

ALIMCO- TRAVELLING ALLOWANCE RULE (REVISED)-2018

GENERAL :

1.1 These rules will be called the ALIMCO Travelling Allowance Rules(Revised)-2018 and will be applicable to all regular full time employees of the Corporation including deputationists, but excluding full time stipendiary trainees covered under the Apprentice Act 1961 and person employed on temporary, casual on daily basis. These rules will supersede all the existing rules on this subject and will come into force with effect from **19.09.2018**.

2 DEFINITIONS :

2.1 “Corporation” means The Artificial Limbs Manufacturing Corporation of India.

2.2 “Employee” means any person appointed to any service or post in connection with the affairs of the Corporation but does not include full time stipendiary trainees and those covered under the Apprentices Act, 1961 and person employed on temporary casual or daily basis.

2.3 “Family” means the employee’s spouse, legitimate children and step children dependent on the employee adopted child/children in the case of an employee who has no child and the adoption is legal and the child/children are residing with and wholly dependent on the employee.

NOTE:In respect of transfers, the family would also include parents whose income is less than 9000/- P.M who are entirely dependent on the employee and are living with the employee.

2.4 “Travelling Allowance” means fare, transportation charges, daily allowance and other expenses admissible as per these rules meant to cover one’s out of pocket expenses normally incurred on travelling on Corporation’s duty and is not intended to be a source of profit.

2.5 “Day” means a unit of day and will begin when the employee actually leaves Railway Station/Airport/Bus Stand. An absence from Head Quarters which does not exceed 24 hours is reckoned as one day, at whatever hours the absence begins or ends, thus, even if the absence falls on two calendar days, the period shall not be reckoned as two days unless the duration of absence from Head Quarter exceeds 24 hours.

2.6 “Daily Allowance” is an allowance for each day of absence from Head Quarter on duty at a place beyond the municipal limits. It is intended to cover the daily expenses other than lodging, boarding and other miscellaneous expenses in consequence of such absence. It is not drawn except when an employee is on tour.

2.7 “Period of Absence” from the Head Quarter shall begin when an employee actually leaves the Airport/Railway Station/Bus Stand at the Head Quarters and ends when he actually returns to the Airport/Railway Station/Bus Stand in which has Head Quarter is situated.

- 2.8 “Transfer” means the movement of the employee from the Head Quarters at which he/she is posted to another station where he/she is ordered to take up the post.
- 2.9 “Shortest Route” – Quickest route even if it is longer will be deemed to be shortest route for travelling allowance rules only. Travel by longer route in other cases will require sanction of the Competent Authority.
- 2.10 “Stage Carriage” means bus or other public conveyance plying on hire.
- 2.11 “Competent Authority” means the Chairman and Managing Director or any other authority to whom the power is delegated.
- 2.12 The term “Guest House/Hostel” etc. means:-
- A Guest House/Out House/Hostel managed and run by a State/Central Government or any other State/Central Government agency (like Railways, PWD etc.).
 - A Guest House managed by the Corporation/Public Sector Undertakings or Enterprises and other State/Central Government organized autonomous bodies.

3. GRADES

For the purpose of calculating Travelling Allowance, the Corporation’s employees are divided into 6 grades as under:-

CMD Schedule C & E-7	CMD in the pay scale of Rs.160000-290000 and GM in the pay scale of Rs. 100000-260000/- (E-7)
E-5 to E-6	Officers in the pay scale of Rs.90000-240000 (E-6) and Rs. 80000-220000/- (E-5)
E-1 to E-4	Officer in the pay scale of Rs.70000-200000/- (E-4), Rs.60000-180000 (E-3), Rs. 50000-160000(E-2), and Rs. 40000-140000- (E-1)
E-0	Officers (E-0) in the pay scale of Rs 30000-120000/-
Group D to H	Workmen Group D, E, F, G, H in the pay scale of Rs. 18790-64130/ Rs. 19430-67500/- Rs.23530-80630/- Rs. 25310-86630/ Rs.27090-92630/ respectively.
Group A to C	Workmen Group A, B, C in the pay scale of Rs.16400-56070/ 17110-58500/- 17820-61130 respectively.

