



162/SMU/REG/OO- 2022/107

31 Oct 2022

**DOMESTIC TRAVEL POLICY: AMENDMENT NO 2**

1. Please refer the following:
  - a. SMU/REG/2014-373, SMU Domestic Travel Policy: Amendment No 1, dated 08 Sep 2014
  - b. SMU/REG/2011-77, SMU Domestic Travel Policy, dated 29 Mar 2011
2. Para 15 of the above policy is resubstituted as under: -

Entitlement of DA, mode and class of travel, accommodation and rates of car mileage, for various categories of different cadres is given in the following schedules:-

**SCHEDULES**

**ENTITLEMENT OF DA, MODE AND CLASS OF TRAVEL, ACCOMMODATION AND RATES OF CAR MILEAGE FOR VARIOUS CATEGORIES OF DIFFERENT CADRE**

**A. Teaching & Associate Teaching Cadre**

Designation	Travel class/ Mode	Car Mileage per KM / Local Conveyance	Rate of DA	Accommodation Tariff per day @
Professor/ Equivalent	Air (Econ)/ Train- AC 2 Tier	Rs. 15/- / Ola / Uber / Economy taxi	Rs- 1,600/-	Up to Rs- 6,000/-
Associate Professor/ Equivalent	Train- AC 2 Tier	Rs. 12/- / Ola / Uber / Economy taxi	Rs- 1,500/-	Up to Rs- 5,000/-
Assistant Professor/ Assistant Professor I/ Sr. Lecturer/ Equivalent	Train- AC 3 Tier	Rs. 10/- per KM	Rs- 1,350/-	Up to Rs- 4,000/-
Assistant Professor II/ Lecturer/ Assistant Lecturer/ Sr / Jr. Resident/ Medical Officer/ Tutor/ Demonstrator/ Equivalent	Train- AC 3 Tier	Rs. 8 /- per KM	Rs- 1,250/-	Up to Rs- 3,000/-

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**B. Non-Teaching Cadre**

Scale of Pay	Travel class/ Mode	Car Mileage per KM / Local Conveyance	Rate of DA	Accommodation Tariff per day @
Basic Pay Rs- 15,600/- and above or Consolidated Pay Rs- 18,000/- and above	Train- AC 3 Tier	Rs. 8/- per KM/ Auto	Rs- 900/-	Up to Rs- 3,000/-
Basic Pay Rs- 11,530/- and above upto Rs- 15,599/- or Consolidated Pay Rs- 15,000/- and above up to Rs- 17,999/-	Train- AC 3 Tier	Rs. 8/- per KM/ Auto	Rs- 800/-	Up to Rs- 2,400/-
Basic Pay Rs- 9,780/- and above upto Rs- 11,529/- or Consolidated Pay Rs- 12,000/- and above up to Rs- 14,999/-	Train- AC 3 Tier	Auto	Rs- 650/-	Up to Rs- 1,950/-
Basic Pay below Rs- 9,780/- or consolidated pay below Rs- 12,000/-	Train- Sleeper	Auto	Rs- 600/-	Up to Rs- 1,500/-

**C. Administrative Cadre**

(Official covered by Management Engagement Policy)

Designation	Train class/ Mode	Car Mileage per KM	Rate of DA	Accommodation Tariff per day @
Pro Chancellor/ Vice Chancellor/ Pro Vice Chancellor/ Non- Official Members of the Board/ Committees (GC, EC & FC) of the University	Air/ AC First Class	Actual*	Rs- 2,000/-	Actual*
Registrar/ Executive Director/ Director/ Controller of Exam/ Head (HR/ Projects/ General Services/ Finance)/ Equivalent Designation	Air (Econ)/ Train- AC 2 Tier	Rs. 15/- Ola or Uber or Economy taxi	Rs- 1,600/-	Up to Rs- 6,000/-
Additional Director/ Additional Registrar/ Additional Controller of Exam/ Deputy Director, Deputy Registrar/ Equivalent Designation	Train- AC 2 Tier	Rs. 12/- Ola or Uber or Economy taxi	Rs- 1,400/-	Up to Rs- 5,000/-
Assistant Director/ Assistant Registrar/ Assistant Controller of Exam/ Equivalent Designation	Train- AC 3 Tier	Rs. 8/- per KM /Auto	Rs- 1,350/-	Up to Rs- 4,000/-

50% of accommodation tariff shown above, can be claimed if stay under own arrangements.

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**3. Travel from Gangtok/ Majitar to Bagdogra**

In modification of the SMU Circular No SMU/Reg/2012-536 dated 21 Dec 2012:

Vehicle shall be provided for Professor, Hols, HoOs, HoUs & HoDs to commute from Gangtok to Pakyong/ Bagdogra and vice versa.

For Travel from Gangtok to Bagdogra/ NJP, Associate Professors, Assistant Professor & for Scale Rs. 15,000/- to 17,999/- **Rs. 1,200/-**

Others **Rs. 600/-**

For Travel from Majitar to Bagdogra/ NJP, Associate Professors, Assistant Professor & for Scale Rs. 15,000/- to 17,999/- **Rs. 1,000/-**

Others **Rs. 500/-**

4. The above entitlements are effective from 01 Nov 2022.

5. This has the approval of Vice Chancellor, SMU

Prof (Dr) K.S.Sherpa  
Registrar, SMU

Circulation :

- |  |                                |
|--|--------------------------------|
| 1. Vice Chancellor   | 2. Dean, SMIMS                 |
| 3. Director, SMIT  | 4. Medical Superintendent, CRH |
| 5. SFO, SMU  | 6. Head IT, SMU                |
| 7. Head GS, SMU  | 8. Head-HR, SMU                |
| 9. Controller of Examination & Director-Quality (Assurance & Reputation) |                                |
| 10. Principal, SMCPT   | 11. Principal, SMCON           |
| 12. Coordinator & Convenor of DHA & MHA                                  | 13. HR Depts-SMIMS, CRH & SMIT |



*K.B. Saha*