



THAPAR INSTITUTE  
OF ENGINEERING & TECHNOLOGY  
(Deemed to be University)

# Travel Policy

**Thapar Institute of Engineering & Technology**  
*Deemed to be University*

Effective from: 1<sup>st</sup> January 2020



**Disclaimer:**

*This document is intended for internal use by the employees of the Thapar Institute of Engineering & Technology (Patiala Campus, Dera Bassi Off-Campus). The information contained in this manual is correct at the time of publication. The contents of this document are subject to review and modifications from time to time based on our internal policies and external environment.*

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### 1. Objectives

- a) This policy is based on a principle of trust between the employer and employee and any breach will be treated as a violation of the Institutes' Rules & Regulations.
- b) It envisages that employees while incurring such expenses will apply reasonable discretion and spend prudently keeping in mind the guidelines laid out in this policy.
- c) This travel policy is laid down by TIET to ensure a comfortable travel experience for its employees while on official work keeping cost optimization in mind.
- d) The objective of this policy is to provide a set of guidelines and processes to govern employees travel, boarding & lodging reimbursements and sundry expenses for official work.

### 2. Definitions

- a) **Employees** – A person employed by the Institute on regular rolls; also includes fixed term employees (Adhoc, Contractual) and those on the probation but does not include part-time or casual employees, unless with the permission of competent/sanctioning authority.
- b) **Place of Posting** – Is the primary place where the employee has been assigned his/her work.
- c) **Tour** – A journey undertaken for Institutes' work out of the place of posting where the employee is posted. This will include attending workshops, conferences, seminars etc. A tour will be deemed to have commenced from the scheduled time of departure from the place of posting and shall end at the actual time of arrival at the place of posting. Travel to a place under this travel policy shall be considered a "tour" when the destination is beyond the municipal limits of Patiala (for those posted in TIET, Patiala) and Dera Bassi/Chandigarh (Tri-city) (for those posted in Dera Bassi Campus). Travel within the municipal limits of Patiala (for those posted in TIET, Patiala) and Dera Bassi/Chandigarh (Tri-city) (for those posted in Dera Bassi Campus) will not be considered as a Tour.
- d) **Domestic Travel** – is defined as all travel within and between all states and union territories of India.
- e) **International Travel** - is defined as any travel outside India.
- f) **Day** – Any travel to be counted as a "Day" for the purpose of this policy will have to be outside the municipal limits of the station where the employee is posted. Days travelled shall be calculated from the time of the start of a tour. Less than 6 hours' absence from the place of posting will also be considered as a "Tour". More than or equal to 6 hours and less than 12 hours will constitute half-day and equal to & beyond 12 hours will be treated as a full-day.
- g) **Transfer** – Means movement of an employee from the place of posting to another station where he/she is posted.
- h) **Interview Candidate** – A person working in another organisation/institute who has been called for an interview for a position in TIET.

### 3. Scope & Coverage

- a) This policy will come into effect from 1st Jan 2020.
- b) This policy shall be applicable to (and will cover) all employees [Regular / Fixed term (Adhoc/ Contractual)] working in Patiala as well as Dera Bassi campus; either is referred as "Place of posting" based on the posting of the employee.
- c) This policy also covers Travel Entitlements for TIET Staff engaged on Construction/Expansion of new projects.
- d) Policy also covers external trainers, faculty, experts & official guests, including candidates called for interview.

- e) Covers Research Scholars (JRF, SRF, Research Associate) as per para 5 (b) below.
- f) The Travel Entitlements within this policy are subject to the required budget being available. The Chairman – Board of Governors on the recommendation of Director has the authority to reduce any of the provisions in the event of budgetary constraints.
- g) The travel entitlements as defined in this policy will also be used for travel entitlements (only for mode of travel) under the LTC policy.

**Note:** In the event that an employee has to utilize a higher mode of travel/higher category of hotel, a prior approval of the Director will be required.

