✓ Account number,
- ✓ Bank Name, branch and Branch code,
- ✓ Account type (SB/CB),
- ✓ IFSC code.

A. Travelling Allowance, Dearness Allowance & Accommodation

1. Travelling to place of duty is up to 50 km (One Side)

Sr. No.	Particulars	Travelling Allowance	Dearness Allowance	Accommodation
1	Travelled by Vehicle	Actual Kilometer Travelled as per road mileage.	₹ 200	Not Applicable
2	Travelled by taxi like Ola, UBER etc. (Refer note -10)	Actual bill but, only if, proof of payment (to & fro both) is attached	₹ 200	Not Applicable
3	Travelled by Ordinary Bus (GSRTC/AMC/BRTS/any other public transport)	As per Actual	₹ 200	Not Applicable
4	Local Conveyance other mode (Except car sharing/pooling)	As per actual claim but maximum up to ₹ 300/- (to& fro)	₹ 200	Not Applicable

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2. Travelling to place of duty is more than 50 km (one side)

(i) DUTY TO BE PERFORMED FOR SINGLE DAY.

Sr. No.	Particulars	Travelling Allowance	Dearness Allowance	Accommodation
1	Travelled by Vehicle	Actual Kilometer Travelled as per road mileage	₹ 400	Not Applicable
2	Travel by hired Vehicle	Actual bill but, maximum up to Actual kilometer travelled @ rate of Rs. 9/- per km for Petrol, Rs. 8/- per km for Diesel, Rs.5/- per km for CNG	₹ 400	Not Applicable
3(i)	Travel by Ordinary Bus and Second-class Railway	Actual fare will be reimbursed, as per claim	₹ 400	Not Applicable
3(ii)	Travel by Luxury Bus or Railway higher than Second class but limited to AC II Tier	Actual fare will be reimbursed, only if Original Ticket for travelling to destination and copy of the Return Ticket is produced	₹ 400	Not Applicable
4(i)	Local Conveyance	-	-	-
	✓ For travel between railway station/Bus station and place of duty/meeting by auto, local bus etc.	Actual fare but maximum up to ₹ 300/- per day		
	✓ Travelled by taxi like Ola, UBER etc. (Refer note - 10)	Actual bill but only if receipt of payment made (to & fro both) is attached		

(ii) DUTY TO BE PERFORMED FOR SINGLE DAY.

Refer points as per below.

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IMPORTANT POINTS:

1. For claiming Travelling Allowance Original Taxi bill if any and toll tax receipt (wherever applicable) / busticket / railway ticket / Air ticket with boarding pass must be attached with bill.
2. Travelling Allowance as per road mileage & Toll Tax / FasTag payment (wherever applicable) will only be reimbursed for travelled by car.
3. For performing duty more than one day at same place and if travelling kilo meter is 100 or less than 100 (Single side) then travelling allowance, DA will be paid for all days and Accommodation will not be paid.
4. For performing duty more than one day at same place and if travelling kilo meter is more than 100 (Single side) then travelling allowance will be paid only once, DA will be paid for all days (including Sunday or holiday) and Accommodation will be allowed as per **Note no.6.**
5. Duty to be performed for more than one day Accommodation facility is allowed for $(n-1) * \text{Rs. } 1000$ or Actual charges paid, whichever is less. "n" means Total number of days of duty, including public holiday/Sunday.

For claim of Accommodation facility by Examiner, Center – In charge is **mandatorily** required to provide certificate as per "**Annexure-B**" that they do not have Guest House facility.

6. External Examiner/ Internal Examiner (Only for out station duty)/appointed for University Exams will be eligible for claiming accommodation as per above Note 4 and 5.
7. Receipt of the Accommodation charges paid by the examiner is mandatorily required to be attached.
8. If the Exam center is providing paid Guest House facility, receipt for the same is also required to be attached.

