

UNIVERSITY OF RAJASTHAN

TRAVELLING ALLOWANCE BILL

1. Name
2. Designation Basic Pay
3. Address
4. Purpose of Journey

| PARTICULARS | | | | | | Railway Fair I, II Class (Single) | Incidental Charges Per Kilometer | | Distance Travelled by Road (mode of Conveyance) | | Days for which Daily Allowance is Admissible | | Total | |
|-------------|------|------|---------|------|------|---|--|----------------|--|----------------|--|------|--------|-----|
| DEPARTURE | | | ARRIVAL | | | | Amount | Kilo- meter | Amount | Kilo- meter | Amount | Date | Amount | |
| Station | Date | Hour | Station | Date | Hour | Rs. | | | | | | | P. | Rs. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | |

- N.B.:-
1. Journey of different kinds, journeys and halts should not be entered on the same line.
 2. Travelling claim shall be payable in accordance with the travelling allowance rules of University of Rajasthan as may be amended from time to time.
 3. The dates on which meeting or meeting are attended or inspection or practical examination conducted, as the case may be, as well as the names of meetings etc. should be noted.
 4. There should be separate bill for meetings, inspections or examinations.
 5. It is essential to mention ticket No(s). for first class rail journey/by Air.

Signature

Revenue
stamp to be
affixed here if
the net amount
payable is
over Rs. 500

**THIS BILL SHOULD BE DULY
STAMPED AND SIGNED**

Dated 200

Space for use in the office T.A. to
Pay Rupees (in words)

Paid Rs..... by Cheque No.....

Dy. Registrar (A & F)

Dated

Section Officer (A & F)

DETAILS OF SHORT JOURNEY

| Date | Brief particulars of place between which taxi conveyance used | Approximate distance | Purpose of Journey | Mode of Conveyance | Rate of fare prevailing at the time journey was under-taken | Actual fare paid | |
|------|---|----------------------|--------------------|--------------------|---|------------------|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | P. |
| | | | | | | Rs. | |
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Certified that I have actually travelled Kms. by as stated above from the place of actual stay and paid Rs. on account of fare hire charges.

Signature

Designation

GENERAL REMARKS FOR TRAVELLING AND HALTING ALLOWANCE

- No. T.A. or D.A. will be paid to the members of the Academic Council for attending the Convocation.
- When a member has to attend two meetings of University with an interval of less than four days between the meetings attended excluding the days of meetings, he/she shall be entitled to charge only daily allowance for the intervening days.
- Actual Air fare plus incidental expenses equal to 20% of fare limited to one halting allowance will be paid in exceptional cases, to persons who actually travel by air even though there are other means of travelling at the discretion of the Vice-Chancellor.
- For purpose of the above rules the allowance for railway and road journeys shall be admissible by the shortest route. If the journey is performed by an alternative route at a fare greater than that by the shortest route, the Vice-Chancellor may sanction the fare calculated according to the route actually taken, provided that he is satisfied after making such enquiry as he consider necessary that there was a considerable saving in time by taking the longer route.
- If travelled by road, clearly mention about the mode of travelling i.e. own Car, Taxi or Bus etc. In case the journey has been performed by Bus the payment will be made for actual Bus fare plus incidental charges at approved rates for the places not connected by Rail.
- Hotel accommodations charges as mentioned in appendix IV under Rule 7(2) will not be payable to the person coming to Jaipur for the purpose of local assessment.
- Actual taxi charges admissible under rule II shall be in additional to halting allowance at split rates.
- (a) T.A. claims not submitted within 6 months of the completion of each journey will become time barred and will require sanction of the Vice-Chancellor for marking it admissible upto a period of one year.
 (b) T.A. bill submitted after one year of the completion of each journey shall not be admissible.



UNIVERSITY OF RAJASTHAN, JAIPUR

FORM OF INSPECTION REPORT FOR COLLEGES FOR THE ACADEMIC SESSION 2023-24 (To be filled Up by the Inspection Team)

Type of affiliation:
(Fresh/Additional/Increase Intake)

Session.....

Date of Inspection.....

1. Name of the College

2. (A) Place

(B) Contact No. (Office No.).....

(Mobile No.).....

3. Year of Establishment

4. Faculty/Subjects for which affiliation is sought:-

| S.No. | Name of Courses | Name of Subjects | Seats applied for |
|-------|-----------------|------------------|-------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

5. Title of Property (Registered or Rented).....

6. Total Area of Land

7. Whether Joint FDR is lying or not
(To be physically verified)

YES/NO

8. Registration No. of the Society.....

9. Name of President..... Secretary.....

(Contact No.) (Contact No.).....