#### 4. Classification of Cities/Towns

The cities/towns will be classified into two categories as under:

**Category A:** Delhi NCR (Delhi, Gurugram, Noida & Faridabad), Kolkata, Mumbai, Chennai, Hyderabad, Bengaluru, Pune, Chandigarh (Tricity) including State Capitals & Union Territories.

**Category B:** All towns within India not mentioned above.

#### 5. Sanctioning Authority

**Table A**

Positions	Sanctioning Authority
Directors(s); Direct reports to Chairman - BOG.	CBOG
<b>TIET, Patiala</b> Deputy Director; Deans; Heads of Departments; Heads of School; Heads of Centres; Registrar; Chief Human Resources Officer; Finance Officer; Chief Industry Engagement Officer; Chief Marketing & Admissions Officer; Head Alumni Engagement; General Manager-Construction & Maintenance Section; Head-Commercial; Senior Manager-Audit. (All direct reports of Director-TIET)	Director, TIET
<b>TIET, Dera Bassi (Off-Campus)</b> Head Marketing and Placements (LMTSM); Executive Assistant; Admin Officer; Assistant Manager-MBA Program; Program Manager (BE-MBA); Assistant Manager- Accreditation and Ranking; Faculty (All direct reports of Director-LMTSM)	Director, LMTSM
For all employees (other than those mentioned above) in the following levels: L-10 to L-14; PM-10 to PM-14; Asst. Prof (Term); Asst. Prof (Adhoc); Asst. Prof (Contractual); Lecturer (Contractual); ATS-1 to ATS-9	Recommending Authority - Immediate supervisor Sanctioning Authority - Heads of various Departments, Centres and Schools.
Teaching Associate; Research Scholars (JRF, SRF, Research Associate)*	Recommending Authority – Principal Investigator, Sanctioning Authority - Dean-RSP

**Note:**

- a) Under no circumstance, the Sanctioning Authority will be an employee below L-14/PM-14 or Head of Department/Schools/Centres. In case the Sanctioning Authority is out of station, then he/she shall delegate the said authority for the specified period.

- b) \*Travel undertaken for research work by Research Scholars (JRF, SRF, and Research Associate) will be within the scope of this policy only if such research scholars are enrolled by TIET and the Principal Investigator is an employee of TIET. If the Research Scholar is from another institute, then the approval will be by the Dean-RSP. It will be ensured that in all cases related to travel for such project related work, the total amount sent will be within the project funding. Principal Investigator is the recommending authority and the Dean-RSP will be the Sanctioning Authority. In the event that the research scholar travels by a higher class than entitled, then the same will require a prior approval of the Director.

## 6. Eligibility

- a) **Employee:** An employee will be eligible for Travel Reimbursements if journeys are undertaken for the following purposes (Indicative List):
- Official Tour.
  - Recall from leave.
  - Participation in training programmes, seminars and conferences as nominated by the Institute.
  - Appearing in courts as a jury, assessor, and witness (only for Institute's work).
  - Receiving State/National Awards.
  - Employees of the Institute appearing as accused in Departmental/Vigilance enquiry.
  - Transfer.
  - For participation in sports/cultural events representing the Institute.
  - Any travel concerning TIET with the permission of the Director.
- b) **Others**
- Board of Governors (External members only), Foreign Professors, and Special invitees are eligible as per L16 entitlements.
  - Members of Selection Committees, External Members of the Senate, External Examiners, & Members of Examination Board, Visiting Professors, Members of Regulating & Inspecting Bodies, etc., will be eligible as per L14 entitlements.
  - Lecturer (Contractual): Will be entitled for official travel subject to the prior approval of the Director, including for decision of mode/class of travel, Boarding & Lodging, Incidental expenses and Conveyance charges.

