

STORIES OF SHIRAZ JOURNALS

Short journey Verified By

Signature -----

Designation with seal

Designation with seal -----

GENERAL REMARKS FOR TRAVELLING AND HALTING ALLOWANCE

1. No T.A. or D.A. will be paid to the members of the Academic Council for attendance the Convocation.
2. When a member has to attend two meetings of University with an interval of less than four days between the meetings.attended excluding the days of meetings, he/she shall be entitled to charge only daily allowance for the intervening days.
3. Actual Air fare plus incidental expenses equal to 20% of fare limited to one halting allownace will be paid, in exceptional cases, to persons who actually travel by air even though there are other means of travelling at the discretion of the Vice Chancellor.
4. For purpose of the above rules the allowance for railway and road journeys shall be admissible by the shortest route If the journey is performed by an alternative route at a fare greater than by the shortest route, the vice-Chancellor may sanction the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he considers necessary that there was a considerable saving in time by taking the longer route.
5. If travelled by road, clearly mention about the mode of travelling i.e. own Car, or Taxi, or Bus etc. In case the journey has been performed by Bus the payment will be made for actual, Bus fare plus incidental charges at approved rates for the places not connected by Rail.