10. Details of NOC of the State Government:-

Letter No.....

Date.....

Name of Courses.....

.....

Session.....

11. Statement of Assets/Buildings

- i. Total No. of Classrooms
- ii. Total Capacity of Classrooms (No. of students)
- iii. Total No. of Labs
- iv. Total Capacity of Labs in each shifts (No. of Students)
- v. Facilities
 - (A) Boys (Capacity)
 - (B) Girls (Capacity)
- vi. Seminar Halls (A) Number
- (B) Capacity

- vii. Library
 - (A) Reading room capacity
 - (B) No. of Books in Library
 - (C) No. of Magazines
 - (D) Availability of Books in subjects of affiliation (Sufficient or not)
- viii. Canteen
 - (A) Floor Area (Sq. Feet)
 - (B) Hygiene (Yes/No)
 - (C) Sitting Capacity
- ix. Hostels
 - (A) Boys (Capacity)
 - (B) Girls (Capacity)
- x. Playground
 - (A) Approx. Area
 - (B) Available Courts (Games)(Nos.)
- xi. Auditoriums
 - (A) Area
 - (B) Capacity
- xii. Computer Lab
 - (A) No. of PC's/Laptops
 - (B) Internet (Yes/No)

12. Whether the Society is running other Institution(s) also if so, details be given in separate sheet. **YES/NO**

13. Whether any other College/Institutions is being run in the same building. If yes, give details of College/Institutions. **YES/NO**

.....
.....

14. Name of the other Institution(s) running in the adjoining building. (Give Details)

.....
.....

15. List of Teaching/Non Teaching Staff

(Attach Separate Sheet for Teaching & Non Teaching Staff in the Performa given below).

Name of College.....
(with Address & Contact No.)

| S.No | Name | Designation | DOB | Educational Qualification | Experience | DOJ | Salary | A/C No. |
|------|------|-------------|-----|---------------------------|------------|-----|--------|---------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |

Signature of Secretary

Signature of Principal

16. Summary of the recommendations for:

Fresh affiliation.....
.....
.....

For Increased Intake.....
.....
.....

For Additional Subjects.....
.....
.....

Justification for above recommendations:-.....
.....

.....

17. Deficiencies (if any)

| Facilities | Nature of Deficiencies | Period required to fulfill |
|-------------|------------------------|----------------------------|
| Class rooms | | |
| Library | | |
| Labs | | |
| Toilets | | |
| Canteen | | |
| Playground | | |
| Others | | |

18. Does the Inspection Team(s) recommend for Fresh affiliation/Additional Subject/Increase intake **YES/NO**

.....

.....

19. Faculty/Subjects for which affiliation recommended:-

| S.No. | Name of Courses | Name of Subjects | No. of Seats recommended |
|-------|-----------------|------------------|--------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

N.B. Please attach separate sheet if, required.

I/We have carried out the inspection of the college thoroughly and checked the information/papers provided by the college/management.

Signature of the Inspector(s) (1) (2)

(Along with name & contact No.)

Dated :

(Signature of the Convener)

Note : Documents required (1) NOC of State Govt. (2) Copy of the Joint FDR.

Rules for granting affiliation

1. In case of new College, each Section will consist of maximum 60 students but, it should not more than two sections shall be considered.
2. Area of Land is required as follows, as per Notification NO. 141 dated 05.04.2012.

| S.No. | Place | For Colleges (with undisputed ownership) |
|-------|-------------------------------|--|
| 1. | In Jaipur Metropolitan Areas | 2000 Sq.m. |
| 2. | Other Divisional Headquarters | 4000 Sq.m. |
| 3. | District Headquarters | 5000 Sq.m. |
| 4. | Other Areas | 8000 Sq.m. |

3. The FDR for Endowment Fund will be deposited in the favour of Registrar, University of Rajasthan, Jaipur for the academic session 2017-18 are as under:-

| S.No. | Name of the Programmes | Amount of FDR to be deposited in the favour of Registrar, UOR, Jaipur |
|-------|---|---|
| 1. | Arts/Commerce/Science | Rs. 05 Lakh Per Programme |
| 2. | Professional Courses like BBA, BCA, LL.B & others | Rs. 10 Lakh Per Programme |