
	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/27	Rev.: 1.3 Page #: 1 of 2
	TA/DA RULES during Training/Induction		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	TA/DA Rules during Training / Induction	Ajit Kar	2010

REFERENCE DOCUMENTS	
Document Number	Document Title

	Quality System Procedure ISO 9001-2008 - CSM Technologies	Document #: CSM/QSP/27	Rev.: 1.3 Page #: 2 of 2
	TA/DA RULES during Training/Induction		

1. TA/DA RULES FOR INDUCTION / TRAINING FOR OUTSTATIONS CANDIDATES/ EMPLOYEES

Accommodation Related

- i. The company would provide free accommodation facilities for outstation candidates for induction or training purpose only

TA Related

- ii. Transportation facilities will be provided to the outstation candidates / employees above M3 grade

D.A related

- iii. Diurnal expenses are to be borne by the candidates/ employees but they can avail the canteen facility at CSM at their own cost.
- iv. The company would not do any reimbursement of any diurnal expenditure made by a candidate
- v. Any training or induction does not come under the purview of tour, so D.A is not applicable

****Note:** Any Local candidates would neither be entitled to free accommodation / hotel / D.A nor travel facilities during induction or training period. All the expenses are solely to be borne by the candidate himself /herself.