

THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE
(Admn.I section)

No. B.12028/1/2015-Admn.I (CDC)

Date: 20/11/2018

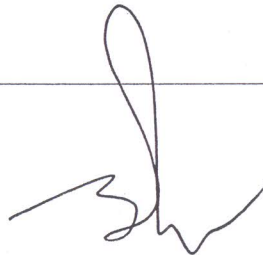
OFFICE ORDER

Sub: Administrative and financial guidelines for GHSA partners implementing projects under Global Health Security Agenda in India.

The Administrative and financial guidelines have been finalised with the approval of Directorate General of Health Services vide File No. GHSA/AFG/1/2017 dated 13.12.2017. All GHSA partners are requested to follow these guidelines for implementation of GHSA Projects in India to the extent possible keeping their own policy in view. The approved guidelines are as under. These are now applicable to the CDC Staff.

Travel and Daily Allowances:

Contractual Employee	Travel Entitlement	Rate of Daily Allowance (Per Diem) / Local Transport Charges
Rs.1,44,200- and above	<ol style="list-style-type: none">1. Economy class by air2. AC First class by train3. In case of places not connected by air / rail, travel by AC taxi / bus.	<ol style="list-style-type: none">1. Reimbursement for hotel accommodation / guides house of up to Rs.7,500/- per day2. Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and3. Reimbursement of food bills not exceeding Rs.1,200/- per day
Rs.78,800- Rs.1,44,200	<ol style="list-style-type: none">1. Economy class by air2. AC First class by train3. In case of places not connected by air / rail, travel by AC taxi / bus.	<ol style="list-style-type: none">1. Reimbursement for hotel accommodation / guest house of up to Rs.4,500/- per day2. Reimbursement of AC taxi charges of up to 50 km per day for travel within the city,3. Reimbursement of food bills not exceeding Rs.1,000/- per day.



Rs.53,100- Rs.78,800	<ol style="list-style-type: none"> 1. Economy class by air 2. AC Second class by train 3. In case of places not connected by air / rail, travel by Non-AC taxi / bus. 	<ol style="list-style-type: none"> 1. Reimbursement for hotel accommodation / guest house of up to Rs.2,250/- per day 2. Reimbursement of Non-AC taxi charges of up to Rs.338/- per day for travel within the city. 3. Reimbursement of food bills not exceeding Rs.900/- per day.
Rs.35,400- Rs.53,100	<ol style="list-style-type: none"> 1. AC Second class by train 2. In case of places not connected by rail, travel by Non-AC taxi / bus. 	<ol style="list-style-type: none"> 1. Reimbursement for hotel accommodation / guest house of up to Rs.750/- per day 2. Reimbursement of Non-AC taxi charges of up to Rs.225/- per day for travel within the city, 3. Reimbursement of food bills not exceeding Rs.800/- per day.
Rs.35,400 and below	<ol style="list-style-type: none"> 1. AC Second class by train 2. In case of places not connected by rail, travel by Non-AC taxi / bus. 	<ol style="list-style-type: none"> 1. Reimbursement for hotel accommodation / guest house of up to Rs.450/- per day 2. Reimbursement of Non-AC taxi charges of up to Rs.113/- per day for travel within the city, 3. Reimbursement of food bills not exceeding Rs.500/- per day.

3. Air fare (economy class with the shortest route and any available airlines) will be reimbursed only against the production of receipt / used passenger coupon / boarding pass. Claim for reimbursement of expenses on travel between two places will be regulated by the shortest of two or more practical routes. When there are alternate routes available and the difference between such routes in terms of time and cost is not considerable, the fare of the route actually used may be admitted.

However, in case of urgency or in special circumstances, non-entitled officials may be allowed to travel by air in economy class or in higher class in trains and also reimbursed cost of higher class of accommodation, food bills and charges for local travel with specific prior approval of the competent authority.



