



**Quetta College of Dentistry, Quetta**

**Organizational Policies Manual**

**Table of Contents**

Approval Policy.....pg 3

Appointment Policy.....pg 3

Replacement Policy.....pg 3

Internship Policy.....pg 5

Probation Period Policy.....pg 5

Resignation Policy.....pg 5

Leave Policy.....pg 5-8

Punctuality Policy.....pg 8

Increment Policy.....pg 8

Faculty Registration Policy.....pg 8

Medical Test Policy.....pg 10

Unauthorized Absence Management Policy .....pg 11

Travel Policy.....pg 11

Clearance Process Policy.....pg 12

Anti-Harassment Policy.....pg12

Grievance Redressal Procedure.....pg 13

Restriction on political Activities .....pg 14

## **Organizational Policies**

### **Approval policy**

- It is mandatory that approval of Chairman BOG is on record for appointments, salary disbursement, allowances to be paid, etc to all employees in the Dental College.
- The salary rates of different appointments/positions are fixed and there is no policy to grant any increment or other financial benefit for acquiring higher qualifications nor is any such policy under consideration.
- An Employee (medical, dental, or non-medical staff) will be promoted (to other grades) in the relevant department if he/she acquires a credential (Certificate, degree, diploma) and has a consistently good performance evaluation that allows them to advance. Such matters require prior approval of the Board.

### **Appointment Policy (Recruitment and Selection)**

- The selection and recruitment will be conducted transparently in light of criteria defined by BOG QCD, PM&DC, and NUMS.

### **Process**

- The selection will be made as per the following process:-
- All the vacancies will be advertised in the newspaper through ISPR except in promotion/move-over cases, to find the best suitable candidate for the vacancy and to provide equal opportunity for all. The recruitment will be conducted in the light of PM&DC criteria (Faculty only) and instructions of BOG.
- Received documents will be scrutinized and shortlisted by the Principal / Director Administration office. Call letters for written test/professional evaluation (whichever is applicable) will be issued to shortlisted applicants by the HR department.
- Interviews of passing candidates will be conducted and supervised by the relevant selection committee for further shortlisting/selection. Board proceedings of selected candidates will be processed by the HR department for approval of the Head of the concerned committee.
- Final approval of all selected candidates will be given by BOG QCD/HQ 12 Corps. Final contracts/employment letters will be issued to selectees by the HR department duly signed by the principal.
- All appointments (recruitment and selection) require prior approval of the Board of Governors (BOG) and approval will not be granted with effect from back dates (No Ex-Post Facto sanctions).
- The Selection Committee is responsible for all the appointments in the College which the Board will make on the recommendation of the Selection Committees. It consists of the following members;
  - ✓ BOG
  - ✓ Principal/Dean (QCD/QIMS)
  - ✓ Associate Dean(s) (QCD)
  - ✓ Concerned Head of Department (HOD)
  - ✓ HR Manager QCD
- All concerned may also ensure that whenever proposals for new hiring / new expenditure are made, the CFO may be kept in the loop as cc so that if he has questions or reservations, he may place them on record before approval is granted.

- Relatives of employees on the payroll of QCD WILL NOT BE ELIGIBLE FOR EMPLOYMENT in the institution. These shall include brothers, sisters, mothers, fathers, uncles, aunts, cousins, etc. New entrants will be required to submit an affidavit in a format in Urdu that they shall be liable to dismissal and refund of drawn salaries if found to violate the condition. Appointing and recommending authorities will have to certify that they have satisfied themselves that this condition has been met. This rule may be placed prominently on the notice board so that employees can act as whistle-blowers when they see any violation.
- All the seasonal hiring requests (if it is a creation of a new post) require approval from the competent authority.

