



आधेष्ठाता (शोध एवं परामर्श) कार्यालय
मोतीलाल नेहरु राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज- 211004 (भारत)

OFFICE OF THE DEAN (RESEARCH AND CONSULTANCY)
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj – 211 004 (India)
Website: <http://www.mnnit.ac.in>

Letter No. 116/S/R&C/2024-25

Dated: 18-1-25

Minutes of the meeting regarding TA/DA for Various Project Staff related to Research/Testing & Consultancy Project

Referring to the committee formed vide letter no. 927/R&C/2024-26, dated: 10/01/2025, from Dean (R&C) regarding recommendation of TA/DA, hotel & travel charges etc. for various Project Staffs of the institute, a meeting was held on 13/01/2025 at 4:00 PM in the office of Dean (R&C). Following members attended the meeting.

1. Prof. Ajai Kumar Singh, Dean (R&C), Chairman
2. Dr. Shwetank Parihar, Deputy Registrar (Account)
3. Sri S.N. Verma, Internal Auditor

Members discussed about the suitable TA/DA etc. for various type of projects staffs related to Research/Testing & Consultancy Project working under different positions/projects with various sponsoring agencies. The committee found that most of the Funding/Sponsoring agency has documented complete TA/DA etc. rules for the different project staffs. Projects running in the Dean (R & C) Office, MNNIT Allahabad, belongs to different departments of the institute and varying in nature with different travel requirements for the project staff. In the absence of the rules from the Funding/Sponsoring agency, the committee proposed the following TA/DA etc. for different categories of project staff receiving different salaries/emoluments.

Sr. No	Project Staff Designation	Travel Entitlement	Food Charges/ Fixed DA Per Day (In Rs.)	Maximum Lodging Charges/Day (On Production of Bills) (In Rs.)	Local Travel within any city [Limited upto 50 km per day]		Travel outside city	
					Mode Of Travel	Max. Rate/Km (In Rs.)	Mode Of Travel	Max. Rate/Km (In Rs.)
1.	Project Assistant/Field Assistant/Laboratory Assistant/Lab Investigator/Others*	Upto Sleeper Class by Train/Actual Fare by ordinary Bus	700/-	700/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro	i. As Per Tickets Provided ii. 10 Rs.	i. By Bus ii. By Own Bike etc.	i. As Per Tickets Provided ii. 8 Rs.
2.	JRA/SRA/Research Assistant/Btech/M.Tech/MBA/MCA/MSc./Others*	Upto AC-III Tier by Train / Actual Fare by any Bus (except AC Bus)	700/-	700/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro	i. As Per Tickets Provided ii. 10 Rs.	i. By Bus ii. By Own Bike/etc.	i. As Per Tickets Provided ii. 8 Rs.
3.	JRF/SRF/Research Associate/Project Scientist/Ph.D/ Others*	Upto AC-II Tier by Train / AC Bus	800/-	1000/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro	i. As Per Tickets Provided ii. 12 Rs.	i. By Bus ii. By Own Bike/etc.	i. As Per Tickets Provided ii. 10 Rs.
4.	Young/Women Scientist/ Others*	Upto AC-II Tier by Train/AC Bus/Air	800/-	1200/-	i. By Bus ii. By Own Bike/Auto Rickshaw/Metro/ Taxi/ Own Car (Prior Approval will be required for travel by Taxi/Own Car).	i. As Per Tickets Provided ii. 16 Rs.	i. By Bus ii. By Own Bike/ Taxi/ Own Car (Prior Approval will be required for travel by Taxi/Own Car).	i. As Per Tickets Provided ii. 14 Rs.

***Note: For the post not falling under above categories 'Other' may be considered as per the approval of the Dean(R&C)/Director according to the project requirement.**

The committee further recommended the following norms/guidelines to be followed in payment/reimbursement of above listed expenses.

NOTE:

1. The above norms will be applicable to the Research/Testing & Consultancy Project staffs engaged in the Research/Testing & Consultancy work for which no specific guidelines regarding TA/Accommodation/fooding charges/local travels etc. are not specified by the Funding/Sponsoring Agencies Guidelines of Funding/Sponsoring agencies will supersede these norms provided by the Funding/Sponsoring agencies.
2. For the special nature of project works such as filed survey/monitoring/sample testing in which a project staff is required to perform journey within the city for which the *travel distance exceeding 50 km, then a prior approval through proper channel by competent authority will be required.*
3. All the expenses will be admissible on production of actual bills/receipts/tickets etc., duly certified by the concerned PI, if applicable of the project and endorsed by respective head of the department.
4. For local travel by road, the travel expenses must be supported by Ticket/Taxi bills duly verified by concerned PI/Co-PI. In case of travel by own vehicle, a self-certified bill with toll tax deduction message duly verified by concerned PI/Co-PI will be required with a copy of RC of the vehicle.
5. For performing any travel related to Research/Testing & Consultancy project such as for attending conferences/trainings/workshops/site-visits/field-survey/monitoring etc. by a project staff, a prior approval for the same must be obtained from competent authority through proper channel.
6. No reimbursement claim will be processed, if the ticket for Air travel (By Economy Class only) has not been booked by any Authorized Agency such as IRCTC, Ashoka Travels and Balmer Lawrie approved by GOI.
7. All Travel reimbursement will be paid for shortest route.



