

SI 8.4D: Instructions on One Time Travel support

A lump sum financial assistance is provided to the candidates to facilitate essential travel required under the program for the following purposes:

- a) From usual place of residence* to training centre (for residential candidates only)
- b) From training centre/ usual place of residence to OJT place
- c) From OJT place to training centre if OJT is in the middle of training programme
- d) From OJT/Training centre to usual place of residence
- e) From OJT/Training centre/usual place of residence to place of 1st employment
- f) One time travel for emergencies from OJT/Training centre to usual place of residence and back

(*Usual place of residence is normally where the candidate or his family stays. However, if the family has shifted, a candidate can specify a different place as the place of stay).

This One Time Travel Support up to the maximum amount specified in the extant DDU-GKY guidelines may be utilized for any or all of the above mentioned purposes.

Eligibility for travel is defined as follows:

- a) Rail sleeper class of travel including tatkal charges.
- b) Bus transport of any public sector undertaking
- c) Private bus transport up to a maximum of twice the rail sleeper fare
- d) If a PIA exercises options other than the above list, fare will be subjected to a maximum of three times of the rail fare (if places are not connected by a rail line road distance can be used for arriving at the rail fare).

In addition, the PIA should provide for food as per the travel time. The schedules for food should be similar to the norms prescribed for mess facilities in Chapter 6. Transit stay, if any, has to be arranged by the PIA and met from this travel grant.

In addition to the travel cost, food and boarding cost while in transit, a PIA would be eligible to book the following expenditure under the head One Time Travel Cost:

- a) Agency charges: Agency charges as permitted or levied by government/public sector organisations is admissible. If the booking is through private agencies equivalent service charges is admissible.
- b) Service tax and education cess: Element of service tax, and education cess is admissible.

No cancellation charges are admissible. Cancellation charges, if any shall be borne by PIA.

In addition PIA should ensure the following:

- a) All bookings should be managed by the PIA or an agent authorised by him.
- b) All travel should be supported by a statement from the candidates and a travel ticket or voucher.
- c) Expenditure incurred towards One Time Travel should be audited by the Periodical Auditor at the time of release of instalments.