

# सावित्रीबाई फुले पुणे विद्यापीठ




वित्त व लेखा विभाग  
आय.एस.ओ.१००१-२००८ युनिट

## परिपत्रक

या परिपत्रकाद्वारे सर्व शैक्षणिक विभागप्रमुख यांना कळविण्यात येते की, विद्यापीठ अधिकार मंडळाने दिलेल्या मान्यतेनुसार शैक्षणिक सहल (Study Tour) बाबतची सुधारित नियमावली सोबत जोडलेली असून २०१४-१५ या आर्थिक वर्षापासून याची अंमलबजावणी करण्यात येत आहे, कृपया याची नोंद घ्यावी.

गणेशखिंड, पुणे ४११००७  
जा.क्र.वित्त/२०१४-१५/२६१४  
दिनांक : २९ सप्टेंबर, २०१४

  
सीए विद्या गारगोटे, 29/9  
वित्त व लेखा अधिकारी

# SAVITRIBAI PHULE PUNE UNIVERSITY



## RULES FOR STUDY TOUR

- 1) The following rules supersede all rules previously framed for this purpose.
- 2) In these rules unless there is anything repugnant in the subject or context, the Study Tour means and includes excursion tour, collection tour, mapping tour, field trip, factory / mining training, visits to Industries / Research Institutes / Government organizations or by any other term by which the students are taken to outside places as a part of their curriculum.
- 3) Subject to the provisions in the Annual Budget Estimates, the Head of the Department shall plan out program for Study Tour at the beginning of the academic year for every academic year.
- 4) Study Tour should be arranged during the period from the start of the academic year and 28 / 29<sup>th</sup> February of the financial year.
- 5) Head of the department should ensure that duration and the number of study tour are in alignment with the curriculum.
- 6) Strength of the Staff :
  - a. Strength of the teaching staff admissible for each study tour shall be one teacher for every batch of 10 students.
  - b. One assistant and one peon may accompany for a batch of 10 students according to the requirement.
  - c. Lady teacher must accompany the study tour if girl students are participating in the study tour. If lady teacher is not available, a lady from the teaching- research associate/technical/administrative staff must accompany the study tour.

- d. Requirement of the teaching staff as well as administrative staff shall be decided in departmental committee meeting.
  - e. The Head of the Department may however, change this staffing pattern to suit peculiar circumstances but under no circumstances, the strength admissible under this rule is to be exceeded.
- 7) Head of the Department should take an undertaking signed by parents / local guardian from the students participating in the study tour before leaving for the study tour. Students cannot participate in the study tour without the undertaking. The format of the undertaking is given below.

To,  
The Head,  
\_\_\_\_\_ Department,  
Savitribai Phule Pune University,  
Pune – 411007.

Sir,

This is to inform you that I shall be participating in the study tour as a part of curriculum. I will be joining the study tour at my own responsibility and for any reason if anything goes wrong during the study tour, I will not hold the department or university administration responsible for it.

Name and Signature of the  
Student

Name and Signature of the parent /  
Local Guardian

- 8) Once the study tour is finalized, administrative and financial approval of the Hon'ble Vice Chancellor for the study tour should be obtained.

- 9) A requisition form for an advance, if necessary shall be submitted at least seven days before the departure of the proposed study tour. The expenditure should conform to the anticipated amount and shall not exceed the budget provision for the study tour sanctioned to the department.
- 10) Bills should be submitted for adjustment and / or payment within fifteen (15) days from the completion of the study tour along with report of the study tour signed by Head of the Department. All vouchers signed by the accompanying Teacher In-Charge and duly countersigned by the Head of the Department shall accompany the statement of account for the study tour.
- 11) The Travelling, Halting Allowance and other expenses admissible to the persons authorized to proceed on tour shall be as follows.
  - a. Students can travel by third AC Railway / ST at concessional rates. However, if the concession is not available or is not provided or refused by the transport authority or the ST is not available then only actual charges incurred for travel are to be paid.
  - b. The decision of Head of the Department in respect of mode of transport / conveyance should be final.
  - c. Head of the Department should ensure that travel is undertaken by the shortest possible route.
  - d. In case documentary evidence from the Railway / ST for rejection of the concession is not available a certificate to that effect from Head and Concerned Teacher - In Charge of the department will be acceptable.
  - e. In case private vehicle is to be hired, Toll / parking charges should be reimbursed.

- f. Charges for local vehicle hired for field surveys, field visits, forest visits should be paid as per actual on production of bills signed by Head of the Department.
  - g. Considering the special circumstances in the field, rising number of girl students and their safety, proper accommodation and other facilities are required. In view of this permissible expenditure on lodging and boarding should not exceed Rs. 500/- per day per student and for accompanying teacher and staff Rs. 1,500/- per day per person, in such case, the teacher and accompanying staff will not be entitled to claim DA separately.
  - h. Lodging and boarding should increase by 10% every financial year.
  - i. Incidental charges such as entry fee, hiring charges for various services in the field should be paid at actual on production of the bills / receipts.
- 12) Charges paid in excess of Rs. 30,000/- for the transportation / conveyance for the study tour are covered under section 194 C of the Income tax Act, 1961 for the purpose of tax Deduction at Source. It is therefore necessary to obtain PAN (Permanent Account Number) and deduct TDS (@ 1% in case of Individuals and 2% in any other case) in such cases. In case PAN is not available, TDS should be deducted at 20%. Teacher - In charge of the study tour should ensure that payments to the parties are made after netting off the appropriate TDS amount.