
General Guidelines (Project Staff)



iHUB DivyaSampark

Policy Version	
Release Date	

** The management reserves the right to review policies from time to time when found necessary.

***This policy is applicable for the employees hired under the running projects (i.e., Project Manpower)*

DEFINITIONS

Principal Investigator (P.I) is a member of the faculty/scientist of the Institute with necessary expertise and competence to conduct a Research and consultancy work. Normally, the faculty/scientist who submits the project proposal and negotiates with the sponsor and is instrumental in getting the project funding is the Principal Investigator (PI). In case of research project, emeritus fellow/chair professor/visiting professor may also be the PI.

Project Staff means a person appointed in conformity with the guidelines to work on a project covering (a) project staff and (b) project research staff.

Travel Policy

The most expeditious and convenient mode of travel should be used to minimize period of absence from the Institute. Admissible DA or actual boarding & lodging expenses will be paid on production of receipt. Expenses on local travel by taxi will be reimbursed against receipt as per actual.

Approval for self, students, project staff, outside expert and intern for domestic travel by PI.

Approval and advance for domestic travel shall be accorded by PI including for self-subject to leave approved by the competent authority.

However, if sponsor has specified any specific condition(s) for travel under the project that shall be followed normally.

Any deviation for the travel in India, shall require the approval from Project Director/ CEO of iHUB DivyaSampark.

International travel for faculty and institute staff, shall require approval by Director through PI and Project Director/CEO. However the funding from the project shall be approved by the Accounts Section & CEO.

International travel of project staff and consultants shall be approved by Project Director/ CEO.

Category of Project Staff

Junior Level	Project Assistant/Project Associate/ Project Attendant/ Project Technical Assistant/ Junior Engineer
Mid- Level	Junior Research Fellow/ Senior Research Fellow/ Post-Doc or any other Student/Fellow as recommended by the PI.
Senior - Level	PI/Co-PI or any other senior member as requested by PI

EMPLOYEE GRADE MODE OF TRANSPORT

For Juniors	AC Bus/IIIrd AC Train/Shared cabs/ Personal Taxi or cab needs permission from PI.
For Mid	Train/ Ist A/C (Rajdhani) / AC Bus /Air-Economy/II AC Train/ Shared cabs/ Personal Taxi or cab needs permission from PI.
For Seniors	Rental Cab or Taxi /Air Economy/Volvo or any mode of transport whichever is possible at actuals bill receivable with approved budget limit.

City Classification

Grade	Cities
A	<u>Ahmedabad, Bengaluru, Chennai, Delhi, Hyderabad, Kolkata, Mumbai and Pune</u>
B	Agra, Ajmer, Aligarh, Amravati, Amritsar, Asansol, Aurangabad, Bareilly, Belgaum, Bhavnagar, Bhiwandi, Bhopal, Bhubaneswar, Bikaner, Bilaspur, Bokaro Steel City, Chandigarh, Coimbatore, Cuttack, Dehradun, Dhanbad, Bhilai, Durgapur, Erode, Faridabad, Firozabad, Ghaziabad, Gorakhpur, Gulbarga, Guntur, Gwalior, Gurugram, Guwahati, Hamirpur, Hubli–Dharwad, Indore, Jabalpur, Jaipur, Jalandhar, Jalgaon, Jammu, Jamnagar, Jamshedpur, Jhansi, Jodhpur, Kakinada, Kannur, Kanpur, Karnal, Kochi, Kolhapur, Kollam, Kozhikode, Kurnool, Ludhiana, Lucknow, Madurai, Malappuram, Mathura, Mangalore, Meerut, Moradabad, Mysore, Nagpur, Nanded, Nashik, Nellore, Noida, Patna, Puducherry, Purulia, Prayagraj, Raipur, Rajkot, Rajamahendravaram, Ranchi, Rourkela, Ratlam, Salem, Sangli, Shimla, Siliguri, Solapur, Srinagar, Surat, Thanjavur, Thiruvananthapuram, Thrissur, Tiruchirappalli, Tirunelveli, Tiruvannamalai, Ujjain, Vijayapura, Vadodara, Varanasi, Vasai-Virar City, Vijayawada, Visakhapatnam, Vellore and Warangal
C	All others

HOTEL STAY ALLOWANCES i.e., HSA (inclusive of Taxes)

<u>EMPLOYEES</u>	A	B	C
For Junior Employees	3000	2000	1500
For Mid Employees	4000	3000	2500
For Senior Employees	5000		

DAILY ALLOWANCES

<u>EMPLOYEES</u>	<u>Per Day</u> (In Rs.)
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For Junior Employees	500
For Mid Employees	600 / 800
For Senior Employees	1200

iHUB DivyaSampark will not provide reimbursement for:

- Repairs to the employee's personal vehicle, even if these costs result from official travel
- Fine for traffic violations/ wrong parking/ etc.
- Travel between their residence and regular work location.

IMPORTANT

- Cigarette and Liquor expenses will not be reimbursed.
- Staying at one's permanent residence will attract no Allowances except for Misc. Allowance and conveyance at actuals.
- Employees should preserve for submission relevant receipts / tickets to facilitate processing claims.

All claims duly approved by the PI or the competent authority, for a particular business trip must be submitted to the accounts department by the employee giving complete details of the expenses incurred within **10 days** of return from the business trip in case of advance & reimbursement.

MISCELLANEOUS ALLOWANCE

Employees under all categories who are travelling out of station are allowed to claim Rs.200/- per day towards miscellaneous expenses like mineral water, newspaper.

Leave Policy

The leave will be entitled as per the Institute policy for the project staff subject to the location of the Institute.