



COER

COLLEGE OF ENGINEERING ROORKEE

METRIC NO. 6.3.2

**TEACHERS PROVIDED WITH FINANCIAL
SUPPORT TO ATTEND CONFERENCES /
WORKSHOPS / MEMBERSHIP FEE OF
PROFESSIONAL BODIES**

POLICY DOCUMENT

**Self Study Report (SSR)
Cycle 1, Year: 2020**





COER

COLLEGE OF ENGINEERING ROORKEE

w.e.f: January 01, 2019

COLLEGE OF ENGINEERING ROORKEE TRAVEL & ACCOMODATION POLICY

1. THE TRAVEL POLICY HAS BEEN DESIGNED AND CATEGORISED IN THE FOLLOWING WAY:-
- | | | | |
|---|------------------|-------------|---|
| A | SENIOR EXECUTIVE | Rs. 60000/- | LAC PER MONTH (Director / Director General) |
| B | MORE THAN | Rs. 25000/- | (Professor & Dean) |
| C | MORE THAN | Rs. 15000/- | (Faculty Member and Senior Staff) |
| D | MORE THAN | Rs. 15000/- | (Faculty Member and Senior Staff) |
| E | UP TO | Rs. 15000/- | |
2. EXTENDED POLICY DETAILS :

CATEGORY	MODE OF TRAVEL OUT OF STATION	MODE OF LOCAL TRAVEL	DA (Rs.)	STAY WITH RELATIVES	HOTEL ACCOMODATION LIMIT Rs.			APPROVAL REQUIRED
					Group Cities: A	Group Cities: B	Group Cities: C	
A	AIR(ECO) TRAIN - 2ND AC, DELUXE BUS	TAXI	1000	NIL	5,000	3,000	2,000	CHAIRMAN
B	AIR(ECO) TRAIN - 2ND AC, DELUXE BUS	AUTO, TAXI	800	NIL	3,500	2,500	1,500	DG
C	AIR(ECO) (Prior approval) TRAIN - 3rd AC, DELUXE BUS	AUTO BUS	500	25% OF ALLOWANCE	2,000	1,500	1,000	DG
D	AIR(ECO) (Prior approval) TRAIN - 3rd AC, DELUXE BUS	AUTO BUS	350	25% OF ALLOWANCE	1,000	500	300	DG / REG.
E	TRAIN 2 nd CLASS SLEEPER, BUS	BUS	250	25% OF ALLOWANCE	700	400	300	DG / REG.

3. GENERAL DETAILS:

- a. TRAVEL BY OWN CAR Rs. 7.50/KM
TRAVEL BY MOTOR CYCLE Rs. 2.50/KM
- b. If personal leaves come during the period of travelling then only one side travel allowance shall be permitted
- c. Stay in case of two or more employee travel together shall be allowed up to the senior executive allowable limit.
- d. As per DA rules Reimbursement of Hotel Lodging / Boarding charges will be made against receipt.
- e. Incidental expenditure may be reimbursed against receipt.
- f. The computation of DA (Dearness Allowance) on 24 Hrs per day basis shall be on the following pattern or the period of four.
- | | | |
|-----|-----------------------------------|---------|
| f.1 | Less than upto 6 Hrs | 0.25 DA |
| f.2 | 6 Hrs & more but less than 12 Hrs | 0.5 DA |
| f.3 | 12 Hrs & Above | 1.0 DA |

S. P. Gupta
(SP GUPTA) 01.01.19
Director General



Signature
(ICJAIN)
Chairman

Self Study Report (SSR)
Cycle 1, Year: 2020

