



बिरला प्रौद्योगिकी संस्थान BIRLA INSTITUTE OF TECHNOLOGY

(वि० अनु० आ० अधिनियम १९५६ की धारा ३ के तहत मानित विश्वविद्यालय || A Deemed to be University u/s 3 of UGC Act, 1956)
मेसरा, राँची - ८३५२१५ (भारत) || MESRA, RANCHI - 835 215 (INDIA)

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Ref. No. GO/Estb/RRE/23-24/ 3638

26th October, 2023

OFFICE ORDER

REIMBURSEMENT OF RELOCATION EXPENSES

The Competent Authority has been pleased to reimburse of Relocation Expenses to cover expenses incurred by Faculty and other Staff members who are duly recruited to BIT system within India. These will be equally applicable to all existing BIT Faculties and other Staff members who are relocating to other BIT Campuses or Extension Centres (Within city and other city).

The Reimbursement of Relocation Expenses shall be admissible as per schedule given below:

Household Goods Transfer Rates

LEVEL	RATE / KM	MAX LIMIT
14 & Above	₹ 50/-	₹ 50,000/-
13 & 13A	₹ 45/-	₹ 45,000/-
10 - 12	₹ 40/-	₹ 40,000/-
05 - 09	₹ 25/-	₹ 25,000/-
01 - 04	₹ 15/-	₹ 15,000/-
Below 1	₹ 10/-	₹ 10,000/-

* All consolidated and contractual positions will be considered equivalent on the basis of above level.

A. Application Process:

An existing faculty or other staff members in case of relocation to other BIT Campus must seek approval in the prescribed form from Dean of Faculty Affairs (DoFA) or Registrar before he/she starts his/her journey or transportation of household goods.

B. Evaluation Process:

The application will be reviewed by Registrar of Dean of Faculty Affairs (DoFA) or nominee of Vice Chancellor in consultation with the concerned Director or HoD or In-charge. All bills to be processed through Dean of Faculty Affairs Office in the prescribed **Application Format**.

C. Guidelines for Expenditure:

1. In case husband and wife are relocated to the same Campus, expenses to relocate household goods; only one of them will be entitled and will be subject to limits mentioned above.

Handip Datta
26/10/2023

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2. In case the faculty or other staff resigns before completion of 3 years in service after joining the new workplace; the faculty or other staff members will have to pay back the expenses claimed while relocation. This doesn't apply in case of termination of the employee.
3. The reimbursement will be done after submission of the original GST Transport bill however prior approval has to be taken from the Competent Authority.
4. The transportation charges by air/rail/bus will be as per eligibility from starting location (present campus) to the relocated campus for the faculty or staff members as well as his/her dependents (spouse and 2 children upto 21 years). Domestic air travel will be permitted as per Institute's TA rules. Separate approval should be taken for any other mode of transportation.
5. No DA will be provided during relocation.
6. The transport and travel cost (household goods spouse and children) admissible upto 6 months from date of the transfer notice. Bill will be reimbursed only after producing NOC and the quarter, if any has been vacated by the employee.
7. **In case of transfer by own request the above rule is not applicable.**
8. Only traveling allowances by air/bus/train will be reimbursed as per Institute rules for temporary relocation due to Ph.D course work or engaging in classes. No relocation charges will be paid.
9. Bills will be processed based on one-way shortest routes in the prescribed format. Submit the latest pay slip.
10. **The above rule is applicable with effect from 01-01-2023.**

This bears the approval of the Competent Authority.

Nandip Datta
26/10/2023
Registrar

Copy to:

1. All Dean(s)/Director (IQAC)/Controller of Examination / COA
2. All HoD(s)/In-charge(s), Academic Departments/Sections
3. Director(s)/In-charge(s), BIT Off Campuses
4. Director, University Polytechnic/BIT-STEP
5. Prof. In-charge (ICTC//CDC/Energy Management/Water Resources Management/ Central Library/TEQIP Coordinator
6. Associate Dean(s)
7. Dy. Comptroller / Dy. Finance Officer
8. Dy. Registrar/Medical Officer In-charge
9. Administrative Officer (E&HR)/Assistant Registrar(s)
10. P. S. to Vice Chancellor
11. File