



OFFICE OF THE REGISTRAR
MAJULI UNIVERSITY OF CULTURE
Majuli, Assam- 785104

No. MUC/RG-01/Pt.-II/22-23/1831

Dated Majuli, the 10th of June 2025

NOTIFICATION

It is hereby notified that the Board of Management, Majuli University of Culture has approved the format of TA/DA Bill, Contingency Bill and Requisition Slip vide **Resolution No. 06** of 14th meeting of the Board of Management held on 24.05.2025.

Issued with due approval of the Hon'ble Vice-Chancellor.


(Dr. B. C. Borah)

Registrar

Majuli University of Culture
Majuli, Assam Registrar
Majuli University of Culture
Majuli, Assam

Copy for favour of kind information and needful action:

1. The Hon'ble Vice-Chancellor, MUC, Majuli.
2. Finance & Accounts Officer, MUC, Majuli.
3. Website i/c, MUC, Majuli.
4. Office file & Circulation.

Sd/-

(Dr. B. C. Borah)

Registrar

Majuli University of Culture
Majuli, Assam



MAJULI UNIVERSITY OF CULTURE
Chitadarchuk :: Garamur :: Assam :: 785104

Name :-	Order No./
Designation :-	Invitation :-
Employee No. :-	Letter No.
Department :-	Purpose of Journey :-

A - Travel Charges

Departure			Arrival			Mode of Journey (Air/Rail/Own Car/Hired Car etc)	Ticket details/Car Details		Amount Claimed	Amount Allowed (for office use)
Station	Date	Time	Station	Date	Hour		Class/ K.M.	Ticket No./ Rate per K.M.		
Total										

B - Local Conveyance

Date	From	To	Vehicle used	Vehicle No.	Approx K.M	Amount Claimed	Amount Allowed (for office use)
Total							

C- Hotel/Accommodation Charges

Hotel Accommodation Charges								
Place of Stay	Duration of Stay				No. of Days	Rate	Amount Claimed	Amount Allowed (for office use)
	From		To					
Station	Date	Time	Date	Time				
Total								

D- Daily Allowance

From	To	No. of Days	Rate		Amount Claimed	Amount Allowed (for office use)
			Normal	Others		
Total						

E - Incidental charges/Any other expenses**F - Sitting Allowance/Honorarium**

Signature of the Claimant	Grand Total (G=A+B+C+D+E+F)		
	Advance Taken		
	Net Claim / Refund		

Total No.s of Enclosures	1.	7.
	2.	8.
	3.	9.
	4.	10.
	5.	11.
	6.	12.

CERTIFICATE

I certified that I actually travelled by Air/the class for which T.A. has been claimed. I was actually and not merely constructively, present in the university for the days for which TA/DA has been claimed. I was not provided with any means of conveyance at university expenses for journey for which TA/local conveyance has been claimed. I was not provided with free board or lodging at the expense of any other University or any organisation financed from Government Funds or others. I did not avail of any Casual Leave during the period for which daily allowance has been claimed. The journey was performed as approved by the competent authority and the claim preferred is correct to the best of my knowledge and belief.

Signature of Controlling Officer
Designation :-

Signature of Sanctioning Authority
Designation :-

Signature of Claimant
Date :-

Reference to Claim TA/DA							
Rate of Daily Allowance						Sitting Allowance & Honorarium	
Grade	Normal DA	For visit to Guwahati/Other N.E. State	For visit to outside N.E. State	Hotel rates outstation (Provisional)	Hotel rates outside N.E. State	Sitting Allowance	Honorarium
Special Grade	600	1500	2000	5000	6000	Rs. 2,500/- each sitting or meeting, subject to maximum of Rs. 15,000/-	Rs. 1,000/- each sitting or meeting, subject to maximum of Rs. 15,000/-
Senior Grade	550	1200	1500	2500	3500		
First Grade	450	1000	1300	2000	2500		
Second Grade	350	800	1000	1500	2000		
Third Grade	300	600	800	1200	1500	The Hon'ble Vice-Chancellor may decide to increase/decrease the sitting allowance and honorarium.	
Fourth Grade	250	500	600	1000	1200		