## 7. Entitlements: Mode of Conveyance – Domestic Travel

**Table B**

Levels	Air	Railway	Waterways	Road
Director(s) L-16 & above	Business Class	AC I tier	Highest Class available	AC Car/Bus OR Own vehicle at an approved rate
L-13 to L-15 PM-14 Professor (Term)	Economy Class	AC I tier	Highest class available	AC Car/Bus OR Own vehicle at an approved rate
L-12 PM-13 Associate Professor (Term)	Economy class, if distance is > 500 Kms	AC II tier	Highest class available	AC Bus OR Own vehicle at an approved rate
L-10, L-11 PM-10 to PM-12 Asst. Professor (Term) Asst. Professor (Adhoc) Asst. Professor (Contractual)	Economy Class, if distance is > 500 Kms	AC II tier	Highest class available	AC Bus OR Own vehicle at an approved rate
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	-	AC II tier	Highest class available	AC Bus
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	-	AC III tier/ AC Chair Car	If there are two classes on steamer, then lower class	Non-AC Bus.

**Note:**

- a) In the event that an employee has to utilize a higher mode of travel, a prior approval of the Director will be required.
- b) Faculty assigned for the monitoring of Project Semesters will be entitled to travel by Air (Economy Class) if the distance is >500 Kms or by Institute Car/Own Car.

**a) Important Points (Mode of Conveyance – Domestic Travel)**

- i. Prior approval for travel would be required for all employees from the sanctioning authority.
- ii. In case an employee has been issued with a corporate credit card for incurring expenses then all bookings and payments should be made with this card as far as possible.
- iii. All air bookings should be done through authorized travel agents of TIET or may be booked online. Deviations should be very rare and will require prior approval of the Director.
- iv. Tickets should be booked within 48 hours of the travel approval to ensure lowest air fares.
- v. Air travel, in general, should be restricted, particularly for short distances (*refer Table B*) where convenient mode of surface travel is also available.
- vi. All journeys should normally be performed by the shortest route, except when it is not possible to do so for any special reasons.
- vii. Advances will be limited to 75% of the approximate Lodging plus Boarding costs for all types of travel, including LTC. In the event that air travel booking is done by Institutes' authorized travel agents, then no advances will be payable for this amount as the same will be directly billed between the agent and the institute.
- viii. The per day limits are entitled only for that day and cannot be cumulated.
- ix. The travelling ticket, boarding passes & bills have to be attached to the travel expense reimbursement bill and submitted to the Accounts department within 30 days of completion of their tour. In the event that bills are not submitted within 30 days and in cases where advances have been taken, a penalty of 10% will be levied.
- x. In case there is any requirement of entertainment of official guests, then the same will be recorded on the invoice.
- xi. It is expected that, wherever possible, employees will reduce travel costs including revising the class of travel.
- xii. For destinations where a taxi is used just for to and fro travel, maximum night halt should not exceed three nights.
- xiii. Employees are expected to book app based taxis (Ola, Uber, BlaBla cars etc.) as a first resort and if not available use pre-paid taxis.
- xiv. Women employees across all levels have the option to choose hired cars for local travel, if required when on outstation travel.
- xv. The institute will not reimburse for travel and other expenses of family members and others, who accompany the employees on official trip. There are a limited number of situations in which, there is an official purpose for the presence of spouse, family members or others on official trips. Prior approval must be obtained from the Director.

- xvi. If a travel itinerary is created to accommodate personal purposes clubbed along with an official trip, the employee will separate the personal and official expenses and pay the incremental cost of personal expenses.

## 8. Boarding and Lodging (Outstation Travel)

The travel entitlements for boarding & lodging will depend on the “Category” of the city/town to which the travel is made. These categories have been defined in para 4 above.

**Table C**

Levels	Category A (Rs. per/day)			Category B (Rs. per/day)		
	Lodging	Boarding	Own Arrangement	Lodging	Boarding	Own Arrangement
Director(s) L-16 & above	Actuals	Actuals	-	Actuals	Actuals	-
L-13 to L-15 PM-14 Professor (Term)	6,000	1,000	2,400	5,000	1,000	2,000
L-12 PM-13 Associate Professor (Term)	5,000	1,000	2,000	4,500	1,000	1,800
L-10, L-11 PM-10 to PM-12 Asst. Professor (Term) Asst. Professor (Adhoc) Asst. Professor (Contractual)	4,500	1,000	1,800	4,000	1,000	1,600
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	3,000	800	1,200	2,500	800	1,000
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	2,000	600	800	1,500	600	600

**Note:**

- a) **Lodging:** In the event that an employee books a hotel accommodation in a room higher than his entitlement, a prior approval of the Director will be required.
- b) **Boarding:** In the event that an employee consumes more than the entitlements as above, an approval of the Director will be required.

