

**CENTRE FOR RESEARCH  
ANNA UNIVERSITY OF TECHNOLOGY CHENNAI**

**CIRCULAR**

The recognized supervisors of Anna University of Technology Chennai are requested to follow the norms for submitting the claim bill with regard to the payment of TA/DA, sitting fee local conveyance, hospitality charges, thesis evaluation fee, etc for the conduct of DC meeting and viva-voce in respect of Ph.D. Programme.

I DC members can claim any one of the following to attend the DC meeting

(i) First Class train fare plus 2/3 incidental charges (both ways)

**(OR)**

(ii) Three tier A/C train fare plus 2/3 incidental charges (both ways)

**(OR)**

(iii) Two tier A/C train fare (both ways) plus Rs.500 only towards conveyance. (Copy of the ticket duly certified by the supervisor shall be produced only for two tier A/C travel)

**(OR)**

(iv) Travel by car @ Rs.7/- per km for the actual mileage travelled and the printed bill for car travel should be certified by the supervisor (maximum 300 km for both ways).

**NOTE: DC members are not entitled to claim airfare for attending DC meeting.**

II Oral Examination Board members can claim any one of the following to attend Viva-Voce Examination.

(i) Actual air fare (economy class; refundable) plus Rs.1200 only towards conveyance.

The Boarding pass for onward journey and air ticket (both ways) duly endorsed by the supervisor should be enclosed.

**(OR)**

(ii) First Class train fare plus 2/3 incidental charges (both ways)

**(OR)**

(iii) Three tier A/C train fare plus 2/3 incidental charges (both ways)

**(OR)**

(iv) Two tier A/C train fare (both ways) plus Rs.500 only towards conveyance. (Copy of the ticket duly certified by the supervisor shall be produced only for two tier A/C travel)

**(OR)**

(v) Travel by car @ Rs.7/- per km for the actual mileage travelled and the printed bill for car travel should be certified by the supervisor (maximum 300 km for both ways).

III Faculty members of University departments can also claim sitting fee and conveyance

(as applicable) to attend DC/Oral Examination Board meetings. However **ex-officio member such as Head of the Department/Director of the Centre** is not entitled for sitting fee and conveyance for attending DC/Oral Examination Board meetings.

IV **The Supervisors and Joint Supervisors are not entitled for sitting fee and conveyance for convening DC/Oral Examination Board meetings.**

V The quick processing of claim bill and reimbursement can be possible only if all the necessary documents are attached along with claim bill. Submission of incomplete claim bill (insufficient documents) will cause delay in payment. In such cases, the eligible amount only be sanctioned by this office without any further communication to the supervisor. No further request in this regard will be entertained.

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