

**PSG COLLEGE OF TECHNOLOGY, COIMBATORE – 641004**  
**TEQIP-III - Circular**  
**TRAVEL AND HONORARIUM ENTITLEMENTS**

Dt. 23.12.2017

The following is the "Travel and Honorarium Entitlements" under all TEQIP III activities.

**TRAVEL ENTITLEMENTS FOR EXTERNAL EXPERTS**

All External Experts travelling within India are entitled to travel by air - Economy class (subject to a maximum of Air India fare) / AC First Class by Train / AC Bus.

Travel by Car (maximum 300 km both ways inclusive) (By the shortest route - toll bill mandatory)	Hired Car	At actuals (subject to max. Rs.24/- per km against bill) or at Rs.12/- per km without bill.
	Own Car	Rs.12/- per km (Copy of RC book is mandatory)
Local Travel	AC Taxi charges up to 50 km per day within the city (max.Rs.1000/-)	
Terminal charges	At actual (against bill) or at Rs. 12/- per km without bill for travel.	

**DAILY ALLOWANCE/TRAVEL ALLOWANCE**

Grade Pay / Pay level (7 <sup>th</sup> pay)	Hotel / guest house charges up-to (inclusive of all taxes)#	Maximum Food bill (inclusive of all taxes)	Travel allowance (against Ticket)	Local Travel/Terminal charges* (against bill)
Rs.10,000/- & above / 14 and above	Rs.7500 per day,	Rs.1200/- per day	Economy class by air <sup>§</sup> / AC First Class/AC bus subject to maximum AC First Class fare	AC Taxi charges upto 50 km per day within the city
Rs. 8,000/- to 9,000/- / 12 to 13A	Rs.4500 per day	Rs.1000/- per day	Economy class by air <sup>§</sup> / AC First Class/AC bus subject to maximum AC First Class fare	AC Taxi charges upto 50 km per day within the city
Rs.6,000/- to 7,000/- / 9-11	Rs.2250 per day	Rs.900/- per day	Economy class by air <sup>§</sup> / AC Second Class/AC bus subject to maximum AC Second Class fare	Non- AC Taxi charges up to Rs. 300/- per day within the city
Rs.4,200/- to 5,700/- / 6-8	Rs.750 per day	Rs.800/- per day	AC Second Class/AC bus subject to AC Second Class fare	Non- AC Taxi charges up to Rs. 200/- per day within the city
< Rs.4,200/- / 5 and below	Rs.450 per day	Rs.500/- per day	AC Third Class/Non- AC bus subject to maximum AC Third Class fare	Non- AC Taxi charges up to Rs. 100/- per day within the city (Bill not needed)

\* In case of local travel performed by more than one person, to the same institution, to attend the same activity, at the same place, the charges will be reimbursed for one person only (up to four persons).

# Accommodation is to be claimed on twin sharing basis.

§ In case of journey performed through private airlines, Proof illustrating that the fare is less than Air India fare for the same date of booking and date of travel is mandatory.

**HONORARIUM FOR EXPERTS/SPEAKERS DELIVERING LECTURES IN PROGRAMMES / ATTENDING MEETINGS**

Persons from institutions of national importance (like IITs, IISc, NITs, IIMs, etc.), and TEQIP – III Institutions	Rs.5000/- per day
Persons from industry	Rs.1000/- per hour subject to maximum of Rs.5000/- per day
Persons from Non - TEQIP – III Institutions Principal / Professor / Associate Professor	Rs.1000/- per hour subject to maximum of Rs.4000/- per day
Persons From Non - TEQIP – III Institutions Assistant Professor / Contract Faculty	Rs.750/- per hour subject to maximum of Rs.3000/- per day

**No honorarium is payable to the faculty for activities of own institution (except Remedial classes & Coaching Classes) / mentee institution under twinning agreement.**

**DETAILS FOR ORGANIZING AND ADMINISTERING TRAINING PROGRAMMES FOR FACULTY**

MINIMUM number of External Participants: 05

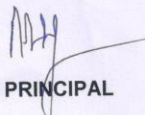
MINIMUM number of Participants: 20

Number of days	Budget *(inclusive of all expenses) in Rupees
7	1,50,000/-
5	5 days – 100,000/- , 4 days – 85,000/- , 3 days – 75,000/-
2	50,000/-
1	30,000/-

\* For programmes handled completely by using experts from institutions of national importance (like IITs, NITs, IISc, IIMs, etc..) special budget may be obtained from the TEQIP office.

**Permissible expenditure**

<b>Registration Kit</b> (within Budget)	Limited to Rs. 75/- per head for <b>7 days Programme.</b> <b>In all other cases</b> - Limited to Rs. 50/- per head.
<b>Miscellaneous</b> (within Budget)	Limited to Rs. 500/- per programme (including sundry items) for <b>7 days Programme.</b> <b>In all other cases</b> - Limited to Rs. 250/- per programme (including sundry items)
<b>Food &amp; Refreshments</b> (within Budget)	Rs. 150/- per head/day
<b>Postal Expenditure</b> (with bill/Receipt from Indian post or Courier)	Limited to Rs. 3000/- Per Programme
<b>Brochure and programme schedule</b> (TEQIP III Logo and publication in college website are mandatory)	Limited to Rs. 20/- per copy inclusive of taxes
<b>Certificate</b> (TEQIP III Logo is mandatory)	Limited to Rs. 20/- per copy inclusive of taxes

  
PRINCIPAL

Copy to: HoDs, Deans, Department TEQIP Co-ordinator, Accounts Section, Day File