**a) Important Points (Boarding & Lodging – Outstation travel)**

- i. The limits mentioned are exclusive of all the Government Taxes.
- ii. Boarding Expenses will be calculated as follows:
  - I. Absence from Place of Posting < 6 hrs = 50% of Boarding Expenses.
  - II. Absence from Place of Posting ≥ 6 hrs & < 12hrs = 70% of Boarding Expenses.
  - III. Absence from Place of Posting ≥ 12 hrs = 100% of Boarding Expenses.
- iii. Board of Governors (External members only), International Professors, and Special invitees are eligible as per L16 & above.
- iv. Members of Selection Committees, External Members of the Senate, External Examiners, & Members of Examination Board, Members of Regulating & Inspecting Bodies, etc., will be eligible for L-13 to L-15; PM-14.
- v. Lodging includes Hotel room rent. Boarding is meals consumed, either at the hotel or outside. The claim for lodging expenses will be as per the **Table C**.

- vi. Own Arrangement is inclusive of Boarding & Lodging and would not entail any other charges such as lodging and incidental expenses. In addition, the following points may be noted:
  - I. Faculty deputed for student project semester monitoring located at their home towns will not be entitled for “Own Arrangement” claims.
  - II. Further in the event that accommodation is provided/availed at nominal cost in other Institutes/Universities/Organizations then “Own Arrangement” claims will not be entitled.
- vii. In the event that lunch/dinner is consumed outside the Hotel/Guest House then bills are to be provided for purpose of reimbursement.
- viii. If available, TIET guesthouse facility at Patiala or Dera Bassi must be availed as a first resort. Cost consciousness should be every employee’s concern while deciding appropriate boarding and lodging facilities.
- ix. Employees visiting TIET, Patiala/ LMTSM, Dera Bassi and availing institute accommodation will not be entitled for any Boarding and Lodging. However, employees during their travel will be entitled for meals as per **Table C** (Boarding expenses entitlement; bills are required) and Incidentals as per **Table D** (bills are not required).
- x. All hotel bookings are to be done by the employee, preferably through the authorized Institute agents or through online portals.
- xi. In case a team is travelling together for an assignment, the Director can approve the stay of the team at the hotel specified for the level of senior most in the team.
- xii. Only actual expenditure incurred within the prescribed limits will be reimbursed as per normal procedure of reimbursement. The claimant has to submit proper bills and any expenditure over & above the limits will require the approval of the Director.

## 9. Incidental Expenses

- a) Incidental expenses per day will be given to employees as out of pocket expenses to meet miscellaneous travel expenses not supported by bills as per **Table D**. An employee claiming “Own Arrangement” will not be entitled for incidental expenses.

**Table D**

Levels	Category A (Rs./day)	Category B (Rs./day)
Director(s) L-16 & above	250	200
L-13 to L-15 PM-14 Professor (Term)	225	175
L-12 PM-13 Associate Professor (Term)	200	150
L-10, L-11 PM-10 to PM-12 Asst. Professor (Term), Asst. Professor (Adhoc); Asst. Professor (Contractual)	175	125
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	150	100
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	125	75



