

**OFFICE OF THE INSTITUTIONAL PROJECT DIRECTOR, TEQIP-III
UNIVERSITY DEPARTMENTS, RTU, KOTA**

No-RTU/ UD/TEQIP-III/ F(58)/44/2018/Dean FA/ 8586-93

Date: 02/10/2018

OFFICE ORDER

Prof. G.L Dutta, Mentor nominated by NPIU for University Departments (University College of Engineering), Rajasthan Technical University Kota, will conduct mentoring activity on 08.10.2018 to 09.10.2018 under TEQIP-III.

Permission is hereby granted as per the following during the visit of Mentor Visit:

1. Travel arrangement:

- Permission to hire one taxi to receive the guest from Jaipur Airport to Kota on 7th Oct 2018 and back journey from Kota to Jaipur Airport on 10th Oct, 2018 as per approved rate for RTU hired agency.
- Permission is also required to hire taxi from Hotel to RTU Campus (to & fro) and other associated work both within campus & outside the campus on 08 & 09 Oct, 2018 for full days as per approved rate for RTU hired agency.

2. Boarding & Lodging:

Permission for stay arrangement boarding & lodging at Hotel for the mentor from 07.10.2018 to 10.10.2018.

3. Arrangement of foods i.e. tea & snacks, breakfast, lunch, dinner, etc. for Prof. G.L Dutta & UD, TEQIP III office bearers during mentor visit shall have to be made for two days.

4. Other Expenses:

a). During the visits of mentor, there will be many meetings of mentor with UD, TEQIP-III Officials, with staff and students also. At least 40 UD & TEQIP-III officials besides many staff members and students will be in the meetings in this visit work on two days.

b). Students volunteer & staff from UD and TEQIP-III office will be additionally approximately 15 (fifteen).

Arrangement of Tea & snacks will have to be done during various meetings on visit on two days. Permission to meet above petty expenses up to Rs. 9500/- will be required during visit from UD TEQIP-III budget. For this, an advance of Rs. 9500/- is also given to Mr. Manoj Vaishnav, Assistant Nodal Officer UD TEQIP-III from TEQIP-III.

The expenditure for TA/DA, expert Honorarium, boarding & lodging, travel arrangement, petty expenses etc. as per above point (1) to (4) shall be booked under UD TEQIP-III budget ("Incremental Operating Cost").

This bears approval at competent level.

-sd/-
Dean FA & IPD
UD TEQIP-III

Copy to:-

1. PS to HVC for information
2. Registrar for information
3. Coordinator UD TEQIP-III
4. Nodal Officer/ Assistant Nodal Officer UD TEQIP-III
5. AO/AAO UD TEQIP-III
6. Jeetu Travels


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