



GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 42
Affiliated to the University of Madras
Re -Accredited @ 'A Grade' by NAAC
A Unit of Guru Nanak Educational Society®

Office : 2245 1746 / 2244 4621
Hostel : 2245 1273
Fax : (044) 2244 7373
Email : principal@gurunanakcollege.edu.in
Web : www.gurunanakcollege.edu.in

Sardar Rajinder Singh Bhasin
President

Sardar Manjit Singh Nayar
General Secretary & Correspondent

Dr. M.G. Ragunathan M.Sc., M.Phil., Ph.D., PGDESD
Principal

POLICY FOR FINANCIAL ASSISTANCE

1. Guidelines

- These guidelines will be applicable to all the employees of the Institute, when they are deputed for attending Conference/ Workshop/ FDP/STTP.
- Daily Allowance (DA) shall be paid if the absence from headquarters is 8 hours or more, inclusive of journey time.
- If the absence is less than 8 hours, DA is not permissible. If the absence is more than 8 hours but less than 12 hours only 50% DA will be paid. For absence of more than 12 Hours full DA will be paid.
- In case the boarding and lodging is provided by the Institute an employee will be eligible for only 25% of DA.
- If the Boarding and lodging is provided by organizers of an event, seminar, workshop, conference etc., no DA / TA will be provided. If only part of expenses are reimbursed by the organizers, an employee is eligible for reimbursement after deducting the expenses reimbursed by the organizers, as per his / her entitlement. The Registration fees as per the clause will be permissible.

Clause	Region	Percentage
I	Inside District	50%
II	Outside District	100%

- Travelling Allowance / DA / Conveyance Allowance shall not be allowed for persons joining the Institute on their appointment or for return journey on their retirement / resignation.
- Travelling expenses, DA, Conveyance and Lodging expenses may or may not be approved by management when the candidate is called for an interview. It shall be decided on case to case basis.


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- viii. All official Journeys shall be authorized by competent authority with justification for the same.
- ix. Tour Advance shall be paid to the employee who shall fill the Tour advance format and on approval by the Head of the institution / CAO
- x. Tour advance will not be paid to an employee who has not settled earlier tour advance.
- xi. The employee shall submit his / her tour report and tour bills in an approved format.
- xii. Tour bills should be submitted and settled within 6 Days of completing the official tour and reporting back to work. In case the tour bill is not settled within the stipulated time, the amount paid as tour advance will be recovered from the immediate month salary. Subsequently, when the employee submits claim along with justification for not doing so within stipulated time and if the HOI / Chief Administrative Officer (CAO) is satisfied with the explanation they shall recommend the case to the Finance Department to settle the claim as per the entitlement
- xiii. Late submission of tour bills will be considered as misconduct.

2. Grades

S. No.	Particulars	Grade
1.	Members of Governing Council, Head of the Institution, Deans/ HOD**	Grade I
2.	Professors, Associate Professors, Librarian / GM /AGM, Chief Warden / Sr. Managers / Managers / Head Placements /Physical Director	Grade II
3.	Senior Assistant Professors, Assistant Professors, Adjunct Faculty / Superintendent, Dy. Managers / Asst. Managers / Site Engineers / Sr Programmers/ Wardens	Grade III
4.	All Others	Grade IV


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**Even if the Faculty is working as Asst / Asso. Prof. or Professor, if he is holding charge as HOD, he/she will be entitled for benefits as HOD (Grade I)

For Designations not mentioned above CAO Shall decide the grade

3. Mode of Travel and Daily Allowance

Grade	Mode of Travel	A Class	B Class	C Class	Local Conv
Grade I	Airfare (Economy)	Actuals/ I AC Train	Actuals	Actuals	Taxi / Car at actual
Grade II	Air Fare (Economy) / II AC Train / Volvo AC Sleeper bus	500	400	350	Taxi at actual
Grade III	First Class or III AC Train / Volvo AC Bus	350	300	250	Auto
Grade IV	Sleeper Class Train / Luxury Non AC Bus	250	200	150	Auto / Bus

* If the travel time by train (one way) is more than 15 Hours an Employee is permitted to travel by Air (Economy) on approval from HOI / CAO


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6. Local Conveyance

Expenses incurred to carry out official work in case employees use their own vehicle will be reimbursed as under:

Four-Wheeler: Rs. 8.00 per KM Two-Wheeler: Rs. 3.00 per KM

Note: The work assigned should be approved by the HOD with justification and approved by CAO

The employee should fill in the Local Conveyance Form and obtain signature of HOD for reimbursement of such expenses. The bill shall be approved by CAO

7. Food Expenses

An Employee is entitled for Food Expenses while on duty outside the campus during lunch hours or at late night (beyond 8.00pm) as under:

Grade 1: at actuals, Grade 2: Rs.150/- Grade 3: Rs. 100/- Grade 4: Rs. 75/-


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