



MUHS

महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक
MAHARASHTRA UNIVERSITY OF HEALTH SCIENCES, NASHIK

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डॉ. संदीप सिताराम कडू

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परीक्षा नियंत्रक

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Controller of Examinations

जा.क्र. मआविवि/एक्सपी/१३५२/२०२४

दि. ०५/०३/२०२४

परीपत्रक क्र. १६ /२०२४

प्रति,

अधिष्ठाता/प्राचार्य/संचालक

विद्यापीठ संलग्नित सर्व महाविद्यालये/परिसंस्था,

मआविवि, नाशिक

विषय : विद्यापीठ संलग्नित महाविद्यालयांमधील अंतर्गत मुल्यांकन (Internal Assessment) ची तपासणी संबंधित विषयाच्या प्रात्यक्षिक परीक्षेस नियुक्त केलेल्या बहिस्थ परीक्षकाकडून करणेबाबत...

संदर्भ : दि. १२/०२/२०२४ रोजीच्या परीक्षा मंडळातील ठराव क्र. ०४

महोदय,

उपरोक्त विषयानुषंगाने आपणास कळविण्यात येते की, राष्ट्रीय आयोग/केंद्रीय परीपद/विद्यापीठ नियमानुसार, अंतर्गत मुल्यांकनाचे (Internal Assessment) गुण महाविद्यालयाने विद्यापीठास लेखी परीक्षेपूर्वी सादर करणे बंधनकारक आहे. तथापि विद्यापीठास असे निदर्शनास आले की, बहुतांश महाविद्यालयांमार्फत अंतर्गत मुल्यांकनाचे गुण चुकीचे सादर केले जातात. परीणामतः विद्यार्थ्यांचा निकाल घोषित करण्यास विलंब होत असून याचा विद्यापीठ प्रशासन, महाविद्यालय प्रशासन तसेच विद्यार्थी यांचेवर तणाव येत आहे.


उक्त सर्व बाबींचा विचार करता, सदर विषय दि. १२/०२/२०२४ रोजीच्या परीक्षामंडळाच्या बैठकीत सादर केला असता, खालीलप्रमाणे ठराव पारित करण्यात आला.

"विद्यापीठमार्फत विविध अभ्यासक्रमांच्या लेखी परीक्षा उन्हाळी व हिवाळी सत्रामध्ये घेण्यात येतात. विद्यापीठ संलग्नित महाविद्यालयांतील Internal Assessment परीक्षेमधील विद्यार्थ्यांना प्राप्त गुण खातरजमा करण्यासाठी लेखी परीक्षाकेंद्रावर नियुक्त केंद्रनिरीक्षकांच्याऐवजी सदर जबाबदारी विद्यापीठ संलग्नित महाविद्यालयांतील संबंधित विषयाच्या प्रात्यक्षिक परीक्षेस नियुक्त करण्यात येणाऱ्या वरीष्ठ बहिस्थ परीक्षकास देण्यात यावी."

उक्त ठरावाची उन्हाळी-२०२४ परीक्षेपासून अंमलबजावणी करावी. प्रात्यक्षिक परीक्षांचे गुण सादर करतांना परीक्षकाने सोबत जोडलेल्या नमुन्याप्रमाणे अहवाल देणे प्रतीत म्हणजे एक अधिष्ठाता यांचेकडील गुणांच्या प्रतीला व एक विद्यापीठास सादर करावयाच्या गुणांच्या प्रतीला जोडून सादर करावे. तसेच त्याची संगणकप्रत संबंधित विद्याशाखेच्या ई-मेल वर पाठविण्यात यावी.

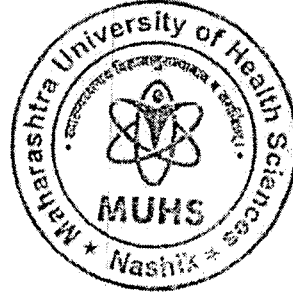
सादर परिपत्रक सर्व शिक्षकांच्या व सर्व संबंधितांच्या निदर्शनास आणून द्यावे.