- b) Incidental Expenses will be calculated as follows:
  - i. Absence from Place of Posting < 6 hrs = 50% of Incidental Expenses.
  - ii. Absence from Place of Posting ≥ 6 hrs = 100% of Incidental Expenses.
- c) No Incidental expenses will be permissible within Municipal Limits of the Place of Posting.
- d) Employees visiting TIET, Patiala/ LMTSM, Dera Bassi and availing institute accommodation will not be entitled for any Boarding and Lodging. However, employees during their travel will be entitled for boarding as per **Table C** (bills required) and Incidentals as per **Table D** (bills not required).
- e) In case of stay involving more than three days, laundry charges can be claimed at a maximum of Rs.200/- per day starting from the second day onwards on submission of actual bills. This is additional to the above mentioned incidental expenses.
- f) Employees who have been transferred/relocated to a new location would not be entitled to the daily incidental expenses mentioned above. Any exception to this policy will need prior written approval from the Director.
- g) Employees who have been sent on a project or a fixed term assignment will not be entitled for daily incidental expenses after 15 days, however will continue to get boarding and lodging.
- h) Usage of hotel telephones should be avoided.
- i) For enforced halts en route treated as duty, due to break down of communications caused by flood, rain, riot, curfew, etc., Incidental expenses will be admissible.
- j) Tour ends on return to the place of posting. Tour to the same place again is treated afresh.

**10. Local Travel (associated with outstation travel)**

- a) For local road travel from one point to another associated with outstation travel public transport will be used as per following entitlement.

**Table E**

Levels	Vehicle Type
Director(s) L-16 & above	Local Taxi
L-13 to L-15 PM-14 Professor (Term)	
L-12 PM-13 Associate Professor (Term)	
L-10, L-11 PM-10 to PM-12 Asst. Professor (Term), Asst. Professor (Adhoc) Asst. Professor (Contractual)	
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	Public Transport (Auto rickshaw)
ATS-05; ATS-04; ATS-03; ATS-01 Teaching Assistant; JRF; SRF; Research Associate; Project Assistant	

- b) In case employees in other levels require a car, prior approval has to be obtained from the Sanctioning Authority. Sanctioning Authorities are encouraged to use their judgment in assessing the criticality/ need while approving usage or expense of an employee higher than his/her entitlement limits. It is expected that wherever possible employees will reduce travel costs.
- c) The transport section will closely monitor usage of vehicles and will ensure pooling as far as possible.

- d) In case of booking cabs for intercity travel, the transport section / employee will exercise discretion in deciding on the type of cab being booked.
- e) Full day engagement of a taxi for local commute while on outstation travel is permissible to employees of level L-11/PM-11 & above. In case of employees at other levels require to engage a taxi for a full day, approval has to be obtained from the sanctioning authority. In view of higher cost involved in engaging taxis through hotels, it is advisable to use hotel resource as the last resort.

### 11. Conveyance Allowance

- a) **Local / Outstation Travel:** The rates for conveyance allowance for road journeys will be applicable as below:

**Table F**

Category	Mode of Transport	Rate / Km
L-10 & above; PM-10 & above Prof. (Term); Associate Prof (Term); Asst. Prof. (Term); Asst. Prof. (Adhoc); Asst. Prof. (Contractual)	Own Car / Taxi	Rs. 12/-
ATS 1 to 9	Own Scooter/ Motorcycle/ Rickshaw	Rs. 5/-

- b) **Fixed Local Conveyance Charges:** Fixed Local conveyance charges can be claimed where the journey has been performed by an employee within Municipal Limits.

**Table G**

Levels	Mode of Transport	Rate / Day (fixed)
L-10 & above; PM-10 & above Prof. (Term); Associate Prof (Term); Asst. Prof. (Term); Asst. Prof. (Adhoc); Asst. Prof. (Contractual)	Own Car/Taxi	Rs. 125/-
ATS 1 to 9	Own Scooter/Motorcycle/ Rickshaw	Rs. 75/-

**Note:** Travel within Municipal limits of Place of Posting: Road mileage rates (Fixed local conveyance charges) mentioned in **Table G** will be paid except to those employees who have been sanctioned local traveling, cycle allowance and conveyance allowance due to the nature of their work. Employees claiming fixed local conveyance charge will not be entitled for rate per kilometer.

### 12. Entitlement for Experts/Official Guests/External interview panel member

Experts, Guests, External interview panel member who are invited for meetings, lectures, viva, etc., will be entitled for travel as under.

