



Research | Consulting | Training

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AMS/Financial/2021-22

Date: 15.11.2021

OFFICE ORDER

(Entitlement of Field Research Executives (FREs) for Inter-State, Inter-District and Local Travel Expenses)

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

Travelling expenses being one of the most important cost centers in the execution of field work relating to any project, utmost prudence is required while undertaking Inter-State, Inter-District and Local Travel. In view of this, the Field Research Executives are hereby directed to follow the guidelines given ahead in order to have control over travelling expenses.

1. Arrangement of Motorcycle for Field Work: In case the duration of field work is likely to be 7 days or more, it will be preferable for the FREs to arrange a Motorcycle for the field work for the ease of work and better flexibility. For arranging Motorcycle, they will have following two alternatives-

(i) Carrying own Motorcycle along with them to field work site, provided the same is not over expensive. In this case, that is, for travel by personal Motorcycle in the field, they will be entitled to be paid @ Rs. 2.50 per Kilometer.

(ii) Explore the possibility of having a hired Mobike at the field work site at a suitably negotiated price for the duration of field work. This should be done in due consultation with and approval of their Reporting Officer.

1.1 In both the cases as mentioned above, they will be required to maintain a Log Book indicating the places visited each day during the field work along with the distance traveled. The travelling expenses bills will be supported by the original or photo copy of the Log Book depending upon the progression of field work to cross check the places and distance travelled during field work along with a snap shot of the meter of Motorbike at the starting point and the date upto which the claim is made.

2. Entitlement for Travel: This entails the journeys to and from the following destinations:-

2.1 Inter-State Travel: In general, for Inter-State journeys, they will be entitled to travel by IInd Class Sleeper or Bus while moving from one State to another. However, considering the exigencies of work in terms of time, availability of confirmed ticket and long distance

FIELD OFFICES

North-East
Guwahati, Dimapur
Shillong&Agartala

East
Bhubaneswar
Kolkata

West
Pune
Vadodara

North
Delhi
Lucknow

South
Chennai, Trivandrum
Bangalore & Hyderabad

involved in the journey, they may be allowed to travel by Train in AC-3 Tier or Deluxe Bus (if available), whichever is cheaper, with due permission of their Reporting Officer. As a token of having travelled by any of these modes, they will be required to attach the tickets with their travelling expenses claim, failing which the claim will be disallowed.

2.2 Inter-District Travel: For moving from one District to another, they will be entitled to travel by Train (IInd Sleeper) or Bus. However, subject to the exigencies of work, they may travel by Deluxe Bus or shared Taxi, whichever is cheaper. In case the Inter-District Travel involves shorter distance, they may travel by Two-wheeler/Motorcycle if having the same of their own at the field work site.

2.3 Local Travel:

2.3.1 If they (FREs) are having Motorcycle with them, they will be required to make use of the same for Local Travel. For this, they will be entitled to a sum of Rs. 2.50 per KM.

2.3.2 If not having Motorcycle at field work site, generally they will be entitled to travel by public transport, such as local Bus, Auto, Rickshaw or any other equivalent mode. They may also make use of shared Taxi for local travel considering the interest of the work. Wherever available or feasible, tickets will be attached with the claim.

2.3.2.1 The details of local journey from one place to another will be submitted along with the claim, without which the claim for local journey may be disallowed.

3. In the interest of nurturing Team Spirit, wherever feasible, they will move with their Team from one place to another.

4. They will exercise best of their wisdom and prudence regarding the traveling expenses taking into account both the cost and time.

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