

**GOVERNMENT OF TRIPURA
OFFICE OF THE MISSION DIRECTOR
STATE MISSION MANAGEMENT UNIT
TRIPURA URBAN LIVELIHOODS MISSION
URBAN DEVELOPMENT DEPARTMENT
BASEMENT OF IEI BUILDING, NEAR HOUSING BOARD-799006
Ph:- 0381-2310005 Email ID:-nulmtripura@gmail.com**

MEMORANDUM

Tripura Urban Livelihoods Mission (TULM) Society operates as a registered Society under the Tripura Co-operative Societies Act of 1974, established by the Urban Development Department, Government of Tripura. Its primary mandate is the implementation of the DAY- National Urban Livelihoods Mission within the state. Presently, there are no fixed rates for Traveling allowance (TA), Dearness Allowance (DA), travel entitlements, or hotel expenses for contractual staff under TULM to cover expenses related to workshops, fairs, or meetings, held within or outside the state. Hence, following entitlements related to travelling expenses have been approved in State Level Executive Committee (SLEC) for official tour in the following manner:

1. Entitlement of TA, DA & Hotel Rate on tour:

Sl	Grade/Posts	DA for tour for TULM (in Rs./day)		Hotel Rates	Travel Entitlement
		Within the State	Outside the State	(Maximum in Rs./day)	
1	Mission Director (MD)/Addl. Mission Director (Addl. MD)	300	700	1700	Economy class by Air or AC 1st Class by train or AC bus for road journey.
2	State Mission Manager (SMM)	270	600	1550	Economy class by Air for Agartala-Kolkata/Guwahati route, for journey beyond Kolkata/Guwahati or through other routes/ AC III tier/AC Chair Car by train/Deluxe bus for road journey.
	Accounts				Economy class by Air for Agartala-Kolkata/Guwahati route, for journey beyond

3	Officer	210	500	1200	Kolkata/Guwahati or through other routes/ AC III tier/Ordinary 1st Class by train/Deluxe bus for road journey.
4	City Mission Manager (CMM) / Accountant/ Community Organizer (CO)	180	400	900	Economy class by Air for Agartala-Kolkata route, for journey beyond Kolkata or through other routes III tier Sleeper Class by train/Ordinary bus for road journey.
5	Accounts Assistant/ Computer Operator/Office Assistant/Office Attendant	150	300	600	Economy class by Air for Agartala-Kolkata route, for journey beyond Kolkata or through other routes III tier Sleeper Class by train/Ordinary bus for road journey.

2. In case of exigency, entitlement of journey on tour may be modified with the approval of the Secretary, UD Department.
3. Community Organizer (CO) of TULM are entitled to Fixed Travel Allowance (FTA) for travelling within the municipality area in which they are posted as notified vide No: F.11(01)-NULM/TULM/CBT/2021/8474-79, dt: 17-01-2023. They will not be entitled to TA/DA mentioned above for such travel within the municipality in which they are posted. The present memo will be applicable for them, whenever they are in official tour outside the municipality, in which they are posted.
4. In case the incumbent is provided fooding and lodging free of cost, he/she will be entitled to 1/4th of the DA admissible to him/her.
5. Hotel rates will be admissible subject to production of actual receipt for the actual amount subject to the upper limit as mentioned in the above. However the incumbents should try to stay in Tripura Bhawan/ Govt. Circuit House/Govt. Dak Bungalow/Govt. Rest House or any other Govt. lodging facility if accommodation is available.
6. The incumbent on tour shall be entitled to DA subject to the following condition:
 - a. For tour outside HQ/Municipality (more than 12 hours) Full DA
 - b. For tour outside HQ/Municipality (more than 6 hours to 12 hours) 50% of DA
6. TA bill along with tour diary, photographs, tour/ exposure/training outcome should be submitted to the State Office after due certification from concerned ULB authorities within 3 months of return from tour.
7. Tour diary will be examined and passed by the Head of Office at SMMU.

8. The bill will be checked and paid by the office of the SMMU, TULM after proper certification.
9. The expenditure for TA/DA shall be booked under relevant component of DAY-NULM.

This will have immediate effect.

Signed by Abhishek Singh

Date: 27-05-2024 14:20:45

**Reason: Approved
(Abhishek Singh, IAS)**

**Secretary, Govt. of Tripura
Urban Development Department
(Chairman, SLEC)**

Copy to:

1. The Mission Director, TULM for information.
2. The Addl. Mission Director, TULM for information.
3. The Municipal Commissioner, Agartala MC/CEOs of all MCs/EOs of all NPs for information.
4. All SMMs/Accounts Officer of SMMU for information.