Lr.No: Dir (R)/ Claim/2009

Dated: 13.02.2009

Dear Sir,

Sub: Anna University Chennai – Centre for Research – Claim towards payment of TA/DA, sitting fee, thesis evaluation fee, etc to Examiners / DC / MC members – Reg.

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I would like to draw your kind attention that of late it is noticed that the claim bills received towards payment of TA/DA, sitting fee, local conveyance, hospitality charges, thesis evaluation fee, etc for the conduct of DC/MC meeting and viva-voce in respect of Ph.D. / M.S. (by research) are not in accordance with the rules framed by this University.

The following are some of the important points to be observed while submitting the claims for payment.

i) Xerox copies of the Air-Ticket (both onward and return journey) should be enclosed along with the claim. The **Boarding pass in original for onward journey** is to be enclosed without fail.

ii) If the journey is performed by air, conveyance charges (maximum Rs.1200/-) for both ways can be claimed.

iii) If the journey is performed in Two tier A.C. train, conveyance charges (maximum Rs.500/-) for both ways can be claimed

iv) Examiners / Experts travel by First Class or 3 tier AC train or car are **not entitled for conveyance charges**.

v) Local conveyance charges for attending D.C/M.C meeting could be claimed only if the meeting is conducted outside the college campus. If the meeting is conducted in the same college campus where the member is employed, the member is not eligible for conveyance charges but eligible for sitting fee.

vi) Supervisors/ Joint Supervisors are **not entitled for sitting fee, conveyance**, etc.

vii) If the journey is performed by car the maximum mileage permissible is only 300 Km both ways @ Rs.7 per km. If the mileage travel exceeds 300 Km, the same should be restricted to the ceiling fixed. **(printed bill to be produced and not vouchers for payment)**
viii) The halting allowance can be claimed by enclosing the receipt for the stay in the hotel or in the guest house or else the supervisor should certify the stay of the Examiners.

ix) The hospitality charges can be claimed by enclosing proper printed bills and not vouchers.

x) While submitting T.A/D.A bill for viva-voce examination, minutes of viva board copy should be attached.

xi) Claims exceeding Rs.5000 and above revenue stamp should be affixed and duly signed on the stamp by the examiner.

xii) Ph.D. / M.S. thesis evaluation claim of the Indian Examiner(s) should be included in the viva-voce T.A/D.A claims. No separate claim for thesis evaluation should be made.

xiii) T.A/D.A bill, copy of the Air-Ticket, Car hiring bill, hospitality bills, etc should be duly attested by the supervisor with his seal.

xiv) Payments towards the claim for attending the DC/MC meeting may be paid at your end in the case of Regional Centres at Coimbatore, Salem, Karaikudi, Tirunelveli and need not be sent to the University

Further I am enclosing herewith the revised rates towards the claim for payment of TA/DA, sitting fee for D.C./M.C. Meeting, Viva Voce Examination, thesis evaluation fee, hospitality, halting allowance, travel by car, etc, which is effective from 15.05.2009.

I request you to circulate the above information to the Supervisors/ Joint Supervisors of Ph.D. / M.S. (by research) programmes for strict adherence in order to enable the centre to process the claims quickly.

The receipt of the communication may be acknowledged.

Director (Research)

To
1. The Principals of affiliated Engineering Colleges
2. The Principal & Regional Director (Research)
   Coimbatore / Salem / Karaikudi / Tirunelveli
3. Deans of the Campuses
4. Chairmen of faculties
5. Heads of the University Departments / Directors of the Centres
6. The supervisors / Joint supervisors