### **Members:**

#### **Board of Governors**

(1) The Board of Governors hereby referred to as 'BoG' shall comprise:-

**Chairman:** Comd 12 Corps

#### **Army Members**

1. Surg Gen/DGMS (IS)
2. Gar Comd Qta.
3. COS HQ 12 Corps
4. Dir Edn HQ 12 Corps
5. Sta Comd Qta
6. Comdt CMH Quetta
7. Comdt/VP QIMS
8. VP QCD/Comdt 21 MDC

#### **Civilian Members**

1. Principal QCD
2. Dean Basic Dental Sciences QCD
3. Dean Clinical QCD
4. Secy Health GoB
5. Secy Fin GoB

#### **Secy**

1. Dir DME QCD

#### **Replacement Policy**

- Replacement of all the lower staff such as DSAs/DSTs/ayas, computer operators, receptionists, office boys, stenographers, storekeepers, security guards, painters, drivers, lab assistants or lab technicians, etc on a similar salary rate or other terms and conditions may be done with the approval of the Principal Office.
- Replacements of Management, Administrative, and Doctors positions require prior approval of the Board.
- Replacements on new terms & conditions i.e. salary rate and working hours etc require prior approval of the Board.

### **Internship Policy**

- We may accommodate a maximum of 2 interns (unpaid) in a department at the same time. All the internships require prior approval from the Principal's Office through HR.
- The duration of the Internship (unpaid) is for 6 weeks.

### **Probation period policy**

QCD's probationary period policy elaborates;

- All the employees (Dental, Para Dental & other administrative staff) will be on probation for six months, during which either party may terminate the contract without notice.
- The probation period of lower staff (Ayas, Sweepers, Drivers, Baildars, Painters, or other Labor) is 2 months, during which either party may terminate the contract without notice.
- The salary may only be revised after satisfactory performance in the probation period and it requires prior approval of the Board at the time of appointment.
- No condition of probation in the case of Faculty promotions or re-designation.
- No condition of probation in the case of staff re-deployment on equivalent positions.

### **Resignation policy**

Our resignation policy states;

- During the probation period an employee may resign from his/her service without notice period.
- After the probation period an employee may resign from his/her service by giving 15 days advance notice.
- Employees (Faculty Members) are not allowed to leave the institution during the academic session.

The notice period of resignation will commence from the date when the resignation letter duly accepted by the Principal/Dean is received in the HR Department.

### **Leave Policy**

**Purpose** Set guidelines for various types of leaves for all QCD employees including faculty members, administration & technical staff.

**Scope.** The scope includes different types of leaves: -

- a. Casual leave
- b. Sick leave
- c. Maternity leave
- d. Compensatory leave
- e. Short leave
- f. College Leave
- g. Academic leave
- h. Extra-ordinary sick leave under special circumstances

- i. Unpaid Leave
  - j. Leave after notice to discontinue by Employee
  - k. Study Leave
- 2) **Explanatory details**
- a. **Casual Leave**. Casual Leave may be granted to the employees for short periods subject to the following conditions:
    - i. Casual leave is a privilege provided to all employees and will be a maximum of 20 days (5 x Leaves in each quarter) for faculty members, and administrative & technical staff in a calendar year & will not be carried forward to next year's account. The applicant shall ensure approval of casual leave from competent authority at least 1-day before proceeding on leave, except in an emergency.
    - ii. The sanctioning authority may grant casual leave a maximum of 1 day per month for the first four months of the employee's joining date.
    - iii. Accumulated casual leaves can be availed for a maximum of up to 5 working days in a stretch in any given month, after which any additional casual leave will be considered unpaid leave in that month.
    - iv. It may be granted in conjunction with weekends or public holidays, but not with any other kind of leave. The public holidays/weekends which is sandwiched between or around the casual leave shall not be debited to the casual leave account.
  - b. **Sick Leave**
    - i. In case of sick leave for more than 01 days, a medical certificate will be required to be submitted from CMH/Government hospital along with the leave application.
    - ii. Sick leaves will be deducted from the casual leaves account.
  - c. **Maternity Leave**
    - i. It will be admissible to female employees only once in two years as per PM&DC guidelines.
    - ii. Maternity leaves with all pay and allowances will be authorized up to a maximum of 45 days with the provision of availing 10 days before and 30 days after the expected date of delivery or as determined by the concerned medical authorities.
    - iii. Only unpaid leave (if approved by the competent authority) shall be admissible immediately before and after maternity leave.
  - d. **Compensatory Leave**
    - i. Compensatory leave refers to leave granted instead of duty on Sundays & gazetted holidays.
    - ii. Compensatory leave can be accumulated and availed within 30 days, otherwise it will be forfeited.
  - e. **Short Leave**

