



No. AF.23(22)/2009-10-NC
Dated:20.11.12

CIRCULAR

Subject: Reimbursement of TA/DA to the Faculty and other staff of IHMs deputed for evaluation and other official work at NCHMCT Noida

This has reference to this office circular of even no. dated 7.10.2010(copy enclosed) vide which some instructions were issued in respect of payment of TA/DA to the faculty and other staff being reimbursed by NCHMCT. In this regard it has been observed that while claiming local conveyance by the faculties the rates of taxi/auto charges are claimed with different rates. Similarly kilometres shown from Railway Station, Bus-Stand, Airport are also found different.

To streamline the reimbursement of TA/DA and to avoid audit objections, the following guidelines are hereby issued:

1. All TA/DA and other bills should be submitted through Institute only. No bill should be submitted directly to NCHMCT. The reimbursement will be made in the name of the Institutes concerned giving details of disbursement.
2. The TA/DA bill should be submitted in Prescribed GAR-14 Format(copy enclosed). All columns viz. name, designation, Pay and Grade Pay, Headquarter Kilometers and journey details should be filed-in properly.
3. Copy of approval of NCHMCT and Principal concerned should be attached with the bill.
4. All bills should be submitted with in one month after completion of journey/work.
5. Since NCHMCT is preparing its annual account on accrual basis, in future no timebarred claim will be entertained by the Council. If the claim is submitted after a gap of 3 months from the completion of the tour.
6. Rates of auto/taxi charges of Transport Department of Delhi Govt. Applicable in Delhi/NCR and kilometers chart is enclosed herewith. On the basis of the same, the kilometers and rates of taxi/ auto may be claimed by the concerned while travelling
7. The rates of local journey at other places may be claimed as per rates prevailing in that city.
8. Please ensure that journey may be performed by entitled classes only.
9. All claims should be sent in the name of Executive Officer, (A&F) National Council for Hotel Management, A-34, Sector-62, Noida.

Enclosed: As above.


(L.K. Ganguli)
Director (A&F)

Distribution:

1. All affiliated Institutes of Hotel Management.
2. Director(S) NCHMCT.
3. Notice Board.
4. Accountant/Cashier NCHMCT