



झारखण्ड केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage: <http://www.cuj.ac.in>

Ref. No. CUJ/FIN/TA/2025/ 573

Dated: 21 April, 2025

CIRCULAR

Subject: Special Prior Permission for Journey Availed by Own Car by External Experts as per DOPT Rules

This is to inform all concerned that, in accordance with the provisions set forth by the Department of Personnel and Training (DOPT) under the relevant TA rules, the officials inviting the external experts visiting the University for Official Engagements are required to seek **special prior permission** before using their own vehicle/taxi for official travel and where there is other modes of connectivity such as Air/Rail communications.

1. Guidelines for travel by own cab by External Experts:

- The university officials inviting the External experts should obtain prior approval of the travel for the expert for using their own car for official purposes from the competent authority.
- This permission is mandatory in compliance with the guidelines outlined in the DOPT's rules governing travel by government officials and external experts.
- In the absence of prior approval the following rule will be applicable: As per DOPT "In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class."

2. Conditions for Granting Permission:

- The official must submit a request detailing the need for using their own vehicle/private taxi, along with the justification for the journey, the route to be followed, and an estimate of the distance to be travelled.
- The travel should be directly related to the official work/engagements they are assigned to at the university.
- No reimbursement for fuel, maintenance, or any other travel-related costs will be entertained unless specifically permitted by the relevant authority.

3. Compliance with DOPT Rules:

झा.के.वि., ग्राम-चेडी-मनातू, पोस्ट-कमरे, कांके, रांची-८३५२२२ /CUJ, Vill.-Cheri-Manatu, Post- Kamre, Kanke, Ranchi – 835 222



आज़ादी का
अमृत महोत्सव



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- All travel-related requests will be processed in strict adherence to the **DOPT travel regulations** and must align with the university's policy on travel by external experts.

4. Non-compliance:

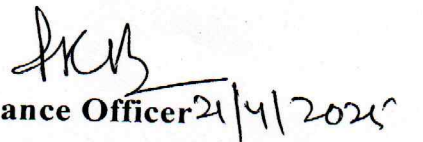
- Any official who fails to obtain prior approval of external expert for using their own vehicle/private taxi will not be eligible for any reimbursement or allowances associated with the travel, and the university reserves the right to deny such requests.

This issues with the approval of the competent authority.


Finance Officer 21/4/2025

Copy for Information to

1. All Deans /Heads/Coordinators of Department, CUJ.
2. Dean, Academic Affairs / Research & Development Cell /Director, IQAC
3. Purchase Section I/c/ Estate I/c / Technical Cell I/c
4. PS to the Vice Chancellor, Registrar, Finance Officer
5. Technical Cell to upload in university website.
6. All Notice Board
7. Guard File


Finance Officer 21/4/2025