Office of HR - QCD  
People & Organizational Development

- i. This term involves being away from the college for some part of daily working hours. The sanctioning authority will grant permission for the same.
  - ii. The duration of short leave will not be more than three hours. Any request for more than three hours will be considered casual leave.
  - iii. A maximum of two short leaves are allowed in a month. Third short leave onwards in a month will each be considered as one casual leave.
- f. **College Leave**
  - i. College leave (including summer & winter) will be authorized for the faculty member only after approval of the principal.
  - ii. Respective HODs will submit Duty rosters before each college leaves in such a way that at least one senior faculty member is present in each department daily throughout the tenure of the leave.
- g. **Academic Leave**
  - i. This term implies a faculty member going on a paid leave (preapproved in writing by the principal) to attend an academic session (duration: 3-5 days/session) to improve on their academic/professional qualification.
  - ii. Approved academic leaves will be considered as "Away on duty" (AOD) and will not be deducted from the leaves of any other category.
  - iii. As a part of the faculty development program (FDP), after approval of the principal, the registration fees, boarding, lodging & traveling expenses for academic leaves will be reimbursed by the college to the faculty member upon provision of authentic bills every month throughout the undertaken course.
  - iv. A maximum of 3 academic leaves not more than a cumulative 15 working days in one calendar year is permissible.
  - v. Competent authority can add 5 days in academic leaves on a case-to-case basis, provided the applicant has exhausted the full quota of his/her academic leaves.
- h. **Extra-ordinary sick leave (EOL) under special circumstances**
  - i. In case any QCD employee becomes sick because of a disease requiring treatment spanning over 1 week, that employee will be entitled to a paid sick leave for a maximum period of up to 6 weeks once every calendar year.
- i. **Unpaid Leave**
  - i. Unpaid leave under special circumstances may be availed only once in 2 years for a maximum period of 1 month after formal written approval of the competent authority is sought before the 15th of the preceding month & can be availed only after all balance casual leaves have been exhausted for that year.
- j. **Leave after notice to discontinue by Employee**
  - i. Once an employee has resigned by giving a 30-day written notice, they will not be entitled to any form of paid leave.
- k. **Study Leave**

Office of HR - QCD  
People & Organizational Development

- i. This leave will be granted to faculty members desirous of improving their qualifications (PhD, FCPS, MPhil, MHPE, etc.)
- ii. The applicant will obtain approval from competent authority through HOD with all supporting documents justifying his/her utility for college after completing the desired qualification.
- iii. A 3-year bond to serve the college after completion of the qualification will be furnished by the applicant at the time of his/her application.
- iv. All authorized categories of leave including C/Leave (20 days), Academic leave (20 days), College Leaves (20 days) & compensatory leaves (12 days) will be accumulated as a part of study leaves.
- v. Leave required in addition to the accumulated leave will be courted as leave without pay for up to a maximum of 8 weeks provided reliefs arranged arti the existing strength of the department for uninterrupted academic activities of the department.

3) **Process & Record Keeping**

- a. All leave will be processed by the HR department on the leave register for approval by the competent authority.
- b. Approval/non-approval may be confirmed from the HR department by the applicant. It is the responsibility of the applicant to ensure that their leave has been approved before the leave starting date.
- c. Records will be maintained by the HR department and leave records (leave without pay) of the current month will be communicated to the finance department by 20% of each month.

**Punctuality Policy**

- Only a 20-minute grace period is allowed in arrival time for all faculty members and staff. Since the policy decision to make deductions for late arrival / early departure has been taken at the level of the Board of Governors, any relaxation or refund shall require orders from the same authority. The policy is to be strictly observed and enforced in all cases by HR and Accounts.

**Faculty Registration Policy**

For the first 3 months, salaries of freshly hired doctors whose documentation for faculty registration is complete and has been submitted to PM&DC may be released. If faculty registration has not been received after 3 months, salary may be withheld until the faculty registration certificate is received. This principle may be uniformly applied to all cases in this category.

