

No. : CUJ/FINANCE/36<sup>th</sup> FC/07/248

Dated: 30.03.2026

अधिसूचना / NOTIFICATION

**Subject: Rate of TA/DA to Project Staffs and students under projects**

It is hereby notified for the information of all concerned that the rules for reimbursement of TA/DA to Research Staff and students under Projects attending project work/conferences etc. has been approved by the Finance Committee in its 36<sup>th</sup> meeting held on 09<sup>th</sup> January, 2026, and subsequently approved by the Executive Council in its 53<sup>rd</sup> meeting held on 2<sup>nd</sup> February, 2026.

The TA/DA entitlement for the said project staff/student will be as per the norms of funding agencies. However, in absence of specific guidelines, TA/DA reimbursement shall be regulated as follows:

Travel	Accommodation and Fooding
By Train-AC-III Tier/AC Chair Car By Bus- AC Deluxe By Sea – Lowest Class  Local Travel – Rural/Village/ Remote Locations: As per actual or up to Rs. 500 per day, whichever is less.  Urban/City/Town Locations: As per actual or up to Rs. 300 per day, whichever is less	Rural/Village/Remote Locations: As per actual or up to Rs. 1200 per day, whichever is less.  Urban/City/Tow Locations: As per actual or up to Rs. 2000 per day, whichever is less
All expenditure related documentation must be duly certified by the concerned Principal Investigator or Project Director, clearly specifying whether the location is rural or urban. It shall be their responsibility to ensure that proper documentation, including original receipts, is maintained in order to uphold financial accountability and institutional compliance	

Note:

1. The limit of the Hotel Accommodation/ Guest House is exclusive of GST
2. Submission of valid receipt is mandatory for reimbursements.

  
वित्त अधिकारी / FINANCE OFFICER

Copy to:

1. All Deans of the Schools
2. Dean, Academic Affairs/R&D/Students' Welfare
3. All Heads/Coordinators of Departments
4. All Project Investigators/Directors
5. All faculties of University
6. Technical Cell I/c – For University Website
7. PS to Vice-Chancellor/Registrar