

**OFFICE OF COMPTROLLER
LALA LAJPAT RAI UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES
HISAR**

Amendment No. 2/2023

No. CVU/LUVAS/IF/2023/4738

Dated: 06/09/2023

In exercise of the powers vested upon him, the Vice-Chancellor is pleased to order the following amendments (additions/changes) in LUVAS TA Rules 2020.

Amended provisions (additions/changes)		Remarks
Rule 1.19	Beginning and end of journey.- (1) A journey on transfer is held to begin from or end at the actual residence of the University employee concerned. (2) Any other journey is held to begin from or end at the duty point or residence, as the case may be. (3) Where a journey begins/ends at a station which is neither the University employee's headquarters nor his place of duty, it may be treated to have commenced/ended at his residence. The travelling allowance claim in such cases shall be restricted to the claim had the journey been performed from his residence.	Rules 1.19 & 1.20 are added after the existing Rule 1.18
Rule 1.20	False claim/drawal of travelling allowance.- The University employee claiming/drawing a false or bogus travelling allowance shall be liable to disciplinary proceedings under the LUVAS Act & Statutes and shall be awarded one of the major punishments as defined in the LUVAS Act & Statutes. The following category of claims amounts to a false claim/drawal of travelling allowance- (a) For a journey not actually performed; (b) Of a higher class as per entitlement whereas the journey actually performed in a lower class; (c) By submitting false certificates/tickets; (d) Of road mileage allowance and/or toll	

	charges when the journey not actually performed by own vehicle or taxi/auto-rickshaw.	
Rule 2.3 (b)	<p>Daily allowance with reference to city where night is spent.-</p> <p>The rate of daily allowance shall be determined with reference to the city where the University employee while on tour spends the succeeding night(s) of journey. The University employee, who spends part of a day in one city and part of it in another city, shall be entitled to daily allowance at the rate of city where he spends the night succeeding such day.</p> <p>Exception. - In case of night stay at Delhi while on tour near Delhi, e.g. Gurgaon, Faridabad, Sonipat, the officer and the staff accompanying him shall not be entitled to Daily Allowance at Delhi rate. However, in case the night(s) is spent en route while on tour at far flung places, the daily allowance shall be payable at the normal rate of the city where night is spent.</p> <p>Note.- Where the night is spent in train the daily allowance shall be determined with reference to the place of destination.</p>	The Rule 2.3 (b) is added after the existing Rule 2.3 (a) and the existing Rule 2.3 (b) is renumbered as Rule 2.3 (c).
Rule 2.4 (2)	<p>Drawal of daily allowance beyond ten days in a month.-</p> <p>There shall be no bar to remain on tour beyond ten days in a month and to draw daily allowance for the same in case of -</p> <p>(i) Election duty anywhere in India;</p> <p>(ii) Compulsory training under the order of appointing authority or Controlling Officer;</p> <p>(iii) Attending of Court(s) in connection with Government/University cases;</p> <p>(iv) Personal staff of Vice-Chancellor, who actually remain on tour with him;</p> <p>(v) Car/jeep Drivers.</p>	The Rule 2.4 (2) is added after existing Rule 2.4 (1) and the existing Rule 2.4 (2) is renumbered as Rule 2.4 (3).
Rule 2.4 (3)	<p>Drawal of daily allowance when treated as a University/State guest.-</p> <p>A University employee who, while on tour, is treated as a University/State guest within or out of India, the daily allowance shall be admissible at-</p> <p>(i) 1/4th rate if boarding and lodging is enjoyed free of cost;</p>	

