



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
Indian Institute of Technology Kharagpur

कार्यालय आदेश सं. / OFFICE ORDER NO. ESTT/ 060 /2018, DATED 12th FEBRUARY, 2018

Sub : Recovery of Transport Allowance (TA)


It is to notify that the Transport Allowance (TA) is admissible to faculty/staff members of the Institute to commute to the place of duty from his/her residence.

As per rules, Transport Allowance is not admissible to Faculty/Staff members **during absence from duty for a full calendar month** due to Leave/Training/Tour, etc. The TA is also not admissible to Vacation Staff during vacation when such vacation spell, including all kinds of leave, covers the entire calendar month. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by the absence. If the absence covers part of any calendar month, TA will be admissible for the full month.

In view of the above provisions, and as per advice of C&AG, the Competent Authority has decided to recover the Transport Allowance paid in excess to the concerned Faculty and Staff members who were absent from duty for a full calendar month during the period 2013-14 to 2017-18.

The modalities of recovery will be notified shortly.

This is issued with the approval of the Competent Authority.


कुलसचिव / Registrar

Copy to :

1. All Deans
2. All Heads of the Department/Centre/School/Section/Unit
3. All Chairmen / Chairpersons / Professors-in-Charge
4. Chairman, Hall Management Centre
5. Head, Institute Information Cell
- *With a request to incorporate/effect the above on the Institute Website.*
6. Chairman, ERP and Head, ACSSC
7. Joint Registrar, S&P Section
8. All Deputy Registrars / Assistant Registrars
9. All Senior Executive Engineer / Executive Engineers / Engineers
10. Security Officer
11. Secretary to Director
12. Secretary, Deputy Director's Office
13. Secretary, Registrar's Office
14. Office Order File

⇒ All wardens, Manager/superior
LTSY 14/2/18
⇒ HMC website.