4. MODE AND CLASS OF TRAVEL

Normally all tour journeys should be performed by rail and by road when the places are not connected by rail. The mode and class of accommodation to which an employee is entitled is as under:-

Grade	Air	Rail	Road	Remarks
CMD Schedule C & E-7	Yes	I A.C; Executive Class in Shatabdi; Anubhuti, A.C. I in Rajdhani/ Duranto/other equivalent train.	AC Bus / AC Taxi	In addition to this the below mentioned Note 4(vi) & (vii) is appended
E-5 to E-6	Yes	II A.C; A.C. Executive Class in Shatabdi; Anubhuti, A.C. 2 Tier in Rajdhani /Duranto/other equivalent train.	AC Bus /AC Taxi	
E-1 to E-4	No	II A.C; A.C. Chair class in Shatabdi; A.C. 2 Tier in Rajdhani Duranto/other equivalent train.	AC Bus	
E-0	No	II AC, AC Chair Car in Shatabdi ; A.C. 3 Tier in Rajdhani Duranto/other equivalent train.	AC Bus	
Group D to H	No	II AC, AC Chair Car in Shatabdi ; A.C. 3 Tier in Rajdhani Duranto/other equivalent train.	AC Bus	
Group A to C	No	III AC / AC Chair Car in Shatabdi Duranto/other equivalent train.	AC Bus	

- NOTES:** i) The Chairman and Managing Director in the interest of the Corporation may allow any employee to travel in an accommodation of a higher class than what he is normally entitled under these rules.
- ii) The services of the travel agents for booking of tickets with whom the Corporation has arrangement may be utilized. In such cases, the service charges of the travel agents shall be borne by the Corporation. However, where there are no travel agent at a particular station with whom the Corporation has arrangements, the services of any other travel agent may be availed but the service charges will be restricted to the amount normally paid to the travel agent with whom the corporation has arrangements.

- iii) IRCTC Charges/ Tatkal charges/ Premium Tatkal Charges/ Reservation charges/sleeper charges/ tax/ telegram charges for reservation / surcharge for superfast express trains & other trains shall also be borne by the Corporation. Agent charges for booking of train/bus ticket may be paid only with the approval of the concerned HoD subject to maximum sanction limit of Rs.300/- per Head.
- iv) In case the Booking the tickets online transaction charges of one side upto Rs.25/- per transaction is admissible.
- v) Where due to compelling circumstances and in the Corporation's interest, the proposed journey has to be preponed / postponed / cancelled, such cancellation charges will be borne by the Corporation.
- vi) Executives of Marketing Department of the Corporation including those posted at ALIMCO Regional Marketing Centers/ ALIMCO Auxiliary Production Centers who are holding in E-6 and above Grade and CMD will be entitled to travel by Innova/SUVs; during camps duty/ official journey and those Executive working in Department other than Marketing Department are holding in E-6 and above grade will be entitled to travel by Innova/SUVs; during camps duty/ official journey after taking the approval of Chairman and Managing Director.
- vii) All Executives of the Corporation who are covered in E-3 to E-5 grade will be entitled for AC Taxi fare during camps duty/ official journey only with the prior approval of the concerned HoD.

5. T.A. CLAIMS OF DIRECTORS OF THE CORPORATION

For the purpose of regulating the T.A. claims of the Directors of the Corporation, they shall be treated at par with the Grade I Officers of the Corporation, or the Government Rules as applicable.

