



UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++ GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

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Ref. 122nd University Syndicate Resolution No.122.76 dated 22.09.2025.

NOTIFICATION (25/Dec/GEN/47)

In pursuance of above resolution of 122nd University Syndicate, it is notified for the information of all concerned that the Guidelines for Post Doctoral Fellows/ Research Associates/Project Assistants/Associates/JRF/SRF etc. for domestic Field work/Travel under the Projects/Fellowships received from different Funding Agencies is hereby adopted (as given in Annexure).

~~SO/HA
P.A.~~

Sd/-
DEAN ACADEMIC AFFAIRS

No. F. Acad/I/25/13043-054
Dated: 24/12/2025

Copy for information to:-

1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Worthy Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. All Heads of the Teaching Departments
4. Sr. P.A. to the Registrar/Controller of Examinations
5. Finance Officer
6. Director, Centre for ITES&M with a request to direct the concerned for uploading the notification on the University website.
7. Joint Registrar, Finance/Examinations/Academic Affairs
8. I/c Coordination for information.
9. Guard File

Abroca
23/12/25
Joint Registrar (Academic)

Tony
23/12/25 R

10797
30/12/25

Draft Guidelines

Proposed 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(copy enclosed).

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.

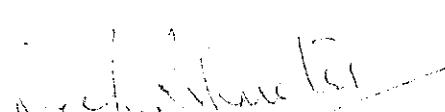
| | | |
|-----------------|--|---|
| Category | Localities in J&K other than Srinagar/Jammu | Srinagar/ Jammu and anywhere outside the State. |
| IV | Reimbursement for hotel accommodation/guest house up to Rs.1000/-per Night | Reimbursement for hotel accommodation/guest house up to Rs. 2000/-per Night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

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.


 Dean Research Studies


 Finance Officer


 Registrar


 Joint Registrar (Finance/Grants)



Government of Jammu and Kashmir
Civil Secretariat Finance Department

Notification
Srinagar, the 24th Oct. 2013.

SRO 458.— In exercise of the powers conferred by proviso to section 124 of the constitution of Jammu & Kashmir, the Governor is pleased to direct that following amendments be made in the Jammu & Kashmir Civil Service Regulations Volume-I namely:-

I For Article 309, the following shall be substituted.-

"309. Government servants shall be classified for the purpose of regulating their T.A as under:-

| | |
|---|-----------|
| (i) Officers drawing Grade Pay of Rs. 10,000/- & above and those in pay scale of HAG+ & above | Class I |
| (ii) Officers drawing Grade Pay of Rs. 7,600/- to Rs. 8,900/- | Class II |
| (iii) Officers drawing Grade Pay of Rs. 5,400/- to Rs. 6,600/- | Class III |
| (iv) Officers drawing Grade Pay of Rs. 4,200/- to Rs. 5,200/- | Class IV |
| (v) Officers drawing Grade Pay below Rs. 4,200/- | Class V |

Note:- The term "Grade Pay" for the purpose of these rules shall mean "Grade Pay" in the revised pay structure in terms of Rule 3 (f) of the J&K Civil Services (Revised Pay) Rules, 2009. In the case of employees who may have opted to retain the pre-revised scales of pay, their T.A claims shall be regulated under the existing Rules."

II. In Article 309-A, for the word "salary" the words "Grade Pay" shall be substituted.

III. In Article 314, for Clause (a) along with note thereunder, the following shall be substituted.—

19/10/13

DAS