आपला,


7/9/24

(डॉ. संदीप सिताराम कडू)
परीक्षा नियंत्रक

सोबत : परीक्षकाचा अंतर्गत मुल्यांकन अहवाल





महाराष्ट्र आरोग्य विज्ञान विद्यापीठ, नाशिक

Maharashtra University of Health Sciences, Nashik

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न. व्यं. कळसकर
प्र.वित्त व लेखा अधिकारी

N. V. Kalaskar
Offg. Finance & Accounts Officer

Ref No.: MUHS/Fin/2024/789

Date: 05/06/2024

Circular No. 01/ 2024

MUHS TA & DA Rules

- Title:** These rules shall be called as TRAVELLING & DAILY ALLOWANCES RULE.
- Implementation:** These rules shall come into force with effect from **18/05/2024.**
- Applicability of the rules :**
The members of the Universty authorities, various committees, BOR, Examiners, Paper Setter, Moderator, Flying Squad, Internal Invigilators, Centre Observer, Centre In charge, Senior / Junior Supervisor, Officer / Employee appointed at Central Assessment Programme, University Officer / Employees (Teaching / Non-Teaching), Person other than University Employee who is required to travel / work in the interest of the University.

4. Eligibility For Railway Journey

Sr. No.	Class	As per 6 th Pay Commission	As per 7 th Pay matrix	Ordinary Mail, Express, Passenger and Other Super Fast Trains	Rajdhani Express	Shatabdi Express
1	I	i) Grade Pay Rs.8,900 & above	S-29 - 131100 - 216600 & above	A.C. First Class/ A.C. Two Tier Sleeper	A.C. First Class/ A.C. Two Tier Sleeper	Executive Class
		ii) Grade Pay Rs. 6,600 & above but less than Rs. 8,900	S-23 - 67700 - 208700 & above but less than S-29 - 131 100 - 216600	Second Class/ A.C. TwoTier Sleeper/ First Class /A.C. Chair Car	Second Class A.C. Two Tier Sleeper	A.C Chair Car
2	II	i) Grade Pay Rs.4400 & above but less than Rs. 6,600	S-16 - 44900 - 142400 & S-15 - 41800 - 132300 & above but less than S-23 - 67700 - 208700	First Class / A.C. ThreeTier Sleeper/ A.C. ChairCar / Second Class Sleeper	A.C. Chair Car	---
3	III	i) Grade Pay Rs. 4,200 & above but less than Rs. 4,400	S-13 - 35400 - 11 2400 & above but less than S-15 - 41800- 132300	A.C. Cha ir Car / Second Class Sleeper	---	---
		ii) Grade Pay less than Rs. 4,200	Pay Matrix less than S-13 - 35400 - 112400	Second Class Sleeper	---	---

- a) In case journey is performed by Train, Ticket must be attached with the Travelling Bill.
- b) If the Travelling Allowance bill is submitted before commencement of the return journey, the fare of the return journey shall be in the same manner as inward journey.
- c) In addition to the Rail fare, reservation charges / Agents Ticket booking charges, E-ticket charges if supported with proof shall be paid.
- d) "Tatkal" Reservation charges shall be paid on merit of the case as decided by the Competent Authority.
- e) If ticket is purchased beyond the destination place due to non availability of the seat, the claim shall be considered on merit of the case as decided by the competent Authority.
- f) If the Member / Officer / Employees appointed for University work has to cancel the ticket due to administrative reason for the journey by Air / Rail / bus & if the same has been certified by Controlling Officer, expenditure incurred as cancellation charges shall be paid.

5. Journey by Public / Private Bus:

- a) If the journey performed by Bus/Luxury Bus, Ticket must be supported with Travelling Allowance Bill.

b) Journey by Shared Taxi :

Actual shared taxi fare or rail fare of eligible class as per clause 4 whichever is less shall be paid.

Note : Printed and machine numbered ticket, of the inward journey in case the claim is submitted before commencement of return journey and tickets of both ways if the claim is submitted after completion of the return journey, must be supported with the claim if travelled by luxury bus / taxi.

6. Journey by Air :

- a) i) An Examiner from out of state arriving for Under Graduate (UG)/ Post Graduate (PG) / Super Specialities i.e. D.M. / M.C.H. Practical Examination and Viva-Voce Examinations of Ph. D / M.Phil by Air, Own Car or Private Car is admissible for Travelling Allowance & Daily Allowance.
- ii) If above Examiner Travelled by Air he/she is eligible from residence to Airport & Back to draw **Rs. 12/-** per Kilometre.

iii) If above Examiner not travelled by Air/Own or Private Car The Maximum limit of 800 kilometre one side shall be eligible to draw **Rs. 12/-** Per Kilometre.

b) Person or Member not covered under clause 6 a) having Grade Pay of Rs. 8900/- & above (Rs. 1,31,100/- and above as per 7th Pay Matrix) or Professor & above & A person or member having Grade Pay less than Rs. 8900/- may travel by air, where air journey is inevitable, on merit of the case with the written prior permission of the Hon'ble Vice-Chancellor.