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9. DA will be paid to external examiner/observer/squad. (Zonal officer cannot claim DA). For Observer & Squad, for determination of DA, travelled kilo meter will be considered from Zone Office to Exam Centre.
10. Only actual travel costs will be paid, cancellation charges if any will not be paid.
11. Bill claimed for **Travel by Air**, prior approval of Hon. Vice Chancellor is mandatorily required and copy of ticket with Boarding Pass are mandatorily submitted at the time of the claim.
12. In the case of Experts/Examiners coming from other universities, Institutes/colleges (not affiliated with GTU), if travelled by hired taxi then they will be paid as per actual bill only if original Taxi Bill is attached.
13. **For Sports /NSS/Cultural Related Activity:**
As per circular/ Rules/ Guidelines/handbook of concerned section.
14. **For any Government project /Grant related work:**
As per guidelines of grantee (if not specifically provided in grant, as per GTU norms)

Note: For all the other programs/workshop/meetings etc., where separate rules are not prescribed by university, general rules will be applicable.

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B. Honorarium/Remuneration for university exam:

An honorarium is paid to experts/examiners/faculties and other officers for the exam related work as below.

1. For University exams:

Honorarium for exam and various other university works will be paid as per circular.

Honorarium/Appreciation for Exam Related works

(A) During Exam Day	Revised Rates (Theory Exam)
Centre-in-charge	₹ 275/- per exam session
Zonal officer	₹ 550/- per 1 exam session ₹ 825/- per 2 exam sessions ₹ 275/-per day, if there is no exam session on that day.
GTU coordinator (Theory exam)	₹ 250/- per exam session
(External Practical exam)	₹200/-per day
Handling of Answer Books by GTU Coordinator (Manual assessment)	₹0.5/- per Answer Book received for Manual assessment(Subject to 100% completion of assessment allocated to institute within prescribed time limit)
(E-Assessment)	As per university circular ref. no. GTU/Exam/E-Assessment/ 1532 Date :08/03/2022.
Observer (Note-2)	If travelling Kilo meter is more than 250 (to & fro). ₹ 500/- per 1 exam session ₹ 750/- per 2 exam sessions For other cases, Rs.250/- per exam session will be paid
Squad Member	₹ 270/- per exam session
Peon	₹ 100/- per four exam Blocks
Sweeper	₹ 100/- per 10 exam Blocks
Contingency for Conducting Exam	₹ 1500/-per semester exam (Regular) ₹ 750/-per semester exam (Remedial)
Printing (Photostat) question papers (including theory and Practical Exams)	₹ 1/- per page

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Printing and downloading of block arrangement in theory Exams.	₹ 2/-per student appearing for exam
Manuscript preparation: (Note-3)	₹ 850/- per Manuscript for UG and Diploma Courses ₹ 1100/- per Manuscript for PG courses ₹ 1400/- per Manuscript for Diploma Engineering Bridge Course
Stationery Supervisor cum reliever for 300 students	₹ 200/- per exam session
Numbering Supervisor cum reliever for 300 students	₹ 200/- per exam session
Stationery cum Numbering Peon per 300 students	₹ 100/- per exam session
Minimum Honorarium for examining answer books	₹ 50/- per subject code
Student activity	(a) ₹ 1/- per student per semester (for student section related activity) (b) ₹ 1/- per student per semester (for account section related activity)
DVD (Note-4)	DVD Writing: ₹200/ per exam session DVD: ₹15/ per DVD
Sr. Supervisor	₹ 250/- per 6 Block
Jr. Supervisor	₹ 200/- per exam session
(B) Examining answer books (Note:6)	
(1) Manual Assessment	
For UG/PG courses (including PhD)	₹ 15/- per Answer Book
For Diploma courses	₹ 15/- per Answer Book
(2) E-assessment	₹ 15/-per answer book (Minimum 20 answer book per day)
(C) Research week - review exam (For Ph. D/ME/M.Pharm)	• External examiner: ₹ 2000/-per day • Internal supervisor: ₹ 500/-per day (For PhDExam only)
(D) DP-I/, DP-II/ITD/ Dissertation exam	• External examiner: ₹ 2000/-per day

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Note:

