

ICMR- NATIONAL INSTITUTE OF EPIDEMIOLOGY, CHENNAI – 600 077.
Travel on Duty (Conference, Workshop, Seminar, Courses, Invited Expert, Training, Field duty etc)

1. Name of the Officer: _____ 2. Designation: _____
3. Purpose and name of the meeting: _____

4. Date & Venue of the meeting: _____
5. Organizer of the meeting: _____
6. When the officer proposes to leave station (Date & Time): _____
7. When the officer proposes to return to the station (Date & Time): _____
8. Address during absence from the station: _____

9. Request for: TA DA Registration Fee Others (specify) _____
 No funding support required
10. Source of funding: NIE Fund Project Fund
If project fund, name of the Project: _____
11. Role of Participant Oration Guest Lecture Chairman Rapporteur
 Faculty Participation Consultation Supervisor
 Oral/ Poster Presentation Others, specify _____
12. If Oral/ Paper Presentation please specify Title: _____
Whether approved by the Manuscript committee Yes No
13. Signature of Applicant with Mobile No: _____
14. Justification & recommendation of HOD: _____
 Recommended Not Recommended
15. Type of Duty: Duty Leave Field Duty
16. Signature of HOD: _____
17. Approval of Director: _____

Terms and conditions:

1. His/her absence during the period including the journey period will be treated as on duty.
2. He/She will be paid TA for travel by Bus/Train/Air fare as per his entitlement and DA as per the approved project budget.
3. In case, he/she wishes to draw any TA/DA advance for this purpose, he/she should make specific request.
4. TA claim for adjustment of advance may be submitted within 15 days from the completion of tour or the date, on which he/she resumes duty after completion of tour, whichever is earlier.
5. Unutilized advance, if any, shall be refunded forthwith. Penal interest @ 2% over GPF interest on the unutilized advance will be deducted from the date of return to Head Quarters to the date of settlement of the balance advance.
6. Reimbursement of TA will be limited to the shortest direct route calculated on a through ticket basis for the class of accommodation by which the journey is performed or the entitled class whichever is less.
7. For travel by air, if any, he/she should produce the air-ticket, e-boarding pass along with TA settlement bills to this office for Audit purpose.
8. No mileage allowance for local journey made from duty point at tour station will be admissible.
9. In case, he/she performs the journey by Taxi, etc., between places where rail-cum-road service exist and does not utilize the State Transport services, he/she will be entitled to road mileage allowances limited to what would have been entitled to, had he/she travelled by State Transport Service.
10. In case, he/she stays in a registered or licensed hotel/other establishments providing boarding and/ or lodging at scheduled tariffs, the hotel rate of D.A will be paid on production of proper receipt from hotel/other establishment.
11. TA/DA claims to be supported by original vouchers.
12. Registration fee, if any will be reimbursed on production of bill.

To
The Individual(s) concerned.

CC: Estt/Bills/Accounts/ Director's Office/ Senior Administrative Officer