



**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – II)**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
**(Formerly Bengal Engineering and Science University, Shibpur)**  
 P.O. Botanic Garden, Howrah – 711 103, West Bengal, INDIA.  
 (Tel: 91-33-2668 4561 -63 Ext. 456; Tele- Fax: 91-33-2668 5186)  
 (E-mail: [besu.teqip@gmail.com](mailto:besu.teqip@gmail.com))

**TRAVELLING ALLOWANCE RULE FOR NATIONAL CONFERENCES / TRAINING COURSES**  
**FACULTY AND OTHERS-DOMESTIC TRAVEL TA/DA**

<b>Grade Pay in (Rs.)</b>	<b>Hotel Tariff/ Day (Rs.)</b>	<b>City Taxi Charges / Day up to Rs./Km</b>	<b>Max. Food Bill/ Day (Rs.)</b>	<b>Air</b>	<b>Rail</b>	<b>Road</b>
9,000 to 10,000 & above pay scales of HAG+ & above	Rs. 5000/-*	AC-Rs. 18/Km subjected to maximum of 150 Km	Rs. 500/-	Economy class by the shortest Route	Ac-I	Taxi @ Rs.16/Km Auto @ Rs.8/Km , AC Taxi/ Any public bus including AC Bus
7,000 to 8,000	Rs. 3000/-*	Non AC- Rs. 10/km up to 150km	Rs. 300/-	Economy class by the shortest Route	Ac-I	Taxi @ Rs.16/Km Auto @ Rs.8/Km , Any public bus including AC Bus
5,400 to 6,600	Rs. 1500/-*	Rs. 150/-	Rs. 200/-	Economy class by the shortest Route	Ac-II	Taxi @ Rs.16/Km Auto@ Rs.8/ Km , Any public bus including AC Bus
4,200 to 4,800	Rs. 500/-*	Rs. 100/-	Rs. 150/-	N.A.	Ac-II	Taxi @ Rs.16/Km Auto@ Rs.8/ Km , Any public bus including AC Bus
<4,200 &>2,400	Rs. 300/-*	Rs. 50/-	Rs. 100/-	N.A.	Ac-III	Auto/ Own Scooter/ Any Public Bus except AC Bus
<2,400	Rs. 300/-*	Rs. 50/-	Rs. 100/-	N.A.	Ac-III	Auto/ Own Scooter/ Any public bus

**\*MAXIMUM OR THE ACTUAL AMOUNT WHICHEVER IS LOWER**



**GUIDELINES FOR FACULTY ATTENDING CONFERENCES/WORKSHOPS/COURSES**

**Faculty needs to provide the following while submitting the application form for funding from TEQIP-II:-**


- a) Supporting Documents indicating the registration fees.
- b) Photocopy of the abstract of the accepted paper.
- c) Paper Acceptance letter (Must be submitted to TEQIP-II office before leaving to attend conference/workshop)
- d) Copy of Conference Brochure

**Faculty needs to provide the following while submitting the final bill after returning from Conference:-**

- a) Original ticket for the train fare (Eligible for Airfare/AC-I/AC-II as per grade pay mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website.  
URL: <http://teqip-ii.iiests.ac.in/download.html>)
- b) Original Accommodation Bill (Abiding by guidelines mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website.  
URL: <http://teqip-ii.iiests.ac.in/download.html>).\*
- c) Original Food Bill (Abiding by guidelines mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website.  
URL: <http://teqip-ii.iiests.ac.in/download.html>).\*
- d) Original Taxi Rent Bill along with taxi number (Abiding by guidelines mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website.  
URL: <http://teqip-ii.iiests.ac.in/download.html>).
- e) Original receipt of registration fees.
- f) Photocopy of the certificate of presenting the paper.
- g) Proceedings of the presentation of the paper in the department.

**\* Accommodation and Food Bill only during Conference period will be paid. Accommodation and Food Bills during Journey period will not be paid.**

All the above said documents are to be submitted for reimbursement.

  
(Prasad Syam) 26/10/2016  
Co-ordinator, TEQIP-II, IEST, Shibpur.



**TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP – II)**  
**Indian Institute of Engineering Science and Technology, Shibpur**  
**(Formerly Bengal Engineering and Science University, Shibpur)**  
P.O. Botanic Garden, Howrah – 711 103, West Bengal, INDIA.  
(Tel: 91-33-2668 4561 -63 Ext. 456; Tele- Fax: 91-33-2668 5186)  
(E-mail: [besu.teqip@gmail.com](mailto:besu.teqip@gmail.com))

**GUIDELINES FOR STAFF ATTENDING CONFERENCES/WORKSHOPS/TRAINING COURSES**

**Staff needs to provide the following while submitting the application form for funding from TEQIP-II:-**

- a) Supporting Documents indicating the registration fees.
- b) Copy of Conference/ Workshops/Training Courses Brochure

**Staff needs to provide the following while submitting the final bill after returning from Conference:-**

- a) Original ticket for the train fare ( Eligible for Airfare/AC-I/AC-II as per grade pay mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website. URL: <http://teqip-ii.iiests.ac.in/download.html>)
- b) Original Accommodation Bill (Abiding by guidelines mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website. URL: <http://teqip-ii.iiests.ac.in/download.html>).\*
- c) Original Food Bill (Abiding by guidelines mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website. URL: <http://teqip-ii.iiests.ac.in/download.html>).\*
- d) Original Taxi /Bus Rent Bill along with taxi number (Abiding by guidelines mentioned in Travelling Allowance Rule for National Conferences & Training Courses given in website. URL: <http://teqip-ii.iiests.ac.in/download.html>).
- e) Original receipt of registration fees.
- f) Photocopy of the certificate of attending the Conference/ Workshops/Training Courses.
- g) A report about the proceedings of the program.

\* Accommodation and Food Bill only during Conference period will be paid. Accommodation and Food Bills during Journey period will not be paid.

All the above said documents are to be submitted for reimbursement.

**\*\*Acceptance declaration**

I understand and agree to provide all the documents mentioned in the “Guidelines” and unless I provide all the documents, I may not get the full reimbursement.

  
(Prasad Syam) 26/10/2016  
Co-ordinator, TEQIP-II, IEST, Shibpur.