- (1) It is compulsory to complete assigned exam related work within prescribed time limit by faculty/staff without fail.
- (2) Zonal officer will have to verify kilo meters travelled and certify it for payment
- (3) It is compulsory to provide assessment chart and solution for Numerical questions/MCQs, otherwise remuneration will not be paid to the concerned faculty.
- (4) If DVD of CCTV footage of all blocks will be submitted by institute, then only remuneration be paid to GTU Co-Ordinator and Centre-in-charge. For above both cases, receipt from GTU observer should be submitted
- (5) Merging of Block: For merging of block, university circular ref. no. GTU/Exam/7213 dated 06/10/2013 is to be followed.
- (6) Remuneration at the rate of Rs. 6/- per answer book will be paid, if assessment is not completed within prescribed time limit. (15 days for 100 answer books and 4 extra days for each additional 100 answer books).
- (7) For multiple duties performed simultaneously, higher out of all the duties performed will be paid.
- (8) For answer book handling charges in case of E-Assessment will be paid as per university circular ref. no. GTU/Exam/E-Assessment/1532 Date :08/03/2022

(E) University Practical (External) Examination

Particulars	Rates ₹	Travelling Allowance ₹	Dearness Allowance ₹	Maximum Number of persons
(a) For Ph.D.:				
DPC Review/Open Seminar				
DPC Member / Co - Supervisor	₹ 1000/DPC/person	GTU Prevailing Norms	Not Applicable	4
Supervisor	₹ 1500/DPC	GTU Prevailing Norms		
Public Viva Voce				
External Thesis Evaluator	₹ 6000 [4000 Thesis evaluation and 2000 per viva-voce]	As actual claimed	Not Applicable	3

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Supervisor/DPC member/Co-Supervisor	₹ 1000 per person	GTU Prevailing Norms	Not Applicable	4
Research Proposal Presentation/Research council/ Doctoral Research committee/Ad hoc committee equivalent to Doctoral Research Centre/Recognition of Research Centre / Any other Special meeting on contingency basis				
Expert / Member	₹ 2000 per day	As actual claimed		
For BE / Diploma Engineering/BBA/DA/D.VoC:				
External Examiner (Note – 1)	₹ 350/ per subject/per day	GTU Prevailing Norms	GTU Prevailing Norms	Not Applicable
Internal Examiner	₹ 350/per subject/per day	NIL	NIL	Not Applicable
Lab Assistant/ Curator/Instructor /Mechanics/Computer Programmer /charge man	₹ 275/per subject/per day	NIL	NIL	Not Applicable
Electrician	₹ 125/ per day	NIL	NIL	Not Applicable
Peon (or Hamal)	₹ 100/per subject/per day	NIL	NIL	Not Applicable
(d) For ME/MCA/MH/PGDIPR/PGDDS/MARH:				
External Examiner	₹ 350/per subject/per day	GTU Prevailing Norms	GTU Prevailing Norms	Not Applicable
Internal Examiner	₹ 350/per subject/per day	NIL	NIL	Not Applicable
Lab Assistant/ Computer	₹ 275/per subject/per	NIL	NIL	Not Applicable

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ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Programmer	day			
Electrician	₹ 125/per day	NIL	NIL	Not Applicable
Peon (or Hamal)	₹ 100/per subject/per day	NIL	NIL	Not Applicable
(e) For MBA /MBA (Integrated)/ PGDHM/PGDDM				
External Examiner for viva –voce for Project or Internship or Action Learning Segment or Skill Certification for MBA	Rs. 100/per student. (Minimum Rs. 500 per day when no. of students in a day are less than 5. Maximum 15 students per examiner per day.)	GTU Prevailing Norms	GTU Prevailing Norms	Not Applicable
Internal Examiner	₹ 350/per subject/per day	NIL	NIL	Not Applicable
Peon (or Hamal)	₹ 100/per subject/per day	NIL	NIL	Not Applicable
(f) For Pharmacy Exams				
Laboratory Experts	₹ 350/ per subject/per day	N. A	N. A	Not Applicable
External Examiners	₹ 350/ per subject/per day	GTU Prevailing Norms	GTU Prevailing Norms	Not Applicable
Internal Examiners	₹ 350/ per	NIL	NIL	Not

