SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25,2016)

Transit Office, Plot No. 147, Sector-44, Gurugram-122003

CIRCULAR

As discussed in review meeting held on 12.03.2022 the procedure/rules as per HCS TA/DA rules 2016 to be followed for claiming the TA bill by the employee/expert/processing department are as follows:

1. Original TA bill duly filled and certified can be claimed once in a month.
2. **Prior approval** from the Competent Authority need to take before performing a journey by concerned employee.
3. Prior **approval for using own car/taxi/Auto** must be obtained **from CA** in case of SVSU employee.
4. Journey if performed by own vehicle R.C. should be in the name of self or spouse only and self-attested R.C should be attached with T.A bill.
5. **Shortest route for the journey will be considered.**
6. As per rule a valid Taxi bill duly verified by concerned employee/expert need to be submit and counter signed by the concerned dept. Head.
7. **Original tickets/ toll slips/boarding pass** of Journey performed through public transport **(Air/Rail/Bus, except ordinary bus etc.)** need to be submit with TA bill.
8. All TA bills must be countersigned by HOD/Deans/Chair persons.
9. As per TA rule **hotel charges can be claimed** if journey is performed/stayed **out of Haryana and Chandigarh,** DA can be claimed in case of journey performed in Haryana and Chandigarh.
10. **No Hotel charges** shall be admissible in case of **training within or out of Haryana.**

– Sd –

Sr. Account Officer, SVSU

Endst: No. SVSU/22/Accts/ 158 **Dated:** 04/04/2022

Copy of the above is forwarded to the following for information and further necessary action.

1. All Deans/HOD's of SVSU.
2. OSD to Vice Chancellor (for kind information for the Vice Chancellor, SVSU, Gurugram).
3. PA to Registrar (for kind information of the Registrar, SVSU, Gurugram).
4. In-charge IT cell to upload on University Website and E-Office.

Sr. Account Officer, SVSU