**Faculty retention**

Our goal is to decrease employee turnover, thereby decreasing training costs, recruitment costs, and loss of talent and organizational knowledge. We are having following strategies to improve our organization's faculty **retention** and boost their satisfaction;

- Different types of leaves may be clubbed as an exception to our policy based upon the genuine issues (i.e. sickness or other medical treatment)

- Hajj and Umrah paid leaves may be given to those employees (who have served more than equal to three years in our institution) other than earned and casual leave balance.
- Offering personalized exit, intent-to-leave, and stay interviews with faculty members to better understand their experiences at Bakhtawar Amin Medical and Dental College and how we can improve upon them.
- Where required accommodation is provided free of cost to the faculty members.
- Where required transport is provided free of cost to the faculty members.
- Discounted hospital charges to employees.

### **Transfer Policy**

Employee's salary will not change due to a transfer unless the position is considered a promotional transfer, in which case a promotional salary increase will be considered (as per the approved pay of the post). The transfer is allowed under the following conditions;

- Vacant position in an institution
- Qualification improvement
- Written confirmation of acceptable performance record/evaluation signed by the applicant's head of department with the recommendation of MS/Principal Office
- Written approval by MS/Principal Office for all the ranks till medical officers/demonstrators

### **Faculty Promotion**

- Quetta College of Dentistry (QCD) promote their existing faculty members as per PM&DC rules and regulations on a seniority cum eligibility basis subject to the availability of a vacant position in the respective departments.
- The holders of FCPS degrees in clinical subjects and non-medical faculty are no longer eligible for appointment in the basic medical science subjects.
- **Note: All the faculty promotions require the recommendation of the Recruitment Committee and final approval of the Board of Governors of Quetta College of Dentistry (QCD)**

### **Increment policy**

- The Board may consider an employee for an annual increment by the policy of the Board, on completion of full years of service subject to satisfactory performance (measured among other performance indicators, by punctuality, regularity in attendance, willingness to assume responsibility, class results where applicable, etc ) as well as recommendations of the HOD/Principal.
- Increments will not be automatic. They shall depend on performance and Attendance Records. Where either of these is unsatisfactory, no increment will be admissible.
- Increments shall be granted on basic salary to all the employees whose salary are more than equal to Rs 50,000 and below this range an employee's increment must be assumed on his/her gross salary.
- There shall be no increment after completion of the probationary period instead employee's salary may be revised upon the employer's commitment based on his/her satisfactory performance.
- Ad hoc decisions through emails or applications will not be taken. Applications may only be considered in the compensation committee meetings.
- Firmly discourage attempts to seek pay increases other than annual increments at the beginning of the year.

### **Health Plan/Medical Test Policy for Employees**

- Routine medical screening of all the staff (faculty, admin, lower staff) to be conducted every 6 months and record updated by the HR in respective dossiers.
- The expenses of the tests are to be borne by the employees as;
  - 100% to be paid by the employees with salaries over 75,000/month.
  - 50% by employees on a monthly salary below 75,000.
  - Special investigations (PCR, ELISA) to be borne by the employee.
  - Sick leave policy defined as per policy.

### **Medical Treatment Policy for Students**

- Dental students will be provided free medical consultation and treatment for services that will be defined.
- Students shall be treated as entitled
- Medical cards to be issued by CMH Quetta

### **Unauthorized Absence Management Policy**

In case of absence, the following penalties should be applied:

- Absence without leave up to 3 days- Salary deduction plus verbal warning.
- Absence between 4 and 10 days - Salary deduction @ 1.5 times (i.e. one and a half day deduction for every day of absence without leave) plus a written final warning.
- Absence of more than 10 days - Automatic termination.