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Letter No. /R&C/2024-25

Date : -08-2024

MINUTES

In context to the letter No. 346A/R&C/2024-25 dated 03-07-2024 a meeting of the following members was held on July 03, 2024 (Wednesday) at 4:00 p.m. in Office of the Dean(R&C). Following members were present in this meeting.

1. Dean (R&C)	: Chairperson
2. Prof. Rajesh Gupta, EED	: Member
3. Dr. Manisha Sachan, Biotechnology Dept.	: Member
4. Dr. Ramji Dwivedi, GIS Cell	: Member
5. Assistant Registrar (R&C)	: Convener
6. Assistant Registrar (Admin-III)	: Special Invitee
7. Internal Auditor	: Special Invitee
8. Prof. Y.K. Prajapati, ECED (FIP)	: Special Invitee

Following are the Minutes of the above meeting.

Proposal Submission:

- PIs can collaborate with various Government Institutions such as Central/State Technical Institutes, R&D labs, Industries on research proposals submission without a mandatory MoU.
- If MNNIT Allahabad receives no funding in a joint proposal, the PI from the Institute must submit a declaration stating that institute resources (beyond intellectual/scientific expertise) will not be used.
- For the submission of high-value proposals requiring in-kind institute support, the PIs can mention in the proposal the utilization of institute resources like CPDA, departmental recurring expenses of individual faculty, institute infrastructure support etc towards this. However, the institute guidelines of respective funds will be strictly applicable in case of utilization of these resources.
- All project PIs should submit their project proposal, Endorsement Letter, Letter of NOC to the Dean (R&C) office at least 5 days before to the last date of funding agency.
- For the proposals to be submitted to the government funding agencies the institute overhead can be in accordance to the guidelines of the funding agency, otherwise, the R&C overhead rates may be applicable.

Account Opening and Manpower Recruitment:

- The R&C office will initiate and try to complete the account opening formalities upon receiving the project sanction letter to meet funding agency requirements within 15-30 days.
- PIs can begin recruitment of project staff after receiving the sanction letter. However, letters for conducting interview can only be issued to shortlisted candidates after receiving the project grant.
- For the recruitment of the project staff, the PI can make first time extension to the advertised application submission deadline in case of lack of receipt of required minimum number of applicants and non-suitable candidates. However, in this case PIs should submit a signed email/letter to the R&C office explaining the reason, summarizing eligible/ineligible candidates, and ensuring no changes to eligibility criteria in the advertisement.

Procurement Guidelines:

- The committee discussed the procurement process for the items below Rs 25000/- for which the Institute guidelines were issued on April/May, 2024. In order to ease out the procurement of low value items, as raised by the project PIs in the meeting with the Director, it was recommended by the members to constitute a separate committee for the procurement of low value items of the externally funded projects.


Travel:


- PIs are allowed domestic travel based on their entitlements and project grant availability. They can also send project staff to collaborating institutes for project-related work. For urgent travel, PIs can inform the Dean R&C office via email with travel details and estimated expenses for approval, subject to fund availability in the project.

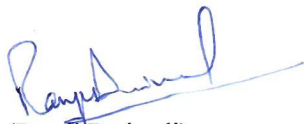
Utilization Certificate (UC):

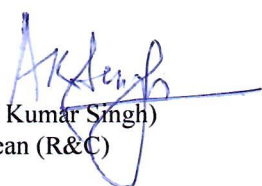
- The UC issuance process will be expedited to minimize delays and require fewer signatures. Maximum 3-weeks timeframe is set for issuing UCs.
- If project funds are unavailable, institute CA UC charges may be paid using R&C funds.


(Viveka Nand)
AR(R&C)



(Rajesh Gupta)
Professor, EED


(Manisha Sachan)
Associate Professor, Biotechnology


(Ramji Dwivedi)
Associate Professor, GIS Cell


(Ajai Kumar Singh)
Dean (R&C)

*Approved as
proposal*


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प्रयागराज