6. JOURNEY BY ROAD

6.1 Journey by Road- Journey by own car / scooter /motor cycle /moped:

Mileage allowance at the following rates shall be admissible:

Grade	Own Car Per KM	Own scooter / Motorcycle / any other two wheeler Per KM
CMD Schedule C & E-7 E-5 to E-6 E-1 to E-4	Rs 10.00	Rs. 5.00
E-0, Group D to H Group A to C	-	Rs. 5.00

6.2 Places not connected by Rail/Bus:-

If Place not connected by Train/Bus fare of share taxi will be reimbursable subject to production of receipt of fare, However if receipt not available undertaking of employee duly verified by HoD to be produced.

NOTE : Prior approval of the Chairman and Managing Director shall be obtained for journeys undertaking by own car / scooter / motor cycle / other two wheeler.

7. ACTUAL EXPENDITURE

7.1 Conveyance expenditure at Headquarters (on tour):

Conveyance expenditure for journeys undertaken from residence to Airport / Railway Station / Bus Terminal at Head Quarters and vice-versa at the tour station will be as follows subject to actual expenditure:-

Grade	Admissible amount	Remarks
CMD Schedule C & E-7 E-5 to E-6	Actual fare by AC taxi	In addition to this the Note No. 4(vi) & (vii) above is appended
E-1 to E-4	Actual fare by taxi/ Auto rickshaw (Non-AC)	
E-0, Group D to H Group A to C	Actual fare by motorized three wheeler / Auto rickshaw.	

7.2 Conveyance expenditure at halting places:

For journeys at halting places conveyance charges actually incurred by the employee shall be reimbursed subject to the following limits:

Category	Amount	Remarks
CMD, E-7, E-6 & E-5	Actual Fare (AC Taxi/Car)	In addition to this the Note No. 4(vi) & (vii) above is appended
E-4 & E-3	Actual Fare (Non AC Taxi/Car)	
E-2, E-1 & E-0	Actual Auto Fare /taxi	
Workmen group (D to H)	Actual Auto Fare subject to maximum of Rs. 300/- per day	
Workmen group (A to C)	Actual Auto Fare subject to maximum of Rs. 250/-per day	

NOTES : At the same station outside the headquarters no actual expenditure incurred on conveyance will be admissible for journeys from halting place to place of work and back for more than once a day.

7.3. Other Expenses:

Postage charges / portage – where heavy records of the corporation were carried on tour etc, will be reimbursed.

8. DAILY ALLOWANCE

- 8.1 Daily allowance is to be calculated for the period of absence from headquarters. The scheduled arrival / departure time of the mode of transport used will normally be taken for the purpose of calculation of Daily Allowance. However, if the actual arrival at a station is delayed by more than 15 minutes from the scheduled time, then the actual time of arrival will be taken as the end of the journey. In respect of journeys by road, the actual time of arrival / departure as certified by the employee shall be adopted.
- 8.2 Subject to the provisions of these rules, Daily Allowance for the period of absence from headquarters shall be paid to an employee at the rate specified below:-

Daily Allowance Rates

Category	Principal Cities (Mumbai, Chennai, Delhi, Kolkata, Bengaluru, Hyderabad & other cities as notified by the Govt. from time to Time)*	Other Cities
CMD 'C' & E-7' Grade Officers	Rs. 1200/-	Rs. 1000/-
'E-6' & 'E-5' Grade Officers	Rs. 1000/-	Rs. 800/-
'E-4' to 'E-1' Grade Officer	Rs. 800/-	Rs. 600/-
'E-0' Grade Officers	Rs. 600/-	Rs. 500/-
Workman Group D, E, F, G, H	Rs. 450/-	Rs. 350/-
Workman Group A, B, C	Rs. 330/-	Rs. 260/-

Note :- * With respect to other principal cities as above, cities notified by the Department of Expenditure, Ministry of Finance GOI vide OM No. 21/5/2017-EII(B) dated 7.7.2017 in relation to Transport Allowance as given in **Annexure attached**.

