

National Institute of Public Cooperation and Child Development
(Ministry of Women and Child Development)
5, Siri Institutional Area, Hauz Khas

New Delhi, the 15th November, 2018**OFFICE MEMORANDUM**

In supersession of Institute's Office Memorandum No.NI/DD/Accts./1/2018 dated 11th October 2018, I am directed to convey the Travelling Allowance Entitlement to the Institute's Project Staff applicable henceforth as:

Sl. No.	Nomenclature of Post	Level as per 7th CPC	TA entitlement	DA entitlement
1	Consultant (including IT Specialist & Curriculum Development Specialist)	8	Economy class by air or AC-II by train; AC-II Class/ Chair Car (in Shatabdi Train); Lower Class if there be two class only on steamer; actual fair by any public bus or at prescribed rate of taxi when the journey is actually performed by taxi or at prescribe rate for auto rickshaw for journey by own car, scooter, motorcycle, moped etc.	Reimbursement of Hotel Accommodation /guest house of up to Rs. 750/- per day. Reimbursement of Non-AC Taxi charges of up to Rs. 225/- per day for travel within the City. Reimbursement of Food Bills not exceeding Rs. 800/- per day.
2	Junior Consultant	7	Economy class by air or AC-II by train; AC-II Class/ Chair Car (in Shatabdi Train); Lower Class if there be two class only on steamer; actual fair by any public bus or at prescribed rate of taxi when the journey is actually performed by taxi or at prescribe rate for auto rickshaw for journey by own car, scooter, motorcycle, moped etc.	Reimbursement of Hotel Accommodation /guest house of up to Rs. 750/- per day. Reimbursement of Non-AC Taxi charges of up to Rs. 225/- per day for travel within the City. Reimbursement of Food Bills not exceeding Rs. 800/- per day.
3	Young Professional (including Project Associate & Project Assistant)	6	Economy class by air or AC-II by train; AC-II Class/ Chair Car (in Shatabdi Train); Lower Class if there be two class only on steamer; actual fair by any public bus or at prescribed rate of taxi when the journey is actually performed by taxi or at prescribe rate for auto rickshaw for journey by own car, scooter, motorcycle, moped etc.	Reimbursement of Hotel Accommodation /guest house of up to Rs. 750/- per day. Reimbursement of Non-AC Taxi charges of up to Rs. 225/- per day for travel within the City. Reimbursement of Food Bills not exceeding Rs. 800/- per day.
4	Data Entry Operator & Accounts Clerk	2	First Class /AC-III/AC-Chair Car by train; Lowest class in case of sea journey; actual fair by any public bus or at prescribed rate for auto rickshaw for journey by, own car, scooter, motorcycle, moped etc.	Reimbursement of Hotel Accommodation /guest house of up to Rs. 450/- per day. Reimbursement of Non-AC Taxi charges of up to Rs. 113/- per day for travel within the City. Reimbursement of Food Bills not exceeding Rs. 500/- per day.

2. The Other Conditions as prescribed in Office Memorandum of Department of Expenditure, Ministry of Finance dated 13.07.17 will also be regulated. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. However, these norms will automatically change on amendment of above referred office memorandum.

3. This issues with the approval of the competent authority.

Chand Ran
(Chand Ran)
Deputy Director (Accts)

Distribution:

1. PS to Director
2. PA to Additional Director
3. All Joint Director
4. All Regional Director
5. Deputy Director (Admn.)
6. Deputy Director (Accts.)
7. Editor
8. All Accounts Officers
9. Senior Programmer for upload to website
10. Notice Board

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(Ministry of Women and Child Development)

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New Delhi, the 11th October, 2018**OFFICE MEMORANDUM**

I am directed to convey the Travelling Allowance Entitlement to the Institute's Project Staff applicable henceforth as:

Sl. No.	Nomenclature of Post	Level as per CPC	TA entitlement	DA entitlement
1	Consultant (including IT Specialist & Curriculum Development Specialist)	8	Economy class by air or AC-II by train; AC-II Class/ Chair Car (in Shatabdi Train); Lower Class if there be two class only on steamer; actual fair by any public bus or at prescribed rate of taxi when the journey is actually performed by taxi or at prescribe rate for auto rickshaw for journey by, own car, scooter, motorcycle, moped etc.	Reimbursement of Hotel Accommodation /guest house of up to Rs. 750/- per day. Reimbursement of Non-AC Taxi charges of up to Rs. 225/- per day for travel within the City. Reimbursement of Food Bills not exceeding Rs. 800/- per day.
2	Junior Consultant	5	First Class /AC-III/AC-Chair Car by train; if two class only the lower class. If three Classes, the middle and the second class. If there be four classes, the third class in case of sea journey; actual fair by any public bus or at prescribed rate for auto rickshaw for journey by, own car, scooter, motorcycle, moped etc.	Reimbursement for Hotel Accommodation/Guest house of up to Rs. 450/- per day, Reimbursement of Non- Ac taxi charges of up to Rs. 113/- per day for travel within the city, Reimbursement of Food Bills not exceeding Rs. 500/- per day.
3	Young Professional (including Project Associate & Project Assistant)	5		
5	Data Entry Operator & Accounts Clerk	2	First Class /AC-III/AC-Chair Car by train; Lowest class in case of sea journey; actual fair by any public bus or at prescribed rate for auto rickshaw for journey by, own car, scooter, motorcycle, moped etc.	

The Other Conditions as prescribed in Office Memorandum of Department of Expenditure, Ministry of Finance dated 13.07.17 will also be regulated. It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. However, these norms will automatically change on amendment of above referred office memorandum.

Chand Ram
(Chand Ram)
Deputy Director (Accts)

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