

INTERNAL NOTE

Ref Code: MET/TRUST/HR_Admin/10-11/135

To: All Institutes Head, BKC

From: HR & Admin Department

Subject: Norms to Staff for Workshop/Seminar/Conference

Date: 06th August 2010

To encourage the research activities, paper presentation as well as project and industrial exposure the expenditure limits to staff for attending Workshop/Seminar/Conference was decided in VISION 2010 as follows:

- Every approved faculty / who have completed one year will be entitled for at least one conference / workshop / seminar / STTP / paper publication in a year with maximum expenditure limit of Rs. 5000/- per academic year;
- For faculty who is not approved / who have not completed one year will be entitled for at least one conference / workshop / seminar / STTP / paper publication in a year maximum up to Rs. 3000/- per academic year.
- Meritorious can be considered on due recommendation from Principal / Director of the respective institutes.
- After attending the event individual faculty will give presentation in his / her department / institute which will be attended by the concern and record is to be kept to that effect.

The above said norms may kindly be approved.

S. S. Bhujbal
Shefali Bhujbal

To Accounts section.

[Signature]
24/8/10

Lucy

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6/12

2. In exceptional cases, where an employee is unable to get the tour plan approved beforehand either due to non-availability to his in-charge or exigencies of work, he shall be reimbursed of the expenses at actual provided his tour plan is post-approved and the claim for the expenses together with the supporting bills, vouchers etc. is duly endorsed by the proper sanctioning authority

3. The number of travel days will be calculated on the basis of nights stayed out i.e. from 12.00 midnight. Where there is no night stay or where stay is for less than 24 hours, employee can claim as follows :-

Up to 12 hours	50%
Above 12 Hours	100%

a) In case, where a group of employees incur expenses on meals together, a common food bill be submitted with the names of the members in the group and the individual employee of the group can claim DA as per clause 1 b

4. Where food and lodging is provided by organization or by institution on behalf of the organization, employee will be entitled to claim 30% of the amount as mentioned above, as Applicable to their respective grades.

5. For the purpose of granting daily allowance,

- The period of tour from the time of departure and arrival at the headquarter and
- The place of destination for which the prescribed rates are applicable, would be taken into account

III. HOTEL EXPENSES:-

In case of stay in a Lodge or Hotel, the expenses will be reimbursed on actual basis on submission of the actual bills subject to maximum calling of reimbursement as follows :-

Hotel Expenses				
Designation	Metro City and State Capital Maximum Charges.	Major Cities Maximum Charges.	District & Other Cities (Tehsil, villages) Maximum Charges	Minimum Lodging Charges
Director / Principal	2500	2000	1500	500
Professor/H.O.D./Registrar	2000	1500	1000	300
A.P./Sr.Lecturer, Lecturer	1500	1000	750	200
Lab Technician & Non - Teaching & other staff	1300	800	600	150

Drivers when on outstation duty sleep inside the driver's room during night.



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a) Lodging expenses will not be paid in case free guest facility is provided by organization or any other organization on behalf of us. In case, if the employee arranges his/ her own accommodation or stays with his/ her guest or relative he / she may claim minimum eligible amount against the declaration of expenses duly signed.

b) Documentary evidence for the expenses incurred on lodging is necessary, if the claims are required to be reimbursed.

c) Expenditure statement for claim of guest expenses should be submitted separately, duly approved by the reporting officer. The name of the guest should be indicated on the bill.

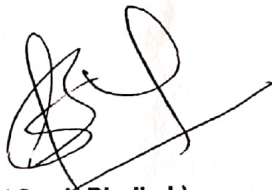
V. THESE PROVISION WILL NOT APPLY TO:-

I. Expenses for travel incurred by the employments sent on training will be reimbursed on merits of the individual case and at the discretion of Director / Principal.

VI. TOUR INTIMATION / APPROVAL:-

The tour / travelling expenses statement in prescribed format accompanied with the tour card duly approved by the controlling officer must be immediately submitted to the Accounts Department for settlement, within a week's time on return from the tour.

The Management reserves the right to amend, alter or modify these rules.



(Samir Bhujbal)

Trustee



TRAVEL POLICYBHUJBAL KNOWLEDGE CITY - MET**I. REIMBURSEMENT OF FARE:-**

Designation	Maximum Permissible Class / Mode of Travel
Director / Principal	Private Vehicle or organization Vehicle (Subject to Approval) / Luxury Coach Bus / Up to II tier A.C.
Professor / H.O.D./Registrar <i>Sr. Lecturer</i>	Up to III Class A.C., Public Transport
Lab Technician & Non – teaching & Other staff <i>Teaching</i>	Sleeper Class Rail / Public Transport

Documentary evidence for reimbursement of fare is essential; the fare will be reimbursed for shortest route. In case longer route prior permission is required. For the auto travel, it should be a shared auto to be preferred for to reach the destination, however, (for the director/ principal it is not applicable.) In case of Air Travel or A/c 1st Class Rail, Prior permission of an official of the level of Director/ Principle and above is a must Trustees Approval.

II. DAILY ALLOWANCE:-

1 a) An employee on official tour incurring expenses for his breakfast, lunch, tea-snacks, dinner and miscellaneous incidentals, will be reimbursed at actual, subject to limit mentioned hereunder:-

Designation	Metro / State Capital	District	Other Places
Director/ Principal	500	400	300
Professor/H.O.D./Registrar	450	350	250
A.P./ Sr.Lecturer, Lecturer	400	300	200
Lab Technician & Non-Teaching & Other	350	250	150

mumbai pune Chandigarh, Jaipur

b) The breakup of % for claiming the expenses incurred on each of the aforesaid counts at 'a' will be as follows.

Breakfast	10%
Lunch	30%
Dinner	30%
Incidentals	30% (Including mineral water)



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