



# ODISHA UNIVERSITY OF HEALTH SCIENCES, BHUBANESWAR

Office: Sishu Bhawan Square, Bapuji Nagar, Bhubaneswar, Pin- 751009  
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No. OUHS-F&A-GEN-1/ 249 / 1516 / 2023

Date: 26-10-2023

## NOTIFICATION

**Sub: TA & DA, Sitting Fees and Incentives to the members of Executive Board / Academic Council / Various Committees / Local Inquiry Committee Members of OUHS.**

**Ref: 1<sup>st</sup> Executive Board meeting proceedings dated 18.10.2023.**

As per Section 18 (xxxii) & Section 20 (xx) of the OUHS Act, 2021 and in pursuant to approval of the Executive Board in its meeting held on 18.10.2023 with the recommendations of Academic Council have approved Travelling Allowance (TA) & the rate of Daily Allowance (DA), Sitting Fees and Incentives on tour to the members of Executive Board/ Academic Council/ various Committee/ Local Inquiry Committee Members of OUHS as detailed below: -

This will come into effect from the date of its notification.

<b>TRAVELLING ALLOWANCE</b>		<b>Rates</b>
1	To Local Inquiry Committee (LIC) Members	Rs.16/- per KM
2	To any other Meeting	Rs.16/- per KM
<b>DAILY ALLOWANCE</b>		<b>Rates</b>
3	DA to Local Inquiry Committee (LIC) Members.	Rs. 500/-
4	DA to any other Meeting.	Rs. 600/-
5	DA to members of (a)Executive Board (b)Academic Council (c) any other Committee Meeting constituted or appointed by the University.	- Rs. 2000/- Rs. 1500/- Rs. 1000/-
<b>SITTING FEE</b>		<b>Rates</b>
6	Members of Executive Board / Academic Council / any other Committee Meeting constituted or appointed by the University.	Rs.2000/-
<b>INCENTIVE</b>		<b>Rates</b>
7	To Local Inquiry Committee (LIC) Members.	Rs. 600/- (per member)

### **1. Calculation of Daily Allowance:**

#### **A) Admissibility of Daily Allowance:**

- 1) Journey up to 8 Kilometre (one way): "Nil" Daily Allowance
- 2) More than 8 Km. & within Municipal area: 50% of Daily Allowance
- 3) More than 8 Km. & beyond Municipal area: "Full" Daily Allowance

**B) Every 24 hours shall be regulated as under:**

1) Up to 6 hours :	30% of admissible rates
2) More than 6 hours to 12 hours:	60% of admissible rates
3) More than 12 hours to 24 hours:	Full Daily Allowance

**C) Eligibility of Daily Allowance:**

1) Free boarding and lodging:	25% of Daily Allowance
2) Free boarding alone:	50% of Daily Allowance
3) Free lodging alone:	75% of Daily Allowance

**2. Journey by Shared Taxi:**

In case more than one member / person travelled together in own / hired vehicle, the person owning / hiring the vehicle shall be paid Travelling Allowance / Daily Allowance and accompanying person shall be paid Daily Allowance only along with other fees and allowances as applicable.

**3.**

- A.** Journey should be performed by the shortest route.
- B.** If the journey performed by Bus / Luxury Bus, Ticket must be supported with Travelling Allowance Bill.
- C.** The TA shall be allowed as per the actual cost towards journey or Rs. 16/- per KM whichever is less.
- D.** The travelling allowance shall be claimed in the prescribed form duly completed in all respect within six months from the date of return journey, failing which the claim shall be forfeited. The powers to accept the travelling allowance claim after expiry of six month's period shall be vest with the Vice-Chancellor.
- E.** The University may demand any document / tickets / bills / receipts, if deemed necessary to satisfy the genuineness of the claim. If documents are not submitted, claim will not be admissible.

Encl: TA / DA Form (One Sheet).

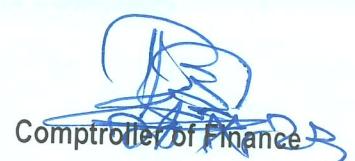


Comptroller of Finance

Memo No: 1517 / OUHS / 2022-23

Date: 26-10-2023

Copy submitted to the Principal Secretary to the Hon'ble Chancellor, Raj Bhavan, Bhubaneswar.



Comptroller of Finance

Memo No: 1518 / OUHS / 2022-23

Date: 26-10-2023

Copy submitted to the Commissioner-cum-Secretary to the Govt., Health & Family Welfare Deptt., Odisha / DMET, Odisha, Bhubaneswar for favour of kind information.

  
Comptroller of Finance

Memo No: 1519 / OUHS / 2022-23

Date: 26-10-2023

Copy forwarded to the OSD to Vice-Chancellor for kind information of Vice-Chancellor / Registrar, OUHS / Controller of Examination / Director, Curriculum / Director, Research & Development / All Consultants / All OSDs of OUHS / Notice Board.

  
Comptroller of Finance

Bank Name .....
Branch Name .....
SB A/C NO .....
IFSC CODE .....



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of 20...../  
 Voucher No.....

## FORM OF TRAVELLING ALLOWANCE BILL

Bill No..... For the month of..... 20..... Section

Name ..... Designation ..... Pay Scale ..... Level ..... Daily Allowance Rs. ....

Purpose of Travel .....

Departure			Arrival			Length of Journey Performed					Daily Allowance Claimed	Actual Expenses if any	Total	Remarks
Date	Time	Place	Date	Time	Place	Railway Fare	Incidental Charges	Road Journey	Bus Journey	Own Car	12	13	14	15
1	2	3	4	5	6	7	8	9	10	11				
Total														

K.M.....	@ .....	Rs.	P.
K.M.....	@ .....		
Railway fare	.....		
Incidental Charges	.....		
Daily Allowance	.....		
Total Claim	.....		
Less Advance	.....		
Net amount payable	.....		

Pay Rs. ....  
 (Rupees .....  
 .....  
 ..... only

Countersigned for Rs. ....  
 (Rupees .....  
 .....  
 ..... only

Signature

Allotment for the year 20.....	
Expenditure including this bill	
Balance	

Dealing Assistant / In-charge

Comptroller of Finance  
 OUHS

Section Office / In-charge

Certified-

- (1) that I did not avail any Casual Leave on the days of my tour.
- (2) that I have claimed T.A. in the shortest route.
- (3) that my journey was made in the interest of the University.
- (4) that I was not merely constructively but actually remained in the camp on the days of my halt.
- (5) that I have actually travelled in the Railway Class/flight/public conveyance/own conveyance claimed in this Bill.
- (6) I undertake to refund the excess amount if any paid to me in this Bill.
- (7) that the journey amount claimed in the bill has not been drawn and disbursed earlier and elsewhere.
- (8) that I have not used the Govt. vehicle allotted to me for this purpose due to.....

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Full Signature of the Claimant

Please provide the following information for payment of T.A. & D.A. to your Bank Account through NEFT/RTGS.

1. Name :

2. Bank Account Number :

3. IFSC Code of your bank :

4. Name of the Bank :

Signature