

## Frequently Asked Questions

| Traveling Allowance (TA)/Professional Development Allowance (PDA) |                                                                                 |                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr. No.                                                           | Question                                                                        | Answer                                                                                                                                                                                                                                                       |
| 1                                                                 | What is the status of my bill ?                                                 | In case of PDA, please check your PDA dashboard. In case of other sources please contact at our Dispatch unit at 7171 with dispatch number.                                                                                                                  |
| 2                                                                 | What is my PDA balance ?                                                        | PDA balance can be checked at the PDA dashboard by faculties themselves.                                                                                                                                                                                     |
| 3                                                                 | What is the PDA balance of my Professor ?                                       | PDA balance can be checked at the PDA dashboard by faculties themselves.                                                                                                                                                                                     |
| 4                                                                 | What are DA rates in case of foreign travel ?                                   | <a href="https://owncloud.iitd.ac.in/nextcloud/index.php/s/Xai3dTeAqT6Hyqi">https://owncloud.iitd.ac.in/nextcloud/index.php/s/Xai3dTeAqT6Hyqi</a>                                                                                                            |
| 5                                                                 | How to apply for reimbursement ?                                                | Please contact your department store keeper.                                                                                                                                                                                                                 |
| 6                                                                 | What payments are reimbursable through PDA ?                                    | Kindly refer PDA guidelines at <a href="https://estb.iitd.ac.in/RulePosition/Faculty/PDA.pdf">https://estb.iitd.ac.in/RulePosition/Faculty/PDA.pdf</a>                                                                                                       |
| 7                                                                 | What is Extended PDA and its guidelines ?                                       | Extended PDA is dealt by IRD Unit. Kindly contact IRD Unit for any query regarding Extended PDA.                                                                                                                                                             |
| 8                                                                 | Why have I received the 'xx' amount against the claimed amount of 'yy'?         | Kindly contact PDA/TA desk at 1786 or email at <a href="mailto:krrahul225@iitd.ac.in">krrahul225@iitd.ac.in</a>                                                                                                                                              |
| 9                                                                 | Whether my bills are received in Accounts Section or not ?                      | please contact at our Dispatch unit at 7171 with dispatch number.                                                                                                                                                                                            |
| 10                                                                | What are my entitlements in case of National Travel from PDA or Other Sources ? | Kindly refer the link <a href="https://doe.gov.in/files/cenetrnal-pay_document/TA_English.pdf">https://doe.gov.in/files/cenetrnal-pay_document/TA_English.pdf</a>                                                                                            |
| 11                                                                | In case of any technical issue related to ERP whom to contact?                  | Please e-mail to Head CSC at <a href="mailto:hodcc@admin.iitd.ac.in">hodcc@admin.iitd.ac.in</a> with brief description of the issue faced in ERP                                                                                                             |
| 12                                                                | How to claim the amount from PDA and extended PDA both?                         | Send the claim to accounts section for calculation of total amount to be reimbursed. After calculating the total amount the amount available in PDA is reimbursed and for the balance copy of claim is sent to IRD section for necessary action at their end |

| Leave Travel Concession (LTC) |                                                                 |                                                                                                                                                                 |
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| Sr. No.                       | Question                                                        | Answer                                                                                                                                                          |
| 1                             | What is the status of my bill ?                                 | please contact at our Dispatch unit at 7171 with dispatch number.                                                                                               |
| 2                             | Where can get clarification regarding LTC rules                 | LTC is sanctioned by the concerned establishment Section. Hence they may be contacted for any doubt or interpretation of any rule.                              |
| 3                             | Why there is difference of amount in my reimbursement request ? | Kindly contact LTC desk at 1786 or email at <a href="mailto:krrahul225@iitd.ac.in">krrahul225@iitd.ac.in</a>                                                    |
| 4                             | What are my entitlements in case of LTC ?                       | Refer the link at <a href="https://doptcirculars.nic.in/OM/ViewOM.aspx?id=479&amp;headid=8">https://doptcirculars.nic.in/OM/ViewOM.aspx?id=479&amp;headid=8</a> |

| HOUSE BUILDING ADVANCE AND CONVEYANCE ADVANCE |                                                                    |                                                                                                                         |
|-----------------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Sr. No.                                       | Question                                                           | Answer                                                                                                                  |
| 1                                             | How much amount I can get as HBA and/or Conveyance advance?        | Kindly contact Coordination Section at 1738 for any query related to HBA and conveyance advance.                        |
| 2                                             | What is the procedure for taking HBA and/or Conveyance advance?    | Kindly contact Coordination Section at 1738 for any query related to HBA and conveyance advance.                        |
| 3                                             | What is my HBA or Conveyance Advance/Interest outstanding balance? | Kindly contact HBA/Conveyance desk at 1786 or email at <a href="mailto:krrahul225@iitd.ac.in">krrahul225@iitd.ac.in</a> |