- 8.3 When employees of the Corporation stay in hotel, actual hotel charges for staying incurred there in may be reimbursed by the Corporation on production of vouchers subject to the following ceiling limits :

HOTEL ACCOMODATION EXPENSES

Maximum Amount per day

Grade	Principal Cities (Mumbai, Chennai, Delhi, Kolkata, Hyderabad, Bangaluru) (Unit Rs. Per day (excluding all taxes and duties)	Other Cities
Member of Board and General Manager	Actual	Actual
Deputy General Manager (E-6)	Rs. 4500/-	Rs. 3800/-
Executives E-4 and E-5	Rs. 3300/-	Rs. 2700/-
Executives E-2 and E-3	Rs. 2700/-	Rs. 1900/-
Executives E-0 and E-1	Rs. 2400/-	Rs. 1800/-
Workmen / Staff Gr. D to H	Rs. 1500/-	Rs. 1200/-
Workmen / Staff Gr. A to C	Rs. 1200/-	Rs. 1000/-

Note :- With respect to other principal cities Note 8.2 will be applicable

- 8.4 In case of journeys involving an enforced halt at an intermediate station due to non-availability of immediately connecting flight / train / other mode of conveyance, and also not performing any official business, daily allowance as admissible in case of other cities will be allowed. However, if an over-night enforced halt occurs, DA will be admitted at the rate applicable for that city and hotel charges will be reimbursed
- 8.5 During journey period DA will be admissible at the ordinary rates only.
- 8.6 DA shall be admissible for holidays during tour but not on the days the employee is on casual leave while on tour.
- 8.7 Daily allowance may be drawn for broken periods of a “Day” on the following scale:-
- i) If the absence from headquarter does not exceed 6 hours then@ 30%
 - ii) If the absence from headquarter falls between time interval of 6 hours to 12 hours then@50%
 - iii) If the absence from the headquarter exceed 12 hours then @100%

9. COMPOSITE DA

An employee on tour shall have an option to claim Composite DA in case he / she does not stay in a hotel and makes his / her own arrangement, he / she would be eligible for DA a twice the rate as indicated in sub-clause, 8.2 depending on the place of visit. Production of vouchers towards boarding and lodging charges is not necessary in such cases. The composite rate covers boarding and lodging expenses. Local conveyance to be paid extra, as per the relevant rules applicable.

COMPOSITE DAILY ALLOWANCE RATES

Grade	Principal Cities Mumbai, Delhi, Chennai, Kolkata, Bengaluru, Hyderabad	Other Cities
I CMD 'C' and 'E-7' Gd. Officers	Rs. 2400/-	Rs. 2000/-
II 'E-6' & 'E-5' Gd. Officers	Rs. 2000/-	Rs. 1600/-
III 'E-4' to 'E-1' Gd. Officers	Rs. 1600/-	Rs. 1200/-
IV 'E-0' Gd. Officers and Foreman	Rs. 1200/-	Rs. 1000/-
V Workman Group D, E, F,G, H	Rs. 900/-	Rs. 700/-
VI Workman Group A, B, C	Rs. 660/-	Rs. 520/-

Note :- With respect to other Principal cities Note 8.2 will be applicable.

10. DAILY ALLOWANCE – PROLONGED HALTS AND OTHER CASES

10.1 The following rates of D.A. will be admissible in the case of prolonged halts :

Duration of halts	D.A. admissible
For first 30 days	Full Rate
For the next 15 days	$\frac{3}{4}$ of full rate
For the next 45 days	$\frac{1}{2}$ of full rate
Beyond 90 days	Nil

NOTE: i) If the halt at a particular place exceeds 30 days but is less than 90 days, the Chairman & Managing Director may sanction DA at full rate, provided he is satisfied that:

- (a) Prolonged halt is necessary in the interest of the Corporation's business and
 - (b) Such halt has to continue in the interest of the Corporation's business after the first 30 days and entailed extra expense upon the halting employee.
- ii) Prior approval of the Chairman & Managing Director will be necessary for all extended days above 30 days in respect of which full DA is to be claimed.

10.2 Casual Leave can be allowed to an employee on tour. No daily allowance or other charges will be admissible for such period of leave.

