

# SIKKIM MANIPAL UNIVERSITY

5<sup>th</sup> Mile Tadong  
Gangtok - 737102

No.SMU/Reg/2011- 146

Date: 26 May 2011

## **REIMBURSEMENT OF TRAVEL AND OTHER EXPENSE OF STAFF ON DEPUTATION TO SMU**

### **General**

1. There are a number of occasions when staff from Manipal Group are sent on deputation to Sikkim Manipal University and its constituent units at Sikkim. The entitlements of such staff and procedure for reimbursement of expenses are given in succeeding paragraphs.

### **Entitled Employees**

2. Persons who are on short term (upto six months) deputation from Institutes of Manipal Group shall be eligible for reimbursement of the following expenses from Sikkim Manipal University:-

- Reimbursement of travel expenses by the authorized mode of travel from place of their employment to Sikkim and back.
- DA for actual days of journey as per rules applicable in the parent institution.
- Reimbursement of hotel accommodation bills enroute, if specifically authorized.
- Baggage allowance each way as provided below:-

#### **Teaching & Associate Teaching Cadre**

<b>Designation</b>	<b>Baggage Allowance Entitlement</b>
Professor/Associate Professor/Equivalent designation	Rs. 1000 /-
Assistant Professor/ Asst. Professor I/Sr. Lecturer /Equivalent designation	Rs. 750 /-
Assistant Professor II/ Lecturer/Asst Lecturer /Sr. Resident /Jr. Resident /Medical Officer/Tutor/Demonstrator/ Equivalent designation	Rs. 500 /-

#### **Non Teaching Cadre**

<b>Scale of Pay</b>	<b>Entitlement</b>
Basic Pay Rs. 15,600/- and above or consolidated pay Rs.18,000/- and above	Rs. 500 /-
Basic Pay Rs. 11,530/- and above upto Rs. 15,599/- or consolidated pay Rs. 15,000/- and above upto Rs. Rs. 17,999/-	Rs. 400 /-
Basic Pay Rs. 9,780/- and above upto Rs. 11,529/- or Consolidated pay Rs. 12,000/- and above upto Rs. 14,999/-	Rs. 300 /-
Basic Pay below Rs. 9,780/- or consolidated pay below Rs. 12,000/-	Rs. 250 /-

**Administrative Cadre**  
(Officials covered by management engagement policy)

Designation	Entitlement
Registrar/Executive Director/ Director/ Controller of Exams/Additional Director/Additional Registrar/Additional Controller of Exams/Dy. Director /Deputy Registrar/ Head (HR/Projects/General Services/Finance)/Finance Officer/Equivalent designation.	Rs. 1000 /-
Assistant Director/ Assistant Registrar/ Assistant Controller of Exams/ Equivalent designation	Rs. 750 /-

(e) DA in case of deputation of upto 30 days. Deputation Allowance equivalent to 20% of Basic pay and AGP for deputation of more than 30 days.


3. Semi-furnished (generally single type) shared accommodation from available housing pool free of rental charge will be provided. Utility charges like water and electricity will be billed.
4. Medical expenses reimbursement as per Medicare Policy applicable in each case provided such expense is incurred at Central Referral Hospital at Gangtok, Sikkim.
5. The Payroll and all other benefits including monthly deductions, if any, of deputed employees will be the responsibility of the respective parent institutions.

**Supersession**

6. These instructions supersede all previous instructions on this subject.
7. This has the approval of Vice Chancellor.

**Station:** Gangtok

**Date:** 26 May 2011

  
**Ms Namrata Thapa**  
Registrar  
Sikkim Manipal University

Copy to:

1. Pro VC (Medical) SMU & Dean, SMIMS
2. Pro VC (Tech) SMU & Director, SMIT
3. Director - Distance Education
4. Addl. Controller of Exams, SMU
5. Dy. Controller of Exams, SMU
6. ✓ Head HR & General Services
7. Finance Officer, SMU