### **Travel Policy (On Duty)**

- When an officer or other employee of QCD proceeds on tour/on duty, they shall be marked as "On Tour/On Duty" and NOT as Present.
- Focal Persons visiting PM&DC or NUMS for the institution's work will need prior written orders for this purpose.
- If it is not viable to get prior written permission because of urgency, they may proceed on verbal orders and obtain ex post facto written orders for the record after their return.
- Travel claims shall not be processed in the absence of written travel orders.  
**(Further Details are attached in the appendix)**

### **Clearance Process Policy**

Clearance must not be initiated and signed by the departments (Dental College & Hospital) until one of the following conditions are met;

- Completion of notice period after acceptance of resignation
- Deposit of pay in lieu of notice after acceptance of resignation.
- Termination with immediate effect.
- Termination on conclusion of contract period

## **Anti Harassment Policy**

### **Purpose**

The purpose of this Anti-Harassment Policy is to foster a safe and respectful environment for all members of the Quetta College of Dentistry (QCD) community, including students, faculty, staff, and visitors. Harassment of any form undermines this environment and will not be tolerated.

### **Scope**

This policy applies to all members of the QCD community and covers conduct that occurs on college property, during college-sponsored events, or in any situation where individuals represent the college.

### **Definition of Harassment**

QCD takes the safety and well-being of its members very seriously and finds it prudent to define any form of harassment that could occur. Harassment is defined as any unwelcome, offensive, or discriminatory behavior that creates a hostile, intimidating, or abusive environment. This includes, but is not limited to:

1. Verbal Harassment: Inappropriate comments, jokes, or slurs.
2. Physical Harassment: Unwanted touching, assault, or threats of violence.
3. Visual Harassment: Sharing offensive images, emails, or materials.
4. Sexual Harassment: Unwanted sexual advances, requests for sexual favors, or other verbal or physical harassment of a sexual nature.
5. Bullying: Repeated aggressive behavior that involves an imbalance of power.
6. Discrimination: Treating individuals unfairly based on protected characteristics (e.g., race, gender, age, sexual orientation, disability, etc.).

### **Policy Statement**

The QCD is committed to maintaining an environment free from harassment. All members of the college community have the right to work, study, and engage in college-related activities without fear of harassment.

### **Reporting Procedures**

1. Immediate Action: In case anyone experiences or witnesses harassment, report it immediately to a supervisor, faculty member, or designated college official.
2. Formal Complaint: Individuals may file a formal complaint with the Office of Human Resources or the students' Coordinator. Complaints can be submitted in writing or verbally.

3. Confidentiality: All complaints are to be treated with confidentiality to the extent possible. However, some information may need to be shared with relevant parties to investigate and resolve the complaint.
4. Retaliation: Retaliation against any individual for reporting harassment or participating in an investigation is strictly prohibited and will result in disciplinary action.

### **Investigation Process**

1. Initial Review: The designated official will conduct an initial review of the complaint to determine if it falls under this policy.
2. Investigation: If warranted, a thorough investigation will be conducted, which may include interviews with the complainant, the accused, and any witnesses.
3. Resolution: The college will take appropriate action based on the findings of the investigation. This may include mediation, training, or disciplinary actions.
4. Notification: Both the complainant and the accused will be notified of the outcome of the investigation, respecting confidentiality and privacy.

### **Disciplinary Actions**

Violations of this policy may result in disciplinary action, which can include:

- Written warning
- Mandatory training or counselling
- Suspension or expulsion (for students)
- Termination of employment (for staff or faculty)
- Involving law agencies for repeat offenders and serious offenses (physical/endangering wellbeing)

### **Training and Education**

The QCD will provide training and resources to ensure that all members of the community understand this policy and their rights and responsibilities under it. The training will include:

- Definition and examples of harassment
- Reporting procedures
- Bystander intervention strategies

## **Review and Revision**

This policy will be reviewed annually and revised as necessary to ensure it remains effective and compliant with legal requirements.

## **Grievance Redressal Procedure**

Quetta College of Dentistry has a formal grievance redressal procedure. A grievance committee, comprising several key faculty members and students, ensures;

- Investigate and resolve all grievances promptly
- Treat all employees/students (parties involved) equally, without any bias
- Preserves confidentiality at all costs.
- Representation of the committee's decision if the grieving individual feels that the decision is unjust.

Employees (Medical/Dental or other staff)/students can file grievances for any of the following reasons:

- Workplace harassment (a separate anti-harassment committee in place)
- Health and safety
- Co-worker/classmate behavior
- Senior or Head of Department behavior
- Adverse changes in employment conditions

However, employees/students must try to resolve less important issues informally before they resort to a formal grievance.