11. ADMISSIBILITY OF TRAVELLING ALLOWANCE FOR OTHER JOURNEYS

11.1 The rates regarding Travelling Allowance will be applicable in the following cases also:

- i) To appear before Department Selection Committee.
- ii) To give evidence in a court of law.
- iii) Before a Commission in which ALIMCO is a party. TA will also be admissible in cases to give evidence in a court of law where the Corporation is not actually a party but is interested in the case. (If any employee has to attend a Court to depose about the facts coming to his knowledge during the discharge of his official duties, the Corporation will be deemed to be interested in the case).
- iv) For appearing in Departmental Examination.
- v) Employees and their, families will be entitled to the payment of TA when directed by Authorized Medical Attendant for medical attendance or treatment of the employees of the Corporation to another Medical Officer / Specialist of hospital outside the station at which the employee is posted if it is certified by the AMA that it is unsafe for the patient to travel unattended.

11.2 To appear for an interview for the post in the Corporation by its own employee the actual train fare only as per entitlement, will be paid.

11.3 D.A. for Court Attendance

An employee summoned to serve as an assessor or juror in a Court will be eligible for travelling allowance as on tour but deduction will be made of any sum paid to him by the Court or any other authority as subsistence allowance or compensation or traveling expenses.

NOTE: If it is a private case, no TA will be admissible. If the employee is summoned by the Court as a witness on behalf of the Corporation or on account of his position in the corporation, the normal TA for duty is payable to him. The employee, however, will pay to the Corporation the amount received by him from the Court or from any other party as subsistence allowance, compensatory or travelling allowance.

11.4 Attending Court in connection with departmental case

A retired employee who is summoned by the court of Law for giving evidence in departmental cases as to facts which have come to his knowledge in the discharge of his duties while in service or who called upon by the Corporation to present in the case he will be allowed travelling allowance as on tour (including daily allowance for halts) for the journey he has to perform in that connection. Travelling allowance in such case will be restricted to the shortest, by the entitled class prescribed for the post last held by him between the place of residence/ declared place of residence to where the journey has actually been performed

12. FOREIGN TOURS:

12.1 The Board & below Board Level Executive and non-executives of ALIMCO will be permitted foreign tour in the following instance:-

- (i) For negotiation and discussion with foreign suppliers, collaborators, technology providers
- (ii) To participate as a delegate in international conference of repute pertaining to their area of operations.
- (iii) To participate in training programs, workshops etc.
- (iv) As part of delegation to visit other countries in connection with enhancement of various business opportunities
- (v) Market survey and preliminary assessment of the business environmental conditions abroad in the interest of furthering business prospect of ALIMCO
- (vi) As part of national delegation
- (vii) Official invitation of any agency related to Company's business
- (viii) Any other Official/Business exigency to be decided by the CMD/Administrative Ministry

12.2 Authority to approve the Foreign Tours

- (i) Secretary Department of Empowerment of Persons with Disabilities for CMD/Functional Directors ALIMCO
- (ii) CMD, ALIMCO for employees of ALIMCO for not exceeding six foreign visits in a financial year.
- (iii) CMD not to undertake more than 6 (Six) visits abroad in a financial year. However in case of urgency or matter of importance for foreign visits exceeding 6 (Six) nos. by CMD, detailed justification needs to be furnished and such visit would be allowed only in exceptional cases with the prior approval of Secretary, Department of Empowerment of Persons with Disabilities.
- (iv) If any tour abroad is outside the purview of the instance mentioned at clause 12 in respect of Board level Executive the same would require approval of Secretary, Department of Empowerment of Persons with Disabilities and approval of CMD ALIMCO for below Board level executives and non-executives of ALIMCO

12.3 Daily allowance on foreign tour

The scale of DA in foreign exchange approved by Competent Authority from time to time will apply to the Company officers deputed abroad. The conditions governing the release of foreign exchange laid down by RBI should be followed by the employees.

