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AMS/Financial/2021-22

Date: 15.11.2021

## OFFICE ORDER

### (Entitlement of Field Research Executives for Fooding & Accommodation Expenses)

With effect from 16.11.2021, the following rules will be applicable in regard to entitlement of Field Research Executives (FREs) for their fooding and accommodation expenses while on field duty.

**1. Fooding Expenses:** They (FREs) will be entitled to fooding expenses as under –

**1.1** If the outstation journey involves returning back to Head Quarter (HQ) the same day from the field work site, they will be entitled to a sum of Rs. 150/- towards the fooding expenses.

**1.2** If the outstation journey does not involve returning back to HQ the same day and they are required to make night stay(s) at field work site for a longer period, they will be entitled to fooding expenses @ Rs. 250/- per day for the number of days for which their night stay was at the field work site.

**1.3** Further, it will not be necessary for them to produce any bills or vouchers in support of the expenditure incurred on this (Fooding Expenses) head.

**1.4** The expenses incurred in excess of the limits prescribed under clause 1.1 and 1.2 above will NOT be reimbursable in any case.

**2. Accommodation Expenses:** First of all, before proceeding on field work, the FREs will work out the likely duration of field work in the proposed site and submit it to their Reporting Officers for approval. Depending upon the approved duration, they will be entitled to accommodation expenses as per the following norms—

#### **2.1 Entitlement for hired accommodation on monthly rental:**

**2.1.1** In case, the duration of stay at field work site is likely to be of 7 days or more, the FREs would be required to search and stay in an accommodation hired on monthly rental.

**2.1.2** The hired accommodation will be taken for full month even if the period of stay at the proposed site is less than 30 days.

**2.1.3** The maximum permissible limit for the rent of the hired accommodation will be Rs. 5000/- per month.

**2.1.4** As far as practicable, they should try to search accommodation in the proposed site before reaching there through their friends' network or by making use of Internet.

#### FIELD OFFICES

East  
Kolkata  
Bhubaneswar

West  
Pune  
Ahmedabad

North  
Delhi  
Lucknow

South  
Bangalore  
Chennai

North-East  
Guwahati  
Shillong

**2.1.5** For the expenses incurred on the rental accommodation, the money will be transferred directly in the bank account of the owner of the house or his/her nominee.

**2.1.6** The 'Transfer Receipt' in respect of the transaction of money (referred under clause 2.1.5 above) will be submitted with the claims. Without this receipt, the claim on this account will not be reimbursable.

## **2.2 Entitlement for accommodation in a Dormitory/Hostel/Dhramshala/Hotel:**

**2.2.1** In case the duration of stay at the proposed field work site is likely to be less than 7 days, they (FREs) may stay in a dormitory/hostel/dhramshala/hotel and will be entitled to a **maximum of Rs. 250/- per day** on single occupancy basis towards the expenses for the accommodation.

**2.2.2** If two FREs are working at the same worksite, they will share the accommodation and only one of them will be entitled to a **maximum of Rs. 500/- per day** being the expenses for their accommodation. The FRE submitting the claim for dormitory/hostel/dhramshala/hotel will clearly mention on the same the name of the other FRE who shared the accommodation with him.

**2.2.3** In case, despite making best efforts, dormitory/hostel/dhramshala/hotel accommodation is not available at the field work site within the limits prescribed under clauses 2.2.1 and 2.2.2, they may hire dormitory/hostel/dhramshala/hotel accommodation at the most economical higher rate with the prior approval of their Reporting Officer. The approval given by the Reporting Officer in this regard will be produced along with the claims, without which it will not be reimbursable.

**2.2.4** For the expenses incurred under accommodation head, necessary bills & vouchers will have to be produced along with the claims.

## **Deviations/Exceptions**

The Director reserves the right to change the policy without prior notice and also reserves the right to deviate from these rules from case to case at his sole discretion in the interest of the work/organization.

  
(A. K. Dwivedi)  
Director

Copy to: All concerned (CEO/Unit Heads/Reporting Officers/FREs) for information and necessary action.

  
(A. K. Dwivedi)  
Director