

NRRDA-P017 (23)/1/2017-FA
National Rural Infrastructure Development Agency
(Ministry of Rural Development)
5th Floor, 15 Bhikaji Cama Place,
New Delhi

Date:-28.09.2020

Circular

Subject: - Honorarium and Travelling Allowance Bye Laws 2006 for National Quality Monitors- issue of consolidated and updated guidelines.

The Honorarium & Travelling allowance Bye Laws 2006 for NQMs relating to rates of Honorarium, Taxi/own car charges, Mileage Allowances, Daily Allowances, Lodging, Reporting Allowances and Mode & Class of travel etc. were issued vide Circular 10/2006 Dated 12.5.2006 respectively. Thereafter, these rates have been amended from time to time with the approval of the competent authority. For the purpose of ease of use it has been decided to now issue a consolidated and updated set of entitlements of NQMs for reference, as given below:-

1. Journey by Rail/Air/Sea:-

The NQMs will be entitled to reimbursement of fares for journeys performed on official duty by different means of transports as given below subject to actual expenditure:-

- i. NQMs are allowed travel by Economy Class in case of Air Travel provided the distance between the two places is more than 500 kms and by AC 1st Class in case of train. This will be uniformly applicable to all NQMs.
- ii. The NQMs should submit all their documents in support of the claim in original.
- iii. The journey should be undertaken by the shortest route, as laid down in Government of India rules and regulations.
- iv. All Air Journeys should be undertaken by Air India. Pvt. Airlines should be used only when Air India Flights are not available on the sector. In case where Air India is not available a certificate to this effect would need to be furnished by the NQMs, duly signed.
- v. To and fro booking of tickets for air journeys should be made in advance after finalizing the inspection programme with the concerned SQCs /PIUs.
- vi. Expenditure incurred on two components viz. travel insurance and service charges for air bookings made through pvt. travel agencies are not reimbursable. However, in the case of air bookings made directly through the airlines or the Govt. of India authorized travel agents viz. Balmer & Lawrie, Ashok Tour Travels & Indian Railway Catering and Tourism Corporation (IRCTC) (i.e. through NRIDA), travel insurance is as inbuilt component of the ticket and no extra charges are levied. Similarly, no service charges are payable for booking made through these agencies. Requests for booking through NRIDA should be sent at least 10 days in advance.
- vii. Any cancellation of the tour programme may be made only after receipt of written communication from NRIDA.

2. Journey by Road

- i. All NQMs may travel by road by any public transport and will be reimbursed actual fare subject to production of the ticket.
- ii. If the NQM travel by taxi, the reimbursement will be restricted to rail fare as per entitlement subject to actual. The claims should be supported by a bill/ receipt for travel by taxi. Taxi fare at rates prescribed from time to time will be allowed in cases where places are not connected by rail. The current prescribed rate for taxi is Rs. 24 per km.
- iii. For travel by own car, claim will be regulated as in sub-Para-2 above.

3. Mileage Allowance

- i. NQM will be entitled to claim Mileage allowance at a fixed rate prescribed from time to time, for each journey between residence to railway station/bus-stand/air-port and back. Similar allowance will be paid from railway station/bus-stand/air-port to the district Head Quarter allotted for inspection and back. The present rate fixed for mileage allowance is Rs. 350 per journey.
- ii. No mileage allowance will be paid where taxi charges at prescribed rates under rule 2.2 and 2.3 are being paid.
- iii. No allowance will be paid where Project/Government vehicle is provided.
- iv. To claim mileage allowance NQM is required to give certificate that no transport was provided by State/ Project/NRIDA for the journey for which Mileage Allowance has been claimed.

4. Daily Allowance

- i. Daily Allowance for each day of absence from his Headquarters will be paid at the prescribed vide from time to time. The present rate is Rs. 500 per day.
- ii. No Daily Allowance will be payable if the absence from his headquarter in a day is less than six hours.
- iii. If the NQM is provided free board by NRIDA/Project/State Government half daily allowance will be paid.
- iv. If both boarding and lodging are provided free of cost by NRIDA/Project/State Government, 1/4th Daily Allowance will be admissible.

5. Lodging Charges during journey

- i. In case arrangement for stay is made by NRIDA/Project/State no lodging charges will be payable. However, where no lodging arrangement are made by NRIDA/Project/State, NQM will be paid actual lodging charges limited to Rs. 3500/- in case of principal cities and upto Rs. 2500/- in other places subject to production of original receipt.
- ii. In cases where NQM stay in guest houses/circuit houses of State Government/ PSUs etc. reimbursement for lodging charges will be as per actual of these guest houses on production of original receipts.
- iii. The Hotel/Guest House bill should be in the proper bill form indicating the bill no, date, TIN No., GST no. etc.
- iv. Name of the officer who stayed in the Hotel should be clearly mentioned.
- v. The necessary certificate that the payment of the Hotel bill has been made by the concerned NQM should be endorsed on the bill.
- vi. A certificate should be clearly given on the TA bill that lodging /boarding arrangement has not been made by project/state authority. In case of lodging arrangement is made by the project/state authority no reimbursement of lodging charges will be made.

6. Reporting Allowance

- i. NQM's will be paid Reporting Allowance to cover the charges for report preparation and postage etc. at the prescribed rates. The present rate is Rs. 400/- per district.
- ii. A sum of Rs. 200/- per month expenditure on account uses of internet Connectivity on Mobile Hand set during road inspections would be paid to the NQMs only for those months during which at least five inspections have been conducted by them. In case of less than five inspections in a month, no payment would be made to the NQM.

7. Honorarium

- I. Honorarium for each day of field inspection and discussions with PIUs and the other concerned staff will be paid at prescribed rate from time to time. The present rate of Honorarium is Rs. 5000/- per day.
- II. Rs. 5000/- per day for attending Regional Review Meeting (RRMs) and Meeting in NRIDA inclusive of scrutiny of DPRs etc.
- III. Honorarium will be paid only for the days of inspection/duty in NRIDA and discussions with PIU and other concerned staff.
- IV. Honorarium is restricted to a maximum of 10 days as per guidelines.

8. Revision of rates

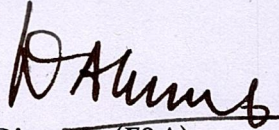
The rates may be revised by competent authority from time to time.

9. Interpretation

In interpretation of any clause, the decision of Director General, NRIDA shall prevail.

10. Power to relax

Power to relax in exceptional circumstances rests with the Director General.


Director (F&A)

To:

1. Director P-I/P-II/P-III/F&A/Consultant Director Tech
2. All Jt. Directors /Dy. Directors and Asstt. Directors

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