

**MAKHANLAL CHATURVEDI NATIONAL UNIVERSITY OF JOURNALISM AND  
COMMUNICATION, BHOPAL**

**T. A. RULES FOR OBSERVER/FLYING SQUAD**

**(EFFECTIVE FROM DEC. 2014-JAN. 2015 EXAM)**

AMENDMENT  
ON : 16/02/2015

- I. a) The actual rail fare for traveling in AC-II, AC-III class or AC Chair Car class shall be reimbursed on production of original tickets/photocopy thereof or providing ticket number. Otherwise rail fare for sleeper class shall be reimbursed.
- b) If journey is performed by Taxi/Own Car the TA claim will only be considered in case of journey to places which are not connected by rail. **Prior permission of the University will be necessary, if journey between places connected with rail is to be performed by own car or taxi however no prior permission is required for journey up to 100 K.M.**
- University may pay traveling allowance @ Rs. 4.50/- per Km for journey performed by Own Car.
- University may pay traveling allowance @ Rs. 9/- per Km for journey performed by Taxi.
- On production of original bill, receipt and duty slip of Taxi or declaration regarding journey performed by Own Car mentioning the vehicle number supported with toll tax receipts, petrol bills and photocopy of the registration book. T.A. so claimed shall be admissible for one time to and fro journey. No local Conveyance shall be payable in such case.
- II. **The maximum permissible limit of hotel for stay at hotel i.e. Room Rent :-**
- a) Rs. 2000/- per day (Excluding Taxes) for 'A' class cities and Metros (viz. New Delhi, Mumbai, Kolkatta, Chennai, Bangalore, Hyderabad/Secunderabad, Ahmedabad, Kanpur and Pune).
- b) Rs. 1500/- per day (Excluding Taxes) for State capitals and Divisional Head Quarters.
- c) Rs. 1000/- for places other than "A" class cities metros, State Capitals and Divisional Head Quarters.
- d) Production of actual bills of hotels guest house is necessary. If actual bills of hotel are not produced then maximum permissible charges towards stay shall be restricted to Rs. 300 / - per day.
- e) Payment of hotel guest house will be admissible only if one stays for 6.00 hours and above.
- III. **The D.A. shall be paid at the following rates :**
- a) Outside State Rs. 400/- per day.
- b) At Divisional Head Quarters Rs. 300/- per day.
- c) Places other than Divisional Head Quarters Rs. 200/- per day.
- IV. Incidental charges for transit, transportation, coolie etc. will be admissible @ Rs. 400/- for to & fro journey on production of original bill receipt. **If original bills/receipts are not produced then admissible incidental expenses will limit to Rs. 200/- for the entire journey.**
- V. **Remuneration/Honorarium :-**
- a) Observers/Flying Squad are entitled to an honorarium at the rate of Rs. 325/- per shift (Subject to Maximum of Rs. 650/- per day).
- b) **Conveyance Charges :-**  
Conveyance charges shall be payable to Observers/Flying Squad at following rates:-
- (i) At district and Tehsil places - Rs. 150/- per day.
- (ii) At Divisional level places - Rs. 250/- per day.
- (iii) In State Capitals (Non-Metro) - Rs. 250/- per day.
- (iv) For Metro-Cities - Rs. 300/- per day.
- VI. **Deduction @5% :-**  
**For every Honorarium/ Remuneration paid by the University for Examination Purposes, the recipient of the Honorarium/ Remuneration will have to pay an amount @5% as deduction for Teacher/Officer/Employee Welfare Fund. This amount is to be paid by way of Bank Draft or can be adjusted against advance amount.**

Dated : 16/02/2015

  
 Registrar