

**Subject: Advance for Hotel charges on transfer.**

1. Eligibility - Employee.																																														
2. Purpose - Reimbursement of lodging charges (room rent) for staying in a hotel till he / she arranges for an accommodation in the new place of posting, provided company arranged accommodation is not available. To confirm availability of company's accommodation concerned project head to be contacted. In case of Delhi, Corp. office is to be contacted.																																														
3. Entitlement of room rent -																																														
<table border="1"> <thead> <tr> <th rowspan="2">Category</th> <th colspan="2">Rate of Hotel Charges</th> <th rowspan="2">Category</th> <th colspan="2">Rate of Hotel Charges</th> </tr> <tr> <th>'A-1/A' class cities</th> <th>Other cities</th> <th>'A-1/A' class cities</th> <th>Other cities</th> </tr> </thead> <tbody> <tr> <td>E.D.</td> <td>4600</td> <td>3700</td> <td>Dy. Manager</td> <td>1600</td> <td>1300</td> </tr> <tr> <td>G.M.</td> <td>4200</td> <td>3400</td> <td>A.M.</td> <td>1400</td> <td>1100</td> </tr> <tr> <td>A.G.M.</td> <td>3900</td> <td>3100</td> <td>Supervisory staff (Gr. Rs.5000-8000 (CDA) / 5200-8000 (IDA) &amp; above)</td> <td>1000</td> <td>800</td> </tr> <tr> <td>J.G.M.</td> <td>3200</td> <td>2600</td> <td>Non-supervisory staff (Below Gr. Rs. 5000-8000 (CDA) / 5200-8000 (IDA) )</td> <td>600</td> <td>500</td> </tr> <tr> <td>D.G.M.</td> <td>2200</td> <td>1800</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Manager</td> <td>1800</td> <td>1400</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Category	Rate of Hotel Charges		Category	Rate of Hotel Charges		'A-1/A' class cities	Other cities	'A-1/A' class cities	Other cities	E.D.	4600	3700	Dy. Manager	1600	1300	G.M.	4200	3400	A.M.	1400	1100	A.G.M.	3900	3100	Supervisory staff (Gr. Rs.5000-8000 (CDA) / 5200-8000 (IDA) & above)	1000	800	J.G.M.	3200	2600	Non-supervisory staff (Below Gr. Rs. 5000-8000 (CDA) / 5200-8000 (IDA) )	600	500	D.G.M.	2200	1800				Manager	1800	1400			
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4. Can claim for 15 days with the approval of project head. For claim beyond 15 days requires the sanction of M.D.																																														
5. To be claimed at the new place of posting only.																																														

**Note:**  
 1. information in respect of all columns is compulsory for processing of application.  
 2. \* strikeout whichever is not applicable

1.	Emp.code No.		2.	Name of the employee	
3.	Designation		4.	Status	* Regular / Probation / Deputationists / Ad hoc / Contract

5.	Details of Office order of transfer		Office order no. _____ date _____
6.	Transferred from	a)	Name of project
		b)	Station
7.	Transferred to	a)	Name of project
		b)	Station
8.	Whether 'no room certificate' obtained from the concerned project head? If so, enclose proof thereof.		
9.	If the advance is for beyond 15 days whether M.D.'s approval enclosed?		* Yes / No.
10.	Details of advance for lodging charges		
	Room rent entitlement per day	No. of days for which advance is applied for	Amount of advance applied for

- Encls: (Tick mark the documents attached)
- ( ) 1. No room Certificate.
  - ( ) 2. Copy of MD's approval
  - ( ) 3. Copy of relieving order

Signature of the employee \_\_\_\_\_

**Project / Functional Head**

FOR USE OF ACCOUNTS

The above information has been checked / scrutinized. Employee is eligible for advance for Hotel Allowance - Rs. \_\_\_\_\_. Competent Authority for Approval is \_\_\_\_\_ (Ref. Item No.\_\_\_\_ of SOP). Submitted for approval please.

Dealing Official

Finance Head