



NESTS/H-1/124/NESTS-Guidelines/2025-26

Dated: 16.01.2026

To

The Nodal Officer
State/UT EMRS Society
All States

Subject: Instructions regarding TA/DA payment and travel entitlement to Guest Faculty deputed for official Duty – reg.

Sir/Madam,

It has been observed that in certain emergency situations and for official purposes, Guest Faculty are occasionally required to be deputed for official Duty, such as accompanying students for medical emergencies, examinations, competitions, or other official assignments.

2. TA/DA Entitlement

In this regard, it is clarified that Guest Faculty may be deputed for official Duty only in cases where no regular teaching or non-teaching employee is available. Such deployment shall be made only when unavoidable.

The TA/DA payable to Guest Faculty deputed for official work shall be as per the norms applicable to regular teaching staff (for e.g. Pay Level 6–8: TGT/PGT), with a reduction of ₹100 per day, subject to the following limits:

- Accommodation (Hotel/Guest House):** Reimbursement up to ₹800 per day
- Local Travel:** Reimbursement of non-AC taxi charges up to ₹200 per day
- Food Charges:** Reimbursement up to ₹900 per day

TA/DA claims shall be processed strictly on actuals and shall be supported by valid bills, duty orders, and prior approval of the competent authority, except in unavoidable emergency cases.

3. Travel Entitlement

Travel entitlement for Guest Faculty deputed for official duty shall be as per the entitlement applicable for the corresponding Pay Level (Pay Level 6–8) and shall be governed by the applicable travel rules.

4. Claims and Documentation

TA/DA claims shall be processed strictly on an actual basis and must be supported by:

- Approved duty order.
- Valid travel and accommodation bills.
- Prior approval of the competent authority.

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5. The Nodal Officers of the State/UT EMRS Societies are requested to instruct all Principals under their jurisdiction to strictly adhere to the above guidelines while deputing Guest Faculty for official Duty and to ensure proper compliance with approval, documentation, and payment procedures.

This issue with the approval of competent Authority.

Yours Sincerely,

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(Kumud Kushwaha)
Deputy Commissioner, NESTS

Copy to :

1. Principal, All EMRSs for information.
2. Consultant, NESTS for information.
3. NESTS website.