

JOINT ACTION NETWORKING (JAN) ज्वायंट एक्शन नेटवर्किंग (जन)

Registered Office:-

At.+P.O-Momindpur, Via- Hilsa
Distt.- Nalanda (Bihar), Pin-801302
E-mail: jan_office@sify.com/
ramakantsharmajan@gmail.com
Mobile :09955221862

Co-ordination Office

At- Gandhi Nagar (North of Jail)
Post-Hilsa (Nalanda) PinCode-801302
Email-Jan_office@sify.com/
ramakantsharmajan@gmail.com
Mob:-09955221862

(Registered Under Societies Registration Act 21/1860,FCR Act-1976&Income Tax Act u/s 12A)

Ref.No.....

Date:.....

JOINT ACTION NETWORKING (JAN) TRAVEL & TOURS Policy

1. Definition of Travel:-
 - Staff travelling outside their operating base will be considered travel.
 - Field staff operating within the field assigned to them is not considered as travel.
2. The staff going on tour should fill up a travel requisition form, which must be recommended by the relevant project / programme incharge or in case of administrative staff by the administrator. The requisition, should specify the amount of advance, if any required.
3. The tour requisition must specify the following :
 - Name of the project
 - The project component under which travel is to be undertaken.
 - The budget availability for the tour.
4. The project / programme head must verify and certify the correctness of the above points.

IT ACTION NETWORKING (JAN)

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5. Mode of Travel and Ticketing : The general policy is to undertake any travel in the shortest possible route and in the most economic modes of transport. The following is an indicative guideline regarding modes of transport.

Any travel within the State is by bus or train. Outside the State by bus, train, air.

Bus : No restrictions

Train: Sleeper class – No restriction.

Any AC, 3 or 2 tier, only the pre-approval of Secretary.

Taxi : Long distance taxi only with the pre-approval of the Secretary.

Air : Depending on the urgency only with the pre-approval of the Secretary.

6. Per Diem :-

During the travel the organization will provide per diem as per the following details –

Component	Field Area within District	Urban Area outside District	State Capital & Metros Cities
Breakfast	30.00	30.00	50.00
Lunch	40.00	60.00	75.00
Dinner	40.00	60.00	75.00
Total	110.00	150.00	200.00

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- No receipts required for claiming per diem.
 - For a day involving night stay full day per diem will be paid.
 - If it is short distance same day return travel only lunch will be provided.
7. If the staff member is attending a meeting or workshop where food is provided or staying in a hotel where breakfast is part of the accommodation package relevant components from the per diem should be taken out.
8. Travel Advance & Settlement
- Request should be made in writing through the travel advance form, attached with the travel requisition slip approved by the project / programme head at least 2 days before undertaking the travel. The advance paid should be recorded in the accounts as staff travel advance.
9. On completion of the tour, the following must be submitted for approval.
- Statement of account for settlement of advance or making any claim along with bills, vouchers, etc.
 - The statement of account and travel claim shall be approved by the Secretary.

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- On approval any unissued travel advance has to be returned to the accounts department.
- Each travel advance should be settled within 15 days of completion of the tour.
- In the instance of overseas travel by any staff/functionary the travel tour must be approved by the governing body.

10. Rules of Travel – Accommodation

The staff / functionaries shall be paid to a maximum extent of accommodation charges, when on domestic tour as under :

Particulars	Accommodation
State Capital & Metros Cities	800.00