- a) The Daily allowance for travel abroad will be calculated on the basis of actual time spent outside India on duty excluding journey time.

b) The per diem Daily Allowance admissible to employees when they visit foreign Countries will be as under :- Category

(in US \$)

CMD/ Functional Directors	700
Below Board (E-7)	500
Others	400

The payment of daily allowance is subject to the following conditions:-

i) In case vouchers are produced supporting documents towards accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates. Besides, the entitlement of 65% towards expenses on food, tips, VAT, service charges and incidental expenses.

ii) In cases where the employees do not produce vouchers in support of the accommodation charges, their claims will be limited to 80% of the per diem rate.

iii) In cases where the employees are provided free lodging alone, their claims will be limited to 65% of the per diem rate.

iv) In cases where the employees provided free boarding and lodging, their claims will be limited to 30% of the per diem rate.

c) In addition, they will also be allowed for actual expenses incurred on hire of cars, railway fare or airfare while travelling from one place of stay to another within foreign country on production of bills/vouchers. However in case of employees below Board level, in addition to bills/vouchers, approval of CMD is also required.

d) Daily Allowance for training abroad: the daily allowance admissible when employees are deputed for training, which includes all types of trainings (including trainings at Manufacturers' works etc.) abroad will be US \$ 175 per day.

e) The following conditions will be applicable for payment of Daily Allowance in the above cases.

i) Where the training authorities do not provide the trainee with any DA, Pocket money, Scholarship or other cash assistance, the employee will be entitled to the amounts mentioned in Rule 12.2 (d).

ii) Where the training authorities provide any cash assistance by way of pocket money etc., the entitlement computed above will be reduced by the monetary benefit so received, as declared by the employees.

iii) Where the employee is treated as guest, the entitlement will be limited to miscellaneous expenses not exceeding US \$ 50 per day.

12.4 Employees who proceed abroad on temporary duty / training are entitled to avail leave not exceeding the actual period of temporary duty abroad or 15 days whichever is less, with the approval of CMD, If they avail leave in excess of this quantum, they will not be entitled for Daily Allowance or any other concessions during the period of such leave. In determining the period of temporary duty abroad for this purpose the transit time between India and destination abroad and halts if any enroute are to be excluded.

12.5 CMD and Functional Directors are entitled for reimbursement of “entertainment/ Memento expenditure” upto US \$ 200/- per trip on business tour, on production of vouchers from Government Emporium”.

12.6 Visa Charges & Insurance will be paid on actual basis.

13. INSURANCE CHARGES

In respect of journey by air, reimbursement of travel insurance at actual is admissible towards insured. However the Chairman and Managing Director has power for reimbursement of annual insurance policies for officers who are likely to travel by air frequently. Air insurance charges will also be admissible in respect of members of family in case of transfer.

14. TRAVELLING ALLOWANCES ON TRANSFER

14.1 If an employee travels by rail, air or steamer on transfer, will be eligible for travelling allowance as indicated below:

By air, rail and steamer, three fares of self and one for wife, of the class of accommodation to which the employee’s pay entitles him from the old to the new station plus one fare of the class for each dependent over 12 years old and ½ for each dependent whose age is between 3 and 12.

NOTE : Dependant shall include employee’s spouse, legitimate child / children, step child / children dependant on the employee, adopted child / children in case of an employee who has no child and adoption is legal and the child / children are residing with the employee and also parents whose monthly include is less than Rs. 9000/- P.M., who are entirely dependent on the employee and are living with the employee.

14.2 For journeys not connected by rail:

In respect of journeys by road (places not connected by rail) the following rates will be applicable:

Grade	Rate per Km	
	Own Car	Own scooter/motor cycle/any other motorized two wheeler
CMD Schedule C & E-7 E-5 to E-6 E-1 to E-4	Rs.10	Rs.5.00
E-0, Group D to H Group A to C	----	Rs.5.00

14.3 For journeys by road:

For journey by road between places connected by rail, actual expenses plus two additional fares, limited to rail fare of his entitlement, will be reimbursed. For places not connected by rail, the employees may be reimbursed for journey performed by road on tour, plus two additional fares limited to his entitlement of railway fare for the same distance.

