OFFICE OF DEAN RESEARCH STUDIES
UNIVERSITY OF JAMMU

Guidelines for Post Doctoral Fellows/Research Associates/Project Assistants/Associates/JRF/SRF etc. for entitlement of Travel Allowance (TA) for domestic fieldwork/travel under the Projects/Fellowships received from different Funding Agencies

1. **Classification for Travel Entitlement Purpose:-**
   Post doctoral Fellows and Research Associates shall be deemed equivalent to category III officers and Fellows/JRFs/SRFs etc shall be deemed equivalent to category IV officers, for the purpose of regulating their TA with reference to Article 309 of SRO 458 dated 24th Oct, 2013 Travel Allowance Rules, issued by Govt. of Jammu & Kashmir.

2. **Entitlement of Journey by Road:-**
   The entitlement for Journey by road between places linked by any regular bus service shall be as per actual fare by any mode of public transport, or on shared basis at the prescribed rates as per JK Transport Department for Auto Rickshaw/Taxi.

3. **Entitlement of Journey by Train:-**
   Train travel shall be admissible upto AC II Tier class as the maximum entitled class. However, they will be allowed to travel by any class below their entitlement.

4. **Travel by Air:-**
   In case of places in remote/inaccessible areas, and in case of urgency, air travel may be permitted (in exceptional circumstances) with prior approval of the Competent Authority.

5. **Boarding and Lodging charges:-**
   The charges of boarding and lodging (wherever possible) for field visits under the projects shall be reimbursed on sharing basis as under:-
   a) When the incumbent stays in a Govt. /public sector guest house, he/she shall be entitled to reimbursement of actual charges subject to the production of vouchers.

b)

Category	Localities in J&K other than Srinagar/ Jammu	Srinagar/Jammu and anywhere outside the State
IV	Reimbursement for hotel accommodation/guest house upto Rs. 1000/-per Night	Reimbursement for hotel accommodation/guest house upto Rs. 2000/-per Night

c) The scholars shall also entitled for reimbursement of Rs. 200/- per meal in a day.

6. Pony/Porter Charges:-

For carrying out high altitude field work (wherever applicable), carriage/pony/porter charges shall be reimbursed as per the rates given below:

a) Pony - Rs.1500 per mule per day.
b) Porter - Rs.2000 per porter per day.

Note:- All claims submitted for Travel allowance, boarding and lodging must be supported by original vouchers and be duly certified by Principal Investigator.