**Table H**

Air	Railway	Road
Economy class if distance is > 500 km	AC II Tier AC Chair Car	AC Car/Bus <b>OR</b> Own vehicle (see <b>Table F</b> for rates)

**Note:** For reimbursement of taxi, bills will need to be provided. Further accommodation will be arranged in the institute guest house or a nearby hotel through the administration department. No incidental expenses will be paid.

### 13. Entitlement for Interview candidates

A candidate can be reimbursed a travel entitlement up to the limit that is entitled for the position (level) for which he/she is being interviewed for.

#### 14. Entitlement for Project Staff (Construction of new projects)

Institute staff engaged on construction of new projects will be entitled for travel claims as described herein under. All other points/guidelines mentioned above will also apply.

- Mode of Conveyance – Domestic Travel:** Same as para 7 above.
- Local / Outstation travel** - Same as para 11(a) above.
- Fixed Local Conveyance Charges** – Same as para 11(b) above
- Boarding, Lodging & Incidental Expenses** – as per table below.

**Table I**

Levels	Category A (Rs. per/day)				Category B (Rs. per/day)			
	Lodging	Boarding	Incidentals	Own Arrangement	Lodging	Boarding	Incidentals	Own Arrangement
PM-14	5,500	800	225	2,200	5,000	800	175	2,000
PM-13	4,500	700	200	1,800	4,000	700	150	1,600
PM-10 to PM-12	3,500	600	175	1,400	3,000	600	125	1,200
ATS-09; ATS-8A; ATS-08; ATS-07; ATS-06	2,500	500	150	1,000	2,000	500	100	800
ATS-05; ATS-04; ATS-03; ATS-01	2,000	400	125	800	1,500	400	75	600

#### 15. Entitlement for Drivers

The Institute drivers will be entitled for travel allowance on official duty as under:

- On working days**

**Table J**

SN	Particulars(For outstation duty)	Amount (W/o Bills)
1	Travel Time ≤ 4 hours per day	Rs. 100/-
2	Travel Time 4 to 10 hours per day	Rs. 200/-
3	Travel Time > 10 hours per day	Rs. 300/-
4	Night Charges (Fixed per month)	Rs. 1000/-

**Note**

- In case any driver has more than one-night outstation stay in a month, he will be paid Rs.1000 per night. A night stay will be a duration of driving/waiting for a client for more than 3 hours between 10PM and 6AM. Further if the outstation stay during the period of two consecutive nights (10PM to 6 AM) add up to more than 3 hours, it will count for this entitlement.
- Travel time indicates: time from leaving the institute to returning back and includes waiting time at any location.
- Per day limits will not accumulate.
- Drivers will not be entitled for boarding & lodging limits as mentioned in Table C.

- On Holidays/Saturdays/Sunday**

**Table K**

SN	Particulars (For outstation duty)	Amount (W/o Bills)
1	Travel Time ≤ 4 hours	Rs. 700/-
2	Travel Time > 4 hours	Rs. 1000/-


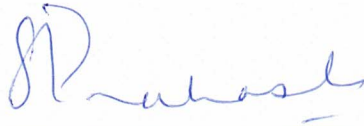
**Note**

- Table K entitlements will be in addition to Table J and will not be capped at Rs. 1000/-
- Those on contract and have working day on "Saturday" will not benefit from 'B' above (only for Saturday)

**16. Abbreviations**

Abbreviation	Expansion
ATS	Administrative, Technical & Support Staff
JRF	Junior Research Fellow
LMTSM	LM Thapar School of Management
LTC	Leave Travel Concession
NCR	National Capital Region
PM	Professional Management
SRF	Senior Research Fellow
TIET	Thapar Institute of Engineering & Technology

The management reserves the right to review and modify this document at any point of time based on its internal policies and external environment.

Signature	:		
Name	:	<b>Patrick Collins</b>	<b>Prof. Prakash Gopalan</b>
Designation	:	<b>Chief Human Resources Officer</b>	<b>Director</b>