## **Guidelines**

Employees/Students are encouraged to talk to each other to resolve their problems. When this isn't possible, employees must know how to file a grievance:

1. Communicate informally with their head of department. The head of the department will try to resolve the problem. When employees/students want to complain about their head of department, they should first try to discuss the matter and resolve it between them. Heads of departments should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the Principal through the concerned HOD in a sealed confidential envelope.
2. If the grievance relates to a head of department behavior due to harassment employees should refer directly to the Principal Office.
3. The Principal/MS office sends the matter to the grievance committee that follows the procedure below:
  - Ask the employee/student to submit a grievance application
  - Talk with the employee/student to ensure the matter is understood completely
  - Provide the employee/student who faces allegations with a copy of the grievance
  - Organize mediation procedures (e.g. arranging a formal meeting)
  - Investigate the matter or ask the help of an investigator when needed
  - Keep employees informed throughout the process
  - Communicate the formal decision to all employees/students involved
  - Take action to ensure the formal decision is adhered to
  - Deal with appeals by gathering more information and investigating further
  - Keep accurate records
  - Keep a follow-up of the cases, to avoid recurrence.

## **Restriction on Political Activities**

- Faculty/students/other employees of Quetta College of Dentistry (QCD) must be very clear that involvement in unlawful activities, i.e. forming a political, ethnic, or linguistic association or joining it as a member is strictly forbidden and will be considered a disciplinary offense.
- QCD strictly forbids and discourages any political activity on the premises of the campus, hostel, and allied hospitals or institutes. Any political campaigning, rallies, speeches, print or social media activities, physically or virtually (website, social media) shall be dealt with with strict disciplinary action and immediate termination without any prior warning.
- Any sort of political aggression or violation of the campus laws shall also result in the involvement of law enforcement agencies.

## **Guidelines for faculty members/students/other staff**

These guidelines are intended to ensure that any political activity they pursue is done voluntarily and, on their resources, and time.

1. Heads of Departments are discouraged from having political discussions with subordinates/students/other staff.  
When faculty/students/other staff members participate in political affairs in their private capacities, they shall make it clear that their views and actions are their own, and not made on behalf of the Quetta College of Dentistry (QCD). For instance, QCD letterhead shall not be used to send out personal letters in connection with political activities.
2. Faculty/students/other staff is not authorized to take part in, subscribe in aid of, or assist in any way, any political movement, they shall indulge in any activity which is detrimental to the ideology or solidarity of Pakistan.
3. No funds or assets of the Quetta College of Dentistry (QCD) may be contributed to any political party, organization, or individual who either holds public office or is a candidate for public office
4. QCD also prohibits the use of its facilities, telephones, computers, and fax or copy machines, for political campaigning or fundraising purposes.
5. In case of violation of this policy, appropriate disciplinary and/or other corrective action, up to and including termination, can be taken by the Principal Office QCD.

---

Brigadier  
Principal  
Quetta College of Dentistry  
**(Muzammil Jamil Ahmed Rana)**  
17-10- 2024

Office of HR - QCD  
People & Organizational Development

## **Appendix**

### **Travel Policy**

**POLICY NO:** HO/HR24-10-18

**SUBJECT:** TRAVEL POLICY

**EFFECTIVE:** 18 Oct 2024

#### **PURPOSE/REQUIREMENT**

All travel requires prior authorization. Travel Authorization Form TAF/Annexure A) is required to be completed and submitted for approval by the employee who intends to travel. The intended traveler needs to provide all necessary information to enhance the approver's evaluation of the request. The policy applies to;

- Local travel within the city
- Outstation travel to other cities

The form must be approved by the appropriate authority prior to any travel. Whether approved or disapproved, the completed form should be returned (or notification provided) to the requesting employee. If two or more employees are to be on tour to the same destination, then a list of all persons traveling together is to be attached.

#### **ROUTING OF TRAVEL**

All travel will be by the most accepted reasonable and direct route. Travel by other routes may be allowed when the official necessity is satisfactorily established and approved by the appropriate authority. The private portion of the journey shall be charged Rs 10/- per kilometer. The traveler is obliged to get the private part of the journey logged as PRIVATE in the travel logbook.