Mileage Allowance for journey by Own Car	Journey by Hired Vehicle:														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Type of Car</th> <th>Rate per K.M. (Rs.)</th> </tr> <tr> <td>Innova / Fortuner / Endeavour / other big Diesel Car</td> <td>16</td> </tr> <tr> <td>Scorpio / Bolero / Safari / XUV 700 / Other big Diesel Car</td> <td>14</td> </tr> <tr> <td>Harrier / Creta / Seltos / XUV 300 / Eco Sport / Other big Petrol Car</td> <td>13</td> </tr> <tr> <td>Nexon / Venue / Sonet / Punch / Other Petrol Car</td> <td>12</td> </tr> <tr> <td>I 20 / Baleno / I 10 / Swift / Wagoner / Other Petrol Car</td> <td>11</td> </tr> <tr> <td>Scooter / Bike / Scooty</td> <td>05</td> </tr> </table> <p>Note regarding Own Car :-</p> <p>**Own car means a car actually owned by the person concerned or his/her spouse and parents/guardian registered in his or her name.</p> <p>**If a visitor comes to the university with his own car and driver, the driver will be compensated with Rs. 350/- per day.</p>	Type of Car	Rate per K.M. (Rs.)	Innova / Fortuner / Endeavour / other big Diesel Car	16	Scorpio / Bolero / Safari / XUV 700 / Other big Diesel Car	14	Harrier / Creta / Seltos / XUV 300 / Eco Sport / Other big Petrol Car	13	Nexon / Venue / Sonet / Punch / Other Petrol Car	12	I 20 / Baleno / I 10 / Swift / Wagoner / Other Petrol Car	11	Scooter / Bike / Scooty	05	<p>In special circumstances the Vice-Chancellor/Registrar may grant travel by hired vehicle to the staff on official duties. In that case the belonging shall be granted :-</p> <p>(a) Hiring charges Maximum of Rs. 2,000/- per day for Innova and HMV Car excluding fuel. Reimbursement of fuel expenditure shall be made as per the miles allowance rules of MUC section VI subsection(B).</p> <p>(b) Hiring charges Maximum of Rs. 1,500/- per day for Bolero and other MMV Diesel Car excluding fuel. Reimbursement of fuel expenditure shall be made as per the miles allowance rules of MUC section VI subsection(B).</p> <p>(c) Hiring charges Maximum of Rs. 1,200/- per day for Harrier / Creta / Seltos/XUV 300 / Eco Sport / Other big Petrol Car. excluding fuel. Reimbursement of fuel expenditure shall be made as per the miles allowance rules of MUC section VI subsection(B).</p>
Type of Car	Rate per K.M. (Rs.)														
Innova / Fortuner / Endeavour / other big Diesel Car	16														
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I 20 / Baleno / I 10 / Swift / Wagoner / Other Petrol Car	11														
Scooter / Bike / Scooty	05														

The above mentioned rates are subject to change as per the ammendment in the rates on time to time basis by the authority.

FOR USE OF ACCOUNTS DEPARTMENT

Checked & verified and pass for payment of Rs./- (Rupees) Only

Junior Assistant

Sr. Assistant

Internal Auditor

Finance & Accounts Officer



MAJULI UNIVERSITY OF CULTURE

STATIONERY/ LAB CHEMICALS/ EQUIPMENTS REQUISITION FORM

- All requests for stationery must be made on this form.
- No email requests will be processed.
- One week's notice is required for all orders.
- Completed Stationery Request Forms must arrive in the office during office hours.
- All orders will be processed by 10.30 AM on the next working day, or sooner, if so advised.
- Items not in stock at the time of order will be supplied as stock becomes available.

REQUIRED BY:-

Name:

Designation:

Department:

(Signature)

Date:

Sl No	Item Description	Quantity Required	Quantity Released (Office Use)	Remarks (if any)
Total:				

Order collected on: By:

Office Use Only

Processed by:

Items fully supplied? YES/NO

Date:

Items to be supplied? YES/NO