



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Standard Operating Procedure (SOP) for claiming Reimbursement of Local Conveyance in Form F-5

1. Local Journeys mean journeys on duty on any day beyond 8 km from the duty point at Headquarters and within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/ Corporation of the Town or City in which the duty point is located.
2. Local journey should normally be performed in the same way as journey to duty point i.e. by bus, local trains or own conveyance. Where travel by special means like taxi, auto-rickshaw etc., is considered necessary, prior permission of superior authority is necessary. If more than one official is deputed for duty at the same point, they should, as far as possible, travel together by sharing the hire charges of the taxi or auto-rickshaw or other conveyance, if necessary, by assembling at the normal duty point.
3. For journeys to temporary duty point within a distance of eight kilometers from the residence, if performed by public conveyances, such as bus, local trains etc. fares paid will be reimbursed if the institute's bus facility could not be availed due to reasons recorded there in. If such journeys are performed by taxi/ auto rickshaw/ own car/ scooter, no mileage allowance is admissible.
4. The bus/rail fare/ mileage allowance for local journeys should be based on the actual distance travelled or the distance between the normal duty point and temporary duty point, whichever is less.

Note: a) The above Standard Operating Procedure are extract of the detailed rules for easy reference/understanding to prefer the claim in the prescribed form.

b) These are subject to the detailed CCS Rules and amendments issued from time to time.