	<p>(ii) ½ rate if either boarding or lodging is enjoyed free of cost;</p> <p>(iii) ½ rate if boarding and lodging is enjoyed free of cost for half a day;</p> <p>(iv) ¾th rate if either boarding or lodging is enjoyed free of cost for half a day;</p> <p>Note.-Either casual lunch or dinner or tea availed by a University employee at the expenses of State or University, it shall be ignored for the purpose of daily allowance.</p>	
Rule 2.5 (Note – iv)	If ticket of journey is lost, the actual cost of journey of the entitled mode may be allowed to be reimbursed by the Controlling Officer to Grade B, C, D category employees and by the Vice-Chancellor to A-Grade officers and teachers of the rank of Associate Professor and above, in exceptional cases subject to declaration by the concerned employee/officer.	The Note-iv is added after existing Note – (iii) below Rule 2.5
Rule 2.6	In addition to the cost of rail/bus fare as above an officer/employee on tour will be given full daily allowance for each day or part of the day spent away from headquarters, including time taken on journey. This will be subject to the restrictions imposed vide Rule 2.9 (i) infra in respect of daily allowance for absence from the headquarter for a part of the day.	Existing Rule 2.6 (i) is renumbered as Rule 2.6
Rule 2.6 (ii)	Deleted	
Rule 2.10	<p>Reimbursement of reservation and cancellation charges.-</p> <p>In case of cancellation of a journey due to any reasons, by public conveyance while on tour or transfer in University interest, the following charges are reimbursable:-</p> <p>(a) The actual cost of reservation and sleeper charges;</p> <p>(b) Tatkalaseva charges;</p> <p>(c) Charges for booking of tickets through internet/e- ticketing.</p> <p>(d) Cancellation charges for journey cancelled for official reasons or in unavoidable circumstances.</p> <p>Note 1. - No refund of above charges shall be admissible if journey is cancelled on the request of University employee.</p> <p>Note 2. – No refund of “Agency Charges”</p>	The Rule 2.10 is added after the existing Rule 2.9 and the existing Rule 2.10 is renumbered as Rule 2.11

	shall be made to a University employee who books his journey through a "Travel Agent" for his own convenience.	
Rule 3.2 (Note – 3)	The admissible entitlement subject to all other conditions governing it, shall be increased by 5% every year, with first such increase taking place on 01.04.2019.	In view of the instructions issued by the Govt. vide Memo No. 5/33/2021-5FR/ 19163 (2021) dated 14.09.2022, circulated vide this office Endst. no. CVU/LUVAS/IF/2023/3 008-55 dated 30.06.2023
Rule 5.5 (4)	<p>When compelled to answer Criminal or Civil cases-</p> <p>A retired University employee shall also be entitled to travelling allowance in cases where he is compelled to answer criminal or civil cases brought against him in respect of acts done by him before his retirement in the discharge of his official duty, provided the Head of Department concerned with the case has decided to undertake his defence at the University cost.</p> <p>Note – Payment of T.A. shall be made by the Department/Office from where the employee had retired. All other terms and conditions regarding regulation of T.A./D.A. to the University employees, as revised from time to time will also be applicable in such cases of retired University employees.</p>	The Rule 5.5 (4) is added after the existing Rule 5.5 (3)
Rule 8.5	<p>Declaration by the University employee.-</p> <p>The University employee while submitting his travelling allowance claim admissible under these rules shall make a declaration on the travelling allowance bill as under:-</p> <p>CERTIFIED THAT:</p> <p>(i) The journey beyond jurisdiction was performed by me after the approval of competent authority.</p> <p>(ii) The journeys as claimed in the T.A. Bill were actually performed by me by the mode of transport as per my entitlement as shown in my approved tour programme.</p> <p>(iii) I was actually and not merely constructively on duty on Sundays and Holidays, for which daily allowance has been claimed.</p> <p>(iv) I was not absent or on casual leave</p>	The Rule 8.5 is added after the existing Rule 8.4 and the existing Rules 8.5 and 8.6 are renumbered as 8.6 and 8.7 respectively.

	<p>during the period for which daily allowance has been claimed.</p> <p>(v) I was not treated as University/State Guest during the period for halt and provided with free lodging and boarding.</p> <p>(vi) Return ticket was purchased for journeys where such tickets were available.</p> <p>(vii) I do understand that in case it is found that the claim or part thereof is based on wrong facts, I shall be liable to the disciplinary action for major penalties under the Haryana Civil Services (Punishment and Appeal) Rules or relevant rules applicable to me.</p>	
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The above amendments of LUVAS TA Rules 2020 may be brought to the notice of all concerned.

Suresh
Comptroller 06/09/23

Endst. No. CVU/LUVAS/IF/2023/4739-4784

Dated: 06/09/2023

A copy of the above is forwarded to the following for information and further necessary action please:-

1. Secretary to Vice-Chancellor, LUVAS, Hisar
2. All Deans/Directors/Officers/HODs/Offices (including outstations), LUVAS, Hisar
3. Joint Director (Local Audit), LUVAS, Hisar
4. Dr. Dinesh Mittal, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
5. Dr. Gaurav Charaya, Social Media Champion, LUVAS, Hisar
6. P.S. to Comptroller, LUVAS, Hisar

Gaurav
06/09/23
Asstt. Registrar
For Comptroller