However, if the total amount of air travel of such members is less than the amount payable per kilometre rate, the amount presented shall be paid if the above members have traveled by University work.

Tickets / Photocopy of the tickets, Boarding Pass must be supported with Travelling Allowance bill.

7. Journey by Four Wheeler / Two Wheeler (Own Car / Hire Car) etc :

a) Road Mileage Allowance shall be paid as per the following per kilometre rates.

Own Car / Hired Car	Own Motor Cycle / Scooter/ Auto Rickshaw
All Type of four Wheeler Vehicles	Rs. 4.00
Rs. 18.00	

b) Total travelled kilometres shall be admissible as per attached kilometre chart (have been revised as per updated Chart of Maharashtra state.) or as per Google map. 25 kilometres extra will be taken into account for journey To & Fro (25+25) for all cities (for Road & Own/hired vehicle).

c) Kilometre rate shall be admissible to the members / persons of the following categories in case travelled alone by own / hired vehicle: -

i) The Senate / Management Council / Academic Council / Faculty Dean / Planning Board / Board of Examinations.

Above members / persons shall not be the limit of 800 Kilometre for travelling.

ii) The member/person of the above committees / bodies [as per clause 7 (c) (i)] appointed / nominated on other committees / sub-committees / any other University work.

- d) The person who is not covered under clause 7 (c), but at least two members/ persons travelled entire journey together shall be paid as per the kilometre rates, provided the Grade Pay of such members is more than Rs. 4400/- & above or Rs. 41, 800/- and above as per 7th Pay Matrix.
- e) In case more than one member / person under clause 7 (d) travelled together in own / hired vehicle, the person owning / hiring the vehicle shall be paid Travelling Allowance / Daily Allowance and accompanying person shall be paid Daily Allowance only.
- f) The member / person not covered under clause 7 (d) above & travelled alone by own / hired vehicle, his / her claim shall be regulated as per the entitled class of rail journey as per clause 4 above. Or as per kilometre rate prescribed in 8(a)
- g) If vehicle is provided by the other institute and claiming Travelling Allowance, undertaking shall be given on Travelling Allowance Bill that amount of Travelling Allowance shall be deposited / paid to the concerned authority that has provided the vehicle.
- h) Member / Person travelled by own / hire vehicle must attach documents i.e. Photocopy of Registration Certificate (RC) Book, Toll Tax Receipt / Appendix A ("प्रपत्र अ") (Printed on the reverse of Travelling Allowances Bill), Tax invoice / Cash Memo from owner of providing vehicle on hire basis along with Travelling Allowance Bill.
- 8. Per K.M. Road Mileage Allowance:-** (Travelled by his / her own arrangement)
- a) Total Kilometre travelled (one side) by his / her own sources / arrangement shall be regulated as per rates shown below:
- i) Examiners / Moderators / Paper Setters, Members of B.O.S., LIC Member, University officer of class I grade, Members of any other Committees or sub committees, shall be eligible to draw **Rs. 12.00** per kilometre.
- ii) University officer of class II grade eligible to draw **Rs. 6.50** per kilometre. Class III / IV employees of the University are eligible to draw **Rs. 6.00** per kilometre.
- iii) The students and outsourced manpower shall be eligible to draw **Rs. 4.00** per kilometre.

The above road mileage allowance is entitled for the entire journey from residence to place of work and vice - versa, irrespective of the actual mode of journey. In this case, no separate local conveyance allowance shall be admissible. & till the Maximum limit of 800 kilometres.

- b) Own Motor Cycle Journey is restricted up to 100 km Distance (Total 50 kilometres to & fro) only.
- c) Students shall be eligible for Travelling Allowance at the rate Rs. 4.00 per kilometre & Daily Allowance Rs.400/- as per clause 9(a)(3)(iii) for inter University competitions, Gold medallist in Convocation ceremony & Foundation day also.
- d) Non-official member or person appointed / nominated authority on committee / sub-committee / body of the University shall be eligible to draw Travelling Allowance / Daily Allowance as per their Grade Pay or 7th PC.

