



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2026-27/Sep/23/001

Date: 23-09-2026

CIRCULAR

Procedure for Processing Travel Advance Requests

This is to inform all concerned that any employee requiring an advance towards official travel expenses shall initiate the process only after obtaining prior approval of the proposed Travel/Tour Plan from the Competent Authority.

Upon approval of the Travel/Tour Plan, the employee shall route the requirement for travel advance through the HR Department for verification.

The HR Department shall verify the approved Travel/Tour Plan, necessary approvals and other relevant details, and determine the eligible advance amount in accordance with the approved Travel Policy of the University.

Based on the verification, the HR Department will hand over the Travel Advance Form to the concerned employee. The employee shall thereafter submit the HR-verified and duly signed Travel Advance Form to the Accounts Department for processing.

The Accounts Department shall process travel advance requests only against a duly verified and signed Travel Advance Form issued by the HR Department.

All concerned are requested to strictly adhere to the above procedure for all future travel advance requests to ensure that the travel is duly authorized, the advance is in accordance with the approved Travel Policy, and appropriate documentation is maintained at every stage.

This circular shall come into force with immediate effect.

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Encl.- (i) Cadre Wise Expense Limit (ii) Official Travel Expenses Advance Verification Voucher



ASSAM
down town
UNIVERSITY

NAAC A+ Accredited & UGC 12(B) Status Holder

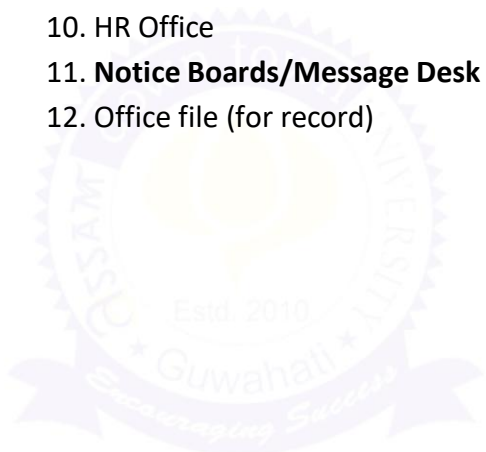
Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **down town**
Charity Trust

Copy for favour of their information to:

1. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)



ASSAM
down town
UNIVERSITY



Cadre Wise Expense Limit for Official Tours
Assam down town University

This policy outlines the approved **Daily Allowance (DA)** rates applicable to University officials for travel within Assam, outside Assam, and abroad.

A. Academic/ Administration Positions				
Sl. No.	Designation	Cadre wise expense limit for official tours per day/per night		
		Lodging, Boarding & Conveyance Single occupancy (Inside Assam)	Lodging, Boarding & Conveyance Single occupancy (Outside Assam)	Lodging, Boarding & Conveyance Single occupancy (Abroad)
1	Vice Chancellor / Pro Vice Chancellor	17,000	18000	20000
2	Registrar / Controller / Dean / Director / Professor / Chairperson, General Manager & Equivalent Position	14,000	15,000	18,000
3	Dy. Registrar / Dy. CoE / Dy. Director / Associate Director / Associate Professor/AGM / Sr. Manager / Manager / Dy. Manager & Equivalent Position	12,000	13,000	15,000
4	Assistant Director / Assistant Professor / Assistant CoE & Assistant Manager & Equivalent Position.	8,000	9,000	12,000
5	Sr. Officer / Officer & Equivalent Position	7,000	7,500	11,000
6	Sr. Executive / Executive & Equivalent Position	6,000	7,000	10,000

B. General Terms & Conditions

1. The approved allowance includes accommodation, food, and local travel expenses incurred during the official assignment.
2. Air travel shall be arranged centrally by the University, wherever applicable. Train ,bus or any other mode of travel should be arranged by on one's own subject to prior approval of competent authority.
3. Hotel accommodation may be arranged on one's own, and reimbursement will be provided as per actual expenses within approved limits.
4. The TA/DA rates shall be revised annually, with a 5% increment applicable each financial year, subject to approval by the competent authority.
5. All claims must be supported by relevant bills, receipts, and travel approvals.
6. Any exception to this policy shall require prior approval from the competent authority.
7. **An additional 20% allowance will be applicable when two employees travel together on official duty.**
8. All rates are including GST/Tax.
9. The policy will be effective up to 31 December 2026.

C. Datta

Abharmu
4/6/2026

M. H.

V. S.
04/06/2026

P. S.
04/06/2026

[Signature]
04/06/2026

[Signature]
1/6/26

Official Travel Expense Advance Verification Voucher

Employee Name: _____

Designation: _____

Tour Location: ☐ Inside Assam ☐ Outside Assam ☐ Abroad

Tour Start Date: _____

Tour End Date: _____

No. of Days/Nights: _____

Applicable Cadre: _____

Particulars	Amount (₹)
Applicable Policy Limit / Day	
No. of Eligible Days/Nights	
Maximum Eligible Amount	

Any remarks:

Verified & Calculated By

HR Name: _____

Signature & Date: _____