| INTERNAL PAYMENT CELL |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Sr. No.               | Question                                                                                                                 | Answer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 1                     | What is the remuneration charges for various types of outside independent examiners/ Visiting Doctors/ guest faculties ? | Please refer these PDFs<br><div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <br/> EEMF Notification.pdf </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <br/> GUEST FAC &amp; VISITING FACULTY.pdf </div> </div> |
| 2                     | What is the budget head for payment of remuneration and TA to examiners ?                                                | For PH.D. Viva /M.S.R. Viva - External Examiner & Moderator fee (Dean Academics)<br>For M.tech remuneration and TA to external experts - Deptt Budget                                                                                                                                                                                                                                                                                                                                                                               |
| 3                     | What are the forms/documents to be submitted by Experts/Candidates visiting IIT Delhi ?                                  | Duly filled Relevant Remuneration form approved by competent authority along with T.A. Form available on IITD Website along with PAN no. and bank details and original claim bills/Boarding passes.                                                                                                                                                                                                                                                                                                                                 |
| 4                     | Where to book travel tickets from in case of outside candidates/Examiner visiting IIT Delhi ?                            | Please refer the PDF<br><div style="border: 1px solid black; padding: 5px; text-align: center;"> <br/> Modifications-bookingofAirTickets.pdf </div>                                                                                                                                                                                                                                                                                            |
| 5                     | Can the visitors undertake Interstate Journey by their own car ?                                                         | Examiners/Candidates should undertake their journey as per entitled class in public transport.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 6                     | What is the procedure for accommodation of Official guests visiting IIT Delhi ?                                          | Please refer the PDF<br><div style="border: 1px solid black; padding: 5px; text-align: center;"> <br/> FAC CAND ACCOMMODATION.pdf </div>                                                                                                                                                                                                                                                                                                       |

| PERMANENT ADVANCE (IMPREST) /TEMPORARY ADVANCE/REIMBURSEMENT |                                                                            |                                                                                                                                                                                |
|--------------------------------------------------------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr. No.                                                      | Question                                                                   | Answer                                                                                                                                                                         |
| 1                                                            | When will I receive my Temporary Advance (TA)/Permanent Impreset (PI) ?    | Within 4-5 working days after receiving in accounts section                                                                                                                    |
| 2                                                            | Whose approval is required for temporary advance in case of faculty?       | Head of the department is the competent authority                                                                                                                              |
| 3                                                            | Whose approval is required for temporary advance in case of HOD?           | DDO is the competent authority                                                                                                                                                 |
| 4                                                            | Who is the competent authority for sanction of permanent Imprest?          | DDO is the competent authority                                                                                                                                                 |
| 5                                                            | What to do in case of making payment of more than Rs.5000/- in cash?       | No cash payment should be made above Rs.5000/-                                                                                                                                 |
| 6                                                            | Is the recoupment can be done for more than the sanctioned imprest amount? | No, the recoupment must be done within the permanent imprest sanctioned amount. Only at the time of final settlement of imprest amount can be more than the sanctioned amount. |
| 7                                                            | Can reimbursement be done in favour of student?                            | No, reimbursement can only be done in favour of faculty or permanent staff.                                                                                                    |
|                                                              | Timeline for Advance Settlement                                            |                                                                                                                                                                                |
|                                                              | I could not utilize full advance amount, How to Settle the claim?          |                                                                                                                                                                                |

| Children Education Allowance/Telephone Reimbursement |                                                                     |                                                                                                                                                                                                                                                                        |
|------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sr. No.                                              | Question                                                            | Answer                                                                                                                                                                                                                                                                 |
| 1                                                    | What is the status of my CEA claim?                                 | Kindly contact the concerned establishment if they have processed then contact at CEA desk at 1786.                                                                                                                                                                    |
| 2                                                    | What are the document required to be uploaded along with CEA claim? | Any of the three {Fee receipt of first quarter(april-june) and last quarter (jan-march) is mandatory, Bonafide certificate, Progress report card }                                                                                                                     |
| 3                                                    | Why my CEA claim is rejected?                                       | Most frequent reason for rejection:<br>1.Mismatch in the financial year of claim and attachments.<br>2. Amount is claimed for one child and the documents are uploaded for other child.                                                                                |
| 4                                                    | What is the time limit to claim for telephone reimbursement?        | Kindly refer <a href="https://internal.iitd.ac.in/iitdapps/sites/default/files/circular/Timeline_for_Telephone_Reimbursement_Claims_reg.pdf">https://internal.iitd.ac.in/iitdapps/sites/default/files/circular/Timeline_for_Telephone_Reimbursement_Claims_reg.pdf</a> |
| 5                                                    | Why is my telephone reimbursement claim got rejected?               | Due to the following reasons:<br>1.Bills for all the months for which amount is claimed not found attached.<br>2. Reason for increase in amount of tariff in a particular month not mentioned.                                                                         |