



The following “**Travel Advice**” guidelines have been formulated to reiterate CUTS health and safety policy and are incorporated as Addendum to the existing TA/DA policy of CUTS.

SCOPE

This applies to all the staff traveling for “**Official Travel**” locally, nationally and internationally respectively.

DEFINITIONS

The term official travel includes the following:

Initial Appointment travel – taking up a new assignment or for induction on joining;

Reassignment travel – moving from one duty station to another;

Repatriation travel – traveling from the duty station to the authorised place of repatriation

Official travel – attending meetings and conferences, participating in training courses, official consultations, project site visits and project/programme related missions.

- These guidelines apply to all staff who are required to travel on official business to any location both locally and outstation (nationally and internationally).
- It is mandatory for staff to obtain prior approval from the Centre Head/Line Manager and submit a travel plan for the official travel.
- For the purpose of this policy, official travel includes leaving from home or other entitlement travel where the cost of travel is borne by the organisation. This applies regardless of whether official travel is undertaken by air, sea, land, or any combination thereof.

GUIDELINES

1. It is the responsibility of the Centre Head/Line Manager to approve the travel plan of the concerned staff keeping in view all the dynamics involved.
2. It is the responsibility of the staff to inform the Centre Head/Line Manager as the case may be about arrival, stay, departure, duration and change of travel plan if any.
3. The staff is advised to contact the local CUTS official wherever possible, immediately on arrival.



4. The staff is to use the Guesthouse wherever feasible (Delhi, Jaipur, Chittorgarh) subject to availability. The request for booking Guesthouse is done through the respective offices.
5. The staff is encouraged to consult the most recent Travel Advisory for all places/countries (airports) that he/she will travel through on a trip; from the Ministry of Home Affairs' official website, Government of India before finalising the travel plan in consultation with the Centre Head/Line Manager.
6. The staff is required to send an out of office email on allstaff@cuts.org both for local and outstation travel.
7. It is mandatory for the staff to provide the Centre Head/Line Manager with a copy to HR department and Director Finance regarding his/her itinerary and local contact details on arrival at the duty station and update this information immediately whenever it changes. Further, the staffs are required to share the hotel details along with their local contact numbers.

This information is to be shared on all staff emails.

8. Personal Security- The staff is advised to be vigilant at all times and follow these simple rules:

- Avoid traveling alone after business hours especially during dark
- Restrict your movements to the main part of the city with a considerable public presence
- If traveling abroad, purchase a local sim on your arrival preferable at the airport itself
- Keep your phones charged at all time and carry power banks
- Avoid carrying large sum of cash in person
- Always inform your colleagues about your travel plans
- Ensure a hired vehicle is in a good mechanical situation and from a reputed travel agency with GPS tracking for security
- Do not leave your personal belongings unattended whether at the hotel room or in the conference or workshop

9. Staff is required to carry their ID cards while on Official Travel and also at time during the duty hours at workplace. Further, it is obligatory for the staff to provide the correct and updated emergency contact numbers and other important personal details on as and when basis for updated records with the HR department.



Emergency Contact numbers:

The following officials have been designated as “Emergency contact numbers” for the staff while on **DUTY TRAVEL**:

- 1. Concerned Centre Head/Line Manager**
- 2. Head-Finance**
- 3. HRD**
- 4. Deputy Executive Director/Executive Director**