



### **Hosting Visitor in the Theory Division:**

#Planning of the visit and getting Director's approval:

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#Seminar-admin/Host: Fill up the prepared form and pass that to the Theory Office. The form has been uploaded in the divisional webpage. <http://www.saha.ac.in/web/thd-miscellaneous/thd-form>

Note: You do NOT need to write separate letter to the director.

#Theory Office: Process for the Director's approval

After Director's approval:

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#Theory office: Communicate the visitor about his/her visit and the date and time of arrival/departure of the visitor with copy to the Seminar-admin/Host.

Booking for accommodation

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#Theory office: Book the accommodation at any of the followings on the basis of availability. In the housing accommodation form payment mode is "Self", and in the 'Remark' section always mention: "Academic collaboration/Seminar presentation"

1. SINP Guest house (Salt Lake)- For faculties, ONLY MSA I GH, for students and postdocs MSA II can be booked.
2. VECC Guest House(Salt Lake)
3. S. N Bose Guest House(Salt Lake)
4. IISER Kolkata Guest house(Salt Lake)
5. IIT-KGP Guest House(Salt Lake)
6. Udayachal Tourist Lodge(Salt Lake)
7. Duhita Guest House(Salt Lake)

Theory Office: Confirm the guest about the accommodation booking details like- Address of the guest house, booking schedule, necessary document to be carried by the visitor during reporting at Guest House etc with a Copy to the Seminar-admin/Host.

Processing of TA/DA/Hon of the visitor:

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Visitors are requested to settle down the accommodation, food and travel charges by their own and submit the bills to the division for reimbursement. Accommodation would be reimbursed as per bills. Food and travel cost would be reimbursed as per rule.

Theory office: Will ask the visitor to fill up the "TA/TD Form" (Must fill up the new form available in the divisional webpage) and process the TA/DA/Honorarium as applicable. Theory office will follow-up periodically until the reimbursement is made.

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