#### **MOVEMENT ON COMPANY VEHICLE (CAR/MOTORCYCLE)**

If a company vehicle, motorcycle, or car is requested and allowed by the competent authority. Then the approved form will be given to the duty Transport Clerk/security guard who will;

- Hand over the vehicle keys to the individual (The person should inspect and get any faulty or missing part logged in by the Transport Clerk/Guard)
- Enter meter reading and OUT time on the form
- Enter meter reading and IN time on the form on return (Transport Clerk/Guard short inspect and note any fault or missing part and obtain acknowledging signature from the person who took the vehicle)
- Transport Clerk Security guard will forward the previous travel forms to the HR Department.

#### **TRAVEL REIMBURSEMENT**

Reimbursement of travel expenses for approved travel shall be made based on TRAVEL ENTITLEMENT CHART (TEC), ANNEXURE B

- When the personal vehicle is used all car/motorcycle expenses are covered by the kilometrage rate including maintenance, repair, and fuel costs. Additional charges for parking and highway tolls while on travel are eligible expenses
- Business telephone charges where the employee is not entitled to mobile allowance and facsimile or photocopy charges will be reimbursed. Employees must provide an explanation of official business for the charges and attach receipts.

Office of HR - QCD  
People & Organizational Development

- Must submit the expense report along with the approved form within three working days after return from travel. Sometimes where the bill will not be issued by the vendor (roadside hotel or auto etc.) a self-explanatory note duly signed by the traveler will be accepted as support for the expense.

**ANNEXURE A**

ORIGINAL

TAF-01-01

## TRAVEL AUTHORISATION FORM

Employee No.	First Name, Last Name	Department	Designation
Reason for Travel			
Travel Schedule:	Departure Date	Return Date	Duration
Date	Origin	Destination	*Mode of Transport: Train / Bus / Company vehicle / Rental Vehicle / Personal Vehicle / Taxi / Careem / Uber/ Company Motorcycle / Personal Bike / Public Transport
Date	Origin	Destination	*Mode of Transport
Date	Origin	Destination	*Mode of Transport
Date	Origin	Destination	*Mode of Transport
Accommodation: Please Tick One			
College/Trust Owned <b>with</b> meal facility	College/Trust Owned <b>without</b> meal facility	Hotel	Self-Arrangement
Other Information:			
<b>Request</b>	Submission Date	I request authorisation to travel under the provision of Travel Policy.	
<b>Approval / Refusal</b>	Date	Sign	

- ❖ Applicable for all employees travelling out of office on official work.
- ❖ Form must be submitted & approved, prior to any travel, by the appropriate authority.
- ❖ Form to be submitted in duplicate.



TEC-02-01

<b>TRAVEL ENTITLEMENT CHART</b>				
<b>Accommodation:</b>		<b>Per</b>	<b>Executive</b>	<b>Staff</b>
	Hotel	Lower of Invoice or limit	2,500.00 to 3,000.00	1,000.00 to 1,200.00
	Self-Arrangement	50% of Hotel	1,250.00	500.00

<b>Daily Allowance:</b>	Hotel	Day	1,000.00	500.00
	Company Accommodation With food	Day	500.00	250.00
	Company Accommodation Without food	Day	1,000.00	500.00
	Self-Arrangement	Day	500.00	300.00

<b>Transport:</b>	Train	Ticket	AC Class	1st Class
	Daewoo or equivalent	Ticket	Regular	Regular
	Rental Vehicle	Bill	Rental & Fuel	-
	Company Car	Bill	Fuel	Fuel
	Company Motorcycle	Bill	Fuel	Fuel
	Personal Car	Kilometer	10.00	-
	Personal Motorcycle	Kilometer	-	5.00
	Public Transport	Ticket	-	-

<b>Mobile Allowance:</b>		1,500.00	1,000.00
	Driver's/ Lower Staff	-	500.00

<b>Toll Tax / Parking:</b>		Actual	Actual
----------------------------	--	--------	--------

<b>• Private Travelling in Official Car to be charged:</b>		10.00	-
--	--	-------	---