

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

Date:-06.10.2020

**Circular**

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

In supersession of the consolidated and updated guidelines on the captioned subject, issued vide NRIDA Circular of even number dated 28.09.2020, the revised set of instructions containing the updated entitlements of NQMs are hereby circulated 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.
- ii. The NQMs should submit all their documents in support of the claim in original for reimbursement..
- 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. Air bookings should be made either directly through the airlines website or the Govt. of India authorized travel agents viz. Balmer & Lawrie, Ashok Tour Travels & Indian Railway Catering and Tourism Corporation (IRCTC)
- 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. Full rate of road mileage may also be allowed in cases where travel by road is in public interest and sanction of the competent authority under SR 31 is accorded [GID 1 below SR 31.]
- iv. For travel by own car, claim will be regulated as in sub-Para-ii or iii above, as applicable.

### 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(ii), 2(iii) or 2(iv) are being paid.
- iii. No mileage 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 rate prescribed 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, 1/4<sup>th</sup> 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 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 normally restricted to a maximum of 10 days per month, 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, NRIDA.

  
\_\_\_\_\_  
(Deepak Ashish Kaul)  
Director (F&A) 6/12/2020

To:

1. Director P-I/P-II/P-III/F&A/Consultant Director Tech
2. All Jt. Directors /Dy. Directors and Asstt. Directors
3. PPS to DG, NRIDA