9. Daily Allowance:

a) DAILY ALLOWANCE RATES FOR STAY IN GUEST HOUSE/OWN ARRAGEMENT

Sr.No.	Class	6 th Pay Commission	7 th Pay matrix	For All Cities
1	I	i) Grade Pay Rs. 8,900 & above	S-29 - 131100 216600 & above	Rs. 600/-
		ii) Grade Pay Rs. 6,600 & above but less than Rs. 8,900	S-23 - 67700 - 208700 & above but less than S-29 - 131100 - 216600	Rs. 600/-
		iii) Grade Pay Rs. 5,400 & above but less than Rs. 6,600	S-20- 56100 177500 & above but less than S-23- 67700 - 208700	Rs. 600/-
2	II	i) Grade Pay Rs 4,400 & above but less than Rs 5,400	S-16 - 44900 - 142400 & S-15 - 41800 - 132300 & above but less than S-20- 56100 - 177500	Rs. 500/-
3	III	i) Grade Pay Rs. 4,200 & above but less than Rs. 4,300	S-13 - 35400-112400 & above but less than S-14- 38600 -122800	Rs. 450/-
		ii) Grade Pay less than Rs. 4,200	Pay Matrix less than S-13 - 35400-112400	Rs. 400/-
		iii) Students & Out sources manpower	---	Rs. 400/-

- i) No Daily Allowance for Sundays & Holidays shall be paid unless person is actually and not merely on tour.
- ii) Member of Senate / Management Council / Academic Council shall be paid Travelling Allowance / Daily Allowance for Convocation / Foundation day / any other such University function, if submission of Invitee list by concerned Department.

- iii) Only resource persons and Co-Ordinators shall be paid Travelling Allowance / Daily Allowance when workshop / seminar organised by the University. participants will not be paid any Travelling Allowance / Daily Allowance.

b) DAILY ALLOWANCE RATES FOR STAY IN HOTEL

Sr. No.	Class	Unrevised 6 th Pay Commission	Revised 7 th Pay matrix	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	Pune, Nagpur	Nashik, Ch.sambhaji Nagar, Kolhapur, Sangli, Vasai, Thane, Amravati, Bhiwandi, Malegaon, Nanded	Other Cities.
1	I	i) Grade Pay Rs 8,900 & above	S-29 - 131100 - 216600 & above	Rs 5000	3500	2250	2000
		ii) Grade pay Rs 6,600 & above but less than Rs. 8900	S-23 - 67700 - 208700 & above but less than S- 29 - 131100 - 216600	Rs 3000	2500	1700	1500
		iii) Grade Pay Rs 5,400 & above but less than Rs. 6,600	S- 20-56100-177500 & above but less than S-23 - 67700 - 208700	Rs 2000	1800	1700	1500
2	II	i) Grade Pay Rs 4,400 & above but less than Rs 5,400	S-16- 44900 - 142400 & S-15- 41800 - 132300 & above but less than S-20-56100 - 177500	Rs 1500	1250	1125	1000
3	III	i) Grade Pay Rs 4,200 & above but less than Rs. 4,300	S-13 - 35400 - 112400 & above but less than S-14 - 38600 - 122800	Rs 900	850	800	700
		ii) Grade Pay less than Rs 4,200	Pay Matrix less than S-13- 35400 - 112400	Rs 800	650	575	500

- i) For claiming Daily Allowance for stay in Hotel, sufficient proof regarding lodging and boarding should be produced along with the Travelling Allowance bill. The rates prescribed above or the actual hotel charges whichever is less shall be paid.
- ii) For the teachers who come to University or to affiliated colleges in Nasik city for Practicals, Theory Examination and University related work, if they stay in hotel in Nasik city, so the hotel accommodation rates (Daily allowance rates for stay in Hotel) will be paid as per MUHS TA & DA Rules, for that they will not be obliged to stay in University guest house.

However, if the said teacher wants to stay in the University guest house, (if available) they can stay there but they will not be paid hotel accommodation allowance in nasik city.

- iii) Daily Allowance shall be paid as per the rates given in 9 (a), 9 (b) Pl.Refer as per 10 (c) and no other allowance / charges / expenses shall be paid in addition to Daily Allowance

- iv) In addition to Daily Allowance, University class III & IV employees (including Drivers) handling confidential examination material shall be paid confidential allowance extra Rs. 100/- per day for the period of custody of the examination confidential material.

10. Calculation of Daily Allowance:

a) Admissibility of Daily Allowance.

