



F.28- 31/2026-27/R&R(SRIC)

दिनांक/Dated: 28th Aug 2026

कार्यालय आदेश सं. Office Order No. IITBBS/SRIC/2026-27/84

Subject- On Tour TA/DA Entitlement for Project Staff.

The undersigned is directed to convey that the Competent Authority has approved the modified recommendations of the 9th Meeting of the SRIC Advisory Board held on 24/07/2026 regarding the eligibility criteria for on tour TA/DA entitlements for project staff under Sponsored and Consultancy Projects. The details are as follows:

1. TA/DA as per Funding Agency Rules

The TA/DA expenses incurred by Project Staff during official tours in connection with the Sponsored Project shall be reimbursed as per the TA/DA entitlement rules prescribed by the respective funding agency, wherever such provisions are specified in the sanction order, guidelines, or terms and conditions of the Project.

2. TA/DA in the Absence of Funding Agency Rules

In cases where the funding agency does not prescribe specific TA/DA entitlements for project staff on tour, the entitlements shall be as per enclosed **Annexure-3**.

3. Compliance with Project Budget

The TA/DA expenditure shall be restricted to the approved budget provision of the Sponsored Project and shall also be subject to the terms and conditions of the funding agency.

4. Reimbursement of TA/DA

Reimbursement shall be made on submission of the prescribed tour claim along with the necessary supporting documents and shall be subject to verification and approval by the Dean (SRIC)/ Competent Authority.

This order shall come into force with immediate effect.

सह कुलसचिव (श्रीक)
Assistant Registrar (SRIC)

Copy to:

1. All Faculties
2. DEAN (SRIC)
3. SAB Members
4. PS to Director for kind information of the Director
5. PS to Registrar for kind information of the Registrar
6. Office File

On Tour TA/DA Entitlements Based on Equivalent 7th CPC Pay Levels for The Project Staff.

Sl. No.	Designation	Salary PM in Rs.	Pay Level	Travel Mode and Class	Food Charges Per Day in Rs.	Accommodation Charges Per Day in Rs. (Excluding Taxes)
1	Data Collector	5,000/-	1	Train 3 rd AC	625	562
2	Technical Assistant	22,000/-	3	Train 3 rd AC	625	562
3	Field / Project Assistant	27,000/-	4	Train 3 rd AC	625	562
4	Project Associate	31,000	5	Train 3 rd AC	625	562
5	Creative Associate	42,000/-	6	Train 3 rd AC	1000	937
6	JRF	37,000/-	6	Train 3 rd AC	500 [#]	2000 [#]
8	SRF	42,000/-	6	Train 3 rd AC	500 [#]	2000 [#]
9	Project Scientist - I	56,000/-	10	Air (Economy) / Train 2 nd AC	1125	2812
10	Post Doctoral Fellow ^{##}	58,000/- to 61,000/-	10	Air (Economy) / Train 2 nd AC	1125	2812
11	Research Associate – I	58,000/-	10	Air (Economy) / Train 2 nd AC	1125	2812
12	Project Manager	60,000/-	10	Air (Economy) / Train 2 nd AC	1125	2812
13	Research Associate – II	61,000/-	10	Air (Economy) / Train 2 nd AC	1125	2812
14	Research Associate – III	67,000/-	11	Air (Economy) / Train 2 nd AC	1125	2812
15	Project Scientist – II	67,000/-	11	Air (Economy) / Train 2 nd AC	1125	2812
16	Project Scientist – III	78,000/-	12	Air (Economy) / Train 1 st AC	1250	5625

NOTE:

1. # JRF and SRF lodging and boarding charges would be admissible up to Rs. 2000/- (including taxes) per day during the conference and workshop etc. period. In case of lodging provided by the host institute, then only food charges admissible up to Rs. 500 per day. Further, Food charges during the journey period in the train would be admissible up to Rs. 500/- per day only.
2. ## For Post Doctoral Fellow (PDF) in addition to Food and Accommodation charges, local travel charges admissible up to Rs. 400 per day.
3. Under special circumstances, the PI may recommend air travel (economy class) for JRF/SRF/MS and other project staff, subject to proper justification and the availability of funds. The Dean (SRIC) may approve such requests on a case-by-case basis.
4. Project staff hired under the IC1 to IC7 category (Ref. O/o No/ 508/2025 Dated 24/04/2025) TA / DA rules will be applicable as per their salary under the corresponding pay level cell 1 of 7th CPC pay matrix for on tour TA/DA entitlements. Further, any designation which is not mentioned above will be mapped according to their salary.
5. TA/DA for project staff be reimbursed based on the TA/DA entitlement rules of the funding agency. In the absence of such rules above on tour TA/DA entitlements will be applicable.