

Sub.: Allowances for exhibition, promotional activities, outstation travel.

The new guidelines shall be as follows. Food allowance:

Sl. No.	Details	Exhibition	Outstation Overnight	Outstation Day trip	Outstation overnight – long term – running project sites
1	Breakfast	150	100	75	50
2	Lunch	175	125	100	80
3	Dinner	175	125	100	80

Breakfast allowance shall be given if tour/exhibition starts before 9 am. Dinner allowance shall be given if tour/exhibition ends after 7.30 pm.

Out of station tours if not undertaken by company car can be by bus or train. Payment shall be on actuals. Limit for cost shall be upto to 3 tier AC Train or AC Bus.

Hotel/lodge allowance on twin sharing basis shall have a maximum limit of Rs. 2,000/- and shall be paid on actuals. Production of pacca bill is a must.

Payment through Happay card is mandatory.

Daily allowance for engineers visiting out of station sites on a regular basis shall be pre-approved by admin. Cost of transport, food and overnight stay may be estimated and lump sum fixed.

Soham Modi