

# MINUTES OF THE MEETING OF FARE SELECTION COMMITTEE 2025-2026

**Meeting Date:** February 11, 2026

**Venue:** DOAA office

**Member's Present:** Profs. Pritam Chakraborty, Soumya Ranjan Sahoo, Kallol Mondal, Malay K. Das, Sagar Chakraborty, Abheejeet Mohapatra, Ashoke De

**Special Invitee:** Mr. Utkarsh Tripathi, (Nominated by President, Students' Gymkhana)

## **Agenda for Considerations:**

- Amendment in Guidelines for Utilization of Research/Contingency Grant for The Purpose of Travel (UG / PG (including PMRF) / FARE)

## **❖ Amendment in Guidelines for Utilization of Research/Contingency Grant for The Purpose of Travel (UG / PG (including PMRF)/FARE)**

The Committee reviewed the existing rules and proposed amendments for both domestic and international travel:

### **Existing Rules:**

**(1) For travel within India, the students/fellows are eligible for the following rates:**

#### **Domestic Travel – Hotel Expenses (India)**

Aspect	Existing Rules	Existing PMRF Rules	Proposed Rules
Hotel Reimbursement	Not Provided	₹ 2,438 or Actual bills whichever is lower	<ul style="list-style-type: none"><li>• BT/BS/MTech/MSR: ₹ 900 or Actual bills, whichever is lower</li><li>• PhD/FARE/PMRF: ₹ 2,800 or Actual bills, whichever is lower</li></ul>

#### **Domestic Travel – Food / Daily Allowance**

Aspect	Existing Rules	Existing PMRF Rules	Proposed Rules
Allowance type	₹1000 DA with proper bills	₹1,000 DA / actual food bills, whichever is lower	<ul style="list-style-type: none"><li>• BT/BS/ MTech/MSR: ₹ 1,000</li><li>• PhD/FARE/PMRF: ₹ 1,100</li></ul>

#### **Local Conveyance (India)/ Local Travel withing City**

Aspect	Existing Rules	Existing PMRF Rules	Proposed Rules (Non-AC taxi )
Eligibility	Not Provided	Actuals (restricted routes)	<ul style="list-style-type: none"><li>• BT/BS/ MTech: ₹ 250 / day</li><li>• PhD/FARE/PMRF: ₹ 400 / day</li></ul> or actual bills/self- certified claim, whichever is lower. The self-certified claim should clearly indicate the period of travel, vehicle number, etc.

**(2) For international events or conferences, reimbursement of expenses shall be made either on an actual basis or as per the applicable daily allowance, whichever is lower, and shall be subject to the approval of the Competent Authority.**

Scholars, including PMRF scholars, shall be eligible to claim allowances only for the duration of the event, with coverage extending to a maximum of two days prior to and two days after the event dates.

**International Travel – Daily Allowance (Financial Ceiling):** The applicable daily allowance shall be governed by the Government of India, Ministry of External Affairs (FD Section) Office Order No. Q/FD/695/03/2000, dated 25 September 2023. The detailed rates are provided in Annexure-I.

Region	Existing Rules	Existing PMRF Rules	Proposed Rules
Asia (excl. Japan), Africa	Not specified	USD 100/day	<ul style="list-style-type: none"> <li>• BT/BS/ MTech/MSR: 0.75% of rate / day</li> <li>• PhD/FARE/PMRF: As per rate / day</li> </ul>
Europe / USA / Australia / Japan / South America	Not specified	USD 150/day	<ul style="list-style-type: none"> <li>• BT/BS/ MTech/MSR: 0.75% of rate / day</li> <li>• PhD/FARE/PMRF: As per rate / day</li> </ul>

No allowance is permissible if full hospitality is provided by the organizers/host institute. If the organizers reimburse boarding and lodging expenses, then no allowance is admissible.

\*\*\*\*\*

**Proposed Rules:**

**For travel within India, the scholars are eligible for the following rate**

Mode	Max. Daily allowance (DA) to cover hotel, meal, Local Conveyance and other incidental expenses - On production of actual relevant bills ONLY.
Train (AC-II / AC-III ) Flight (economy) Road	BT/BS/MTech/MSR: INR 5000 or actual bills whichever is lower  PhD/PMRF/FARE: INR 7500 or actual bills whichever is lower

**No DA is permissible if full hospitality is provided by the organizers/host institute  
If the organizers reimburse boarding and lodging expenses, then no DA is admissible.**

**For International travel, the scholars are eligible for the following rates:**

Mode	Max. Daily allowance (DA) to cover hotel, meal, Local Conveyance and other incidental expenses- On production of actual relevant bills ONLY.
Flight (economy)	Asian (excluding Japan) and African countries BT/BS/MTech/MSR: USD 75 or actual bills whichever is lower. PhD/PMRF/FARE: USD 100 or actual bills whichever is lower.
	Europe / US / Australia / Japan / South America. BT/BS/MTech/MSR: USD 100 or actual bills whichever is lower PhD/PMRF/FARE: USD 150 or actual bills whichever is lower

**No DA is permissible if full hospitality is provided by the organizers/host institute  
If the organizers reimburse boarding and lodging expenses, then no DA is admissible**

*Utkarsh*

**Mr. Utkarsh Tripathi**  
(Special Invitee: Nominated by  
President, Students' Gymkhana)

*Pritam Chakraborty*

**Prof. Pritam Chakraborty**  
(Chairperson, SPGC)

*Srs*

**Prof. Soumya Ranjan Sahoo**  
(EE)

*Kallol Mondal*

**Prof. Kallol Mondal**  
(MSE)

*Malay Das*

**Prof. Malay K. Das**  
(ME)

*Sagar*

**Prof. Sagar Chakraborty**  
(PHY)

*Abheejeet Mohapatra*

**Prof. Abheejeet Mohapatra**  
(ADAA)

*Ashoke De*

**Prof. Ashoke De**  
(Convener)