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	subject/per day			Applicable
Lab Assistant	₹ 275/ per subject/per day	NIL	NIL	Not Applicable
Storekeeper	₹ 275/per day	NIL	NIL	Not Applicable
Electrician	₹ 75/per day	NIL	NIL	Not Applicable
Gas Mechanic	₹ 75/per day	NIL	NIL	Not Applicable
Peon (or Hamal)	₹ 100/per subject/per day	NIL	NIL	Not Applicable
(g) Applied Sciences and Technology (M.Sc./Integrated M.Sc./PGDBI)				
External Examiner	₹ 350/per subject/per day	GTU Prevailing Norms	GTU Prevailing Norms	Not Applicable
Internal Examiner	₹ 350/per subject/per day	NIL	NIL	Not Applicable
Laboratory Experts	₹ 350/per subject/per day	NIL	NIL	Not Applicable
Lab Assistant	₹ 275/per subject/per day	NIL	NIL	Not Applicable
Storekeeper	₹ 275/per day	NIL	NIL	Not Applicable

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Peon (or Hamal)	₹ 100/per subject/per day	NIL	NIL	Not Applicable
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Note:

(1) For (BHMCT) course remuneration to be paid is Rs.2000/- per subject / per day to external examiner from hotel industry.

(2) It is compulsory to complete assigned exam related work within prescribed time limit by faculty/staff without fail.

(3) 1st and 2nd year practical examination should be conducted for 4 batches (66 students) per day. For the remaining years, it should be conducted for 3 batches (45 students) per day. For more than 66/45 (whichever is applicable) students, extra remuneration of Rs. 5/- per student will be given.

(4) For multiple duties performed simultaneously during practical examination, higher remuneration out of all the duties performed will be paid.

(5) All the staff of the institute can be given duty as an internal staff which is to be certified by Principal of institute / college.

(6) Remuneration will be paid only to those staff members whose services are required during examination work. Staff member shall be entitled for remuneration only if he/she is holding full time post in the institute. Centre-in-charge is mandatorily required to provide certificate as per "Annexure-C"

(7) M. Pharm Semester-1: Ann Internal examiner should be appointed for Modern Pharmaceutical Analytical Techniques (Subject Code: MAT101T) subject specialization and external examiner should be appointed as per respective specialization in university practical examination.

(8) Pharm.D 5th Year and Pharm. D(PB) 2nd year: for clerkship (subject code: 858804) practical examination maximum batch size should be 18 students per day (+ 20% of batch size is allowed in batch)

(9) B. Pharm 8th Semester (Project work)- Batches for examination will be formed as per the specialization of the students.

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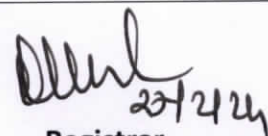
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Honorarium for various meeting

Sr. no.	Particular	Honorarium (Rs.)
1	Board of Governors / Finance committee	1. Rs. 4000/- Per day for non-government member 2. Rs.1000/- per day for Government Ex-officio member
2	Academic Council	Rs. 2000/- per day (revised)
3	Committee for Recruitment (Regular)	1. Rs. 4000/- per day for Honorable Vice chancellor of other University, Nominee of Honorable Governor, BOG members 2. Rs. 3000/- per day for other expert
4	Committee for review of Contractual staff	Rs. 2000/- per day
5	BOS meeting	Rs.2000/- up to 4 (four) meeting per syllabus revision per course
6	UFM committee	Rs.2000/- per day
7	AIC/LIC Inspection	Rs.2000/-per day
8	IT/ Estate/ Purchase/ legal/ grievance/ CCE committee and any other such committee	Rs.2000/- per day
9	Exam related meeting/ Hearing	Rs.2000/- per meeting


Registrar

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Annexure-A

(ON THE LETTER HEAD OF COLLEGE / INSTITUTE)

CERTIFICATE

This is to certify that, Mr./Ms./Mrs. _____ has been availing/availed vacation from date to _____. As per our Institute record His/her residential address is as mentioned below:

SIGN OF EXAMINER

SIGN AND SEAL OF THE PRINCIPAL

Annexure-B

(ON THE LETTER HEAD OF EXAM CENTER)

CERTIFICATE

THIS is to certify that the Practical Exam is conducted on dates _____ & _____ & at _____ Exam Center for the subjects _____ and our college does not have Guest House Facility for the Examiner.

SIGN AND SEAL OF THE
PRINCIPAL/CENTER- IN- CHARGE

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