- 1) Journey up to 8 Kilometre (one way) : "Nil" Daily Allowance
- 2) More than 8 Km. & within corporation area : 50% of Daily Allowance
- 3) More than 8 Km. & beyond corporation area : "Full" Daily Allowance

b) Every 24 hours shall be regulated as under :

- 1) Up to 6 hours : 30 % of admissible rates
- 2) More than 6 hours to 12 hours : 50 % of admissible rates
- 3) More than 12 hours to 24 hours : Full Daily Allowance

c) Eligibility of Daily Allowance:

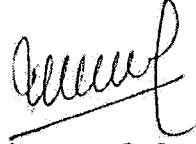
- 1) Free boarding and lodging : 25 % of Daily Allowance
- 2) Free boarding alone : 50 % of Daily Allowance
- 3) Free lodging alone : 75 % of Daily Allowance

- 11. a.** Where a member has to attend meeting / meetings examination work, any other university work of the University for two or more consecutive days, no separate travelling allowance and Local conveyance shall be admissible for the stay of these working days.
- b.** The travelling allowance shall be claimed in the prescribed form duly completed in all respect within six months from the date of return journey, failing which the claim shall be forfeited. The powers to accept the travelling allowance claim after expiry of six month's period shall be vest with the Vice-Chancellor.
- c.** The University may demand any document / tickets / bills / receipts, if deemed necessary to satisfy the genuineness of the claim. If documents are not submitted, claim will not be admissible.
- d.** Incidental charges such as photocopy, postage charges should be specially authorised by the Competent Authority and to be claimed with Travelling Allowance bill.

12. Local Conveyance Allowance:

- a) If the vehicle is provided for travelling, no local conveyance will be admissible.
 - b) Local conveyance is admissible for Inward and Outward journey once for a day. No separate daily local conveyance shall be admissible if the Member/ Officer/ Employees has to stay for More than one day.
 - c) Local conveyance as per grade of cities is given as under:-
 - I) **Metro Class Cities:** Mumbai, Delhi, Kolkata, Chennai, Bangalore, Hyderabad: Rs.200/- one way (Rs.400/- for inward and outward journey)
 - II) **A Class Cities:** Pune & Nagpur : Rs. 150/- one way (Rs. 300/- for inward and outward Journey)
 - III) **Other Cities:** Rs. 125/- one way (Rs. 250/- for inward and outward journey)
 - d) If place of working & proposed work place is same local conveyance will not be admissible.
 - e) Individuals (i.e. University Employees Class III & IV, personnel employed from outsource agency) from Examination Department proceeding on Confidential Work where journey starts or completed before 06.30 am and after 8.30 pm, Local Conveyance shall be paid on recommendation of Controller of Examinations i.e. as per log book.
 - f) University Drivers while performing official duty journey starts or completed before 06.30 am and after 8.30 pm, shall be paid local conveyance allowance besides daily allowance.
13. In case non availability / inability to produce tickets / bills / documents to satisfy the genuineness of the claim, the power to waive off shall vest with the Vice-Chancellor.
 14. The Vice-Chancellor may claim the actual expenditure incurred on Travelling, Lodging, Boarding & any other incidental charges.
 15. Notwithstanding anything hereinbefore contained, the Vice-Chancellor shall have power to deal with special cases on their merit.
 16. Travelling Allowance bill can be claimed in prescribed format & also can be claimed on online on Uni suite Programme available on Univesity Website.
 17. These rules are Prepared with the approval of Finance & Accounts Committee and Management council of the University & as per section 27(w) of M.U.H.S Act 1998.

18. Earlier Travelling Allowance - Daily Allowance Rules, Notifications / Circular stands repealed / cancelled with immediate effect.



**Offg. Finance & Accounts officer
Maharashtra University of Health Sciences, Nashik**

Encl: Kilometre Chart

Copy to:-

- 1) The Secretary to the His Excellency Chancellor, Rajbhavan, Mumbai.
- 2) The Secretary, MEDD, Mantralaya, Mumbai.
- 3) The Members of Senate, Management Council, Academic Council & other authorities of Maharashtra University of Health Sciences, Nasik.
- 4) P.A. to Vice Chancellor, Maharashtra University of Health Sciences, Nasik.
- 5) P.A. to Pro-Vice Chancellor, Maharashtra University of Health Sciences, Nasik.
- 6) P.A. to Registrar, Maharashtra University of Health Sciences, Nasik.
- 7) P.A. to Controller of Examinations, Maharashtra University of Health Sciences, Nasik.
- 8) Dean / Principal of all Affiliated Colleges, Maharashtra University of Health Sciences, Nasik.
- 9) Head of Department, Teaching Departments of Maharashtra University of Health Sciences, Nasik.
- 10) Head of Department, Administrative Departments of Maharashtra University of Health Sciences, Nasik.
- 11) Head of Department, Regional Centres of Maharashtra University of Health Sciences, Nasik.

