

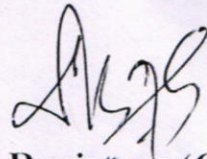


# UNIVERSITY OF JAMMU

No. Grants/25-26/584-683  
Dated: 01/12/26

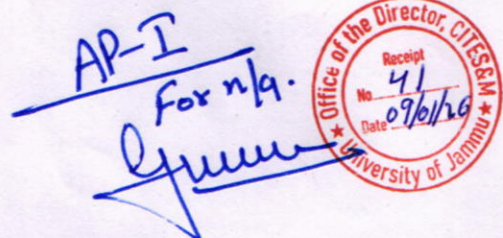
## CIRCULAR

All HOD's of the Teaching Department & Principal Investigators/Project Directors of the Projects are hereby informed that 122<sup>nd</sup> University Syndicate in its meeting has approved the TA/DA rules (Copy enclosed) Vide Resolution No. 122.76 dated 22-9-2025 in favour of Post Doctoral Fellows/Research Associates/Project Assistants/Associates/JRF/SRF etc. for undertaking Domestic Field work/Travel under the Projects/Fellowships received from different agencies. Therefore, all the bills related to Travel/Field work undertaken by the above incumbents shall henceforth be processed by this office as per the aforesaid TA/DA rules.

  
**Joint Registrar (Grants)**

Copy to:-

1. Special Secretary to the Vice-chancellor of the information of Hon'ble Vice Chancellor please
2. Sr. P.A to the Dean Research Studies for information please
3. Sr. P.A to the Registrar for information please
4. Sr. P.A to the Finance officer for information please
5. Director, Centre for ITES&M with a request for uploading the same in the University Website
6. Chief Account Officer for information please







# UNIVERSITY OF JAMMU

(NAAC ACCREDITED 'A++ GRADE' UNIVERSITY)

Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

## NOTIFICATION

(25/Dec/GEN/47)

Ref.: 122<sup>nd</sup> University Syndicate Resolution No.122.76 dated 22.09.2025.

In pursuance of above resolution of 122<sup>nd</sup> University Syndicate, it is notified for the information of all concerned that the Guidelines for Post Doctoral Fellows/ Research Associates/Project Assistants/Associates/JRF/SRF etc. for domestic Field work/Travel under the Projects/Fellowships received from different Funding Agencies is hereby adopted (as given in Annexure).

Sd/-  
DEAN ACADEMIC AFFAIRS

No. F. Acd/I/25/13043-054  
Dated: 24/12/2025

### Copy for information to:-

1. Special Secretary to the Vice-Chancellor, University of Jammu for the kind information of the Worthy Vice-Chancellor please
2. Sr. P.A. to the Dean Academic Affairs/Dean Research Studies
3. All Heads of the Teaching Departments
4. Sr. P.A. to the Registrar/Controller of Examinations
5. Finance Officer
6. Director, Centre for ITES&M with a request to direct the concerned for uploading the notification on the University website.
7. Joint Registrar, Finance/Examinations/Academic Affairs
8. I/c Coordination for information.
9. Guard File

*Suoca*  
23/12/25  
Joint Registrar (Academic)  
*Talwar*  
23/12/25



## Annexure-I

### Draft Guidelines

Proposed Guidelines for Post Doctoral Fellows/Research Associates/Project Assistants/Associates/JRF/SRF etc. for entitlement of Travel Allowance (TA) for domestic fieldwork/travel under the Projects/Fellowships received from different Funding Agencies.

1. Classification for Travel Entitlement Purpose:-

Post doctoral Fellows and Research Associates shall be deemed equivalent to category III officers and Fellows/JRFs/SRFs etc shall be deemed equivalent to category IV officers, for the purpose of regulating their TA with reference to Article 309 of SRO 458 dated 24<sup>th</sup> Oct, 2013 Travel Allowance Rules, issued by Govt, of Jammu & Kashmir(copy enclosed).

2. Entitlement of Journey by Road:-

The entitlement for Journey by road between places linked by any regular bus service shall be as per actual fare by any mode of public transport, or on shared basis at the prescribed rates as per JK Transport Department for Auto Rickshaw/Taxi .

3. Entitlement of Journey by Train:-

Train travel shall be admissible upto AC II Tier class as the maximum entitled class. However, they will be allowed to travel by any class below their entitlement.

4. Travel by Air:-

In case of places in remote/inaccessible areas, and in case of urgency, air travel may be permitted (in exceptional circumstances) with prior approval of the Competent Authority.

5. Boarding and Lodging charges:-

The charges of boarding and lodging (wherever possible) for field visits under the projects shall be reimbursed on sharing basis as under:-

- a). When the incumbent stays in a Govt. /public sector guest house, he/she shall be entitled to reimbursement of actual charges subject to the production of vouchers.



Category	Localities in J&K other than Srinagar/Jammu	Srinagar/ Jammu and anywhere outside the State.
IV	Reimbursement for hotel accommodation/guest house up to Rs.1000/-per Night	Reimbursement for hotel accommodation/guest house up to Rs. 2000/-per Night

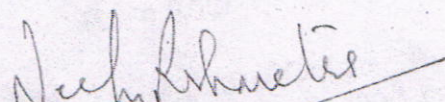
c). The scholars shall also entitled for reimbursement of Rs. 200/- per meal in a day.


6. Pony/Porter Charges:-For carrying out high attitude field work (wherever applicable), carriage/pony/porter charges shall be reimbursed as per the rates given below:

(a) Pony – Rs.1500 per mule per day.

(b) Porter – Rs.2000 per porter per day.

**Note:-** All claims submitted for Travel allowance, boarding and lodging must be supported by original vouchers and be duly certified by Principal Investigator.

  
Dean Research Studies

  
Registrar