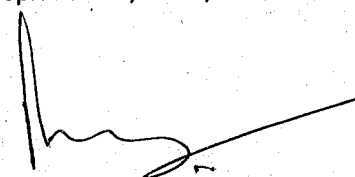


**CIRCULAR No. 11****01.10.2018****TA & DA Rates for official Travel**  
**The revised TA & DA rates with effect from 01-10-2018**

Category of Place	Daily Allowance			Food / out of pocket Expenses where client provides only lodging	Out of pocket Expenses where client provides board & lodging	Out-of-pocket expenses where Employee makes his/her own stay arrangement
	Employee Category	Hotel Charges Per Day (Room Rent)	Food / out of pocket Expenses			
<b>Category A:</b> Delhi, Calcutta, Chennai, Mumbai, Bangalore	Professors	8000	1000	1000	1000	1500
	Associate / Assistant Professors / Officers	6500	1000	1000	1000	1200
	Research Assts / Other Staff	5000	800	800	800	1000
<b>Category B:</b> State Capital (Other than mentioned above) Capital Cities of Union Territories, Agra, Allahabad, Amritsar, Baroda, Cochin, Coimbatore, Indore, Jabalpur, Ludhiana, Madurai, Nagpur, Sholapur, Surat, Varanasi, Vizag, Kanpur, Pune	Professors	6000	800	800	500	800
	Associate / Assistant Professors / Officers	5000	800	800	500	800
	Research Associates / Other Staff	4000	700	700	500	800
<b>Category C:</b> All other places	Professors	5000	700	700	400	700
	Associate / Assistant Professors / Officers	4000	700	600	400	700
	Research Associates / Other Staff	3000	600	600	400	700

**Note:**

- 1) Hotel Charges subject to production of bills
- 2) TA / DA claims to be submitted in prescribed claim form along with copies of air / train / bus tickets and boarding passes in case of air-travel.

  
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