15. **TRANSFER GRANT**

An employee will be entitled to the composite transfer grant is equal to the one month basic pay last drawn by the employer under transfer.

16. **TRANSPORTATION OF PERSONAL (HOUSEHOLD) EFFECTS**

16.1 An employee on transfer is entitled to reimbursement of actual expenses incurred on transporting his personal effects from the old to the new station. The amount of reimbursement of such expenses shall, however, be limited to the cost of carriage by goods train up to indicated below:

Grade	Personal effects that can be carried
CMD Schedule C & E-7 E-5 to E-6 E-1 to E-4	Full four wheeler wagon or 6000 kg by goods train of one double container in case employee opts to carry personal effects by road or any other mode the reimbursement shall be made for actual expenditure by the shortest route between the two places on production of proof of expenditure.
E-0,	3000 kg by goods train in case employee opts to carry personal effects by any other mode for actual expenses on production of proof of expenditure limited to amount admissible for 3000 kg by goods train.

Group D to H	1500 kg by goods train in case employee opts to carry personal effects by any other mode for actual expenses on production of proof of expenditure limited to amount admissible for 1500 kg by goods train.
Group A to C	1000 kg by goods train in case employee opts to carry personal effects by any other mode for actual expenses on production of proof of expenditure limited to amount admissible for 1000 kg by goods train.

- 16.2 In addition to the above, an employee possessing a motor car / motor cycle, scooter / moped shall be reimbursed the cost of transportation from his old station to the new station by passenger train. If transported by road, mileage at the applicable rates as mentioned under clause No. 14.2 for motor cycle / scooter / any other two wheeler moped by the shortest route will be admissible.
- 16.3 The allowance admissible in respect of the family will be admissible when the family precedes him by one month or follows him within six months from the date of transfer order. The same time limit will apply for transfer of personal effects.
- 16.4 Subject to the prescribed maximum of kgs., an employee may draw the actual cost of transporting personal effects to his new station from a place other than the old station or from his old station to a place other than his new station provided that the total amount drawn, including the cost of transporting these personal effects shall not exceed the admissible and the maximum admissible number of kgs. been transported by goods train from the old to the new station.
- 16.5 If an employee or his family travels by a class lower than that is admissible for his grade under the rules only such class fare actually paid could be claimed but the additional two fares itself may be claimed at the rate to which the employee is entitled.
- 16.6 If the family travels to station other than the new station, the employee may draw actual fares limited to fare from old station to the new station on transfer.

17. T.A. CLAIM – PRODUCTION OF RECEIPTS

- 17.1 A claim for reimbursement of Travelling Allowance on transfer should be supported by money receipts showing the actual fare / actual rate and the expenditure incurred for the transportation of personal effects separately by rail, road etc.

18. T.A. ON TRANSFER AT EMPLOYEE’S REQUEST

- 18.1 No travelling allowance will normally be admissible on transfer at employee’s own request. However employee will be entitled one side self ticket.

19. TRAVEL BY AIR

19.1 The Chairman and Managing Director may permit any employee of the corporation to travel by air on transfer in exceptional circumstances and if the exigencies of the Corporation's work so require. His family will, however, travel by road, rail or steamer as the case may be.

20. JOINING TIME

20.1 An employee transferred from one station to another will be eligible for joining time six days for preparation plus one day for each journey of 400 km. or fraction thereof, if traveled by Road / Rail, and in case employee perform his journey by Air, one day will be permitted for the journey to be performed.

20.2 A Sunday does not count as a day for the purposes of calculating the time for preparation. While holidays falling in between will be counted in reckoning the period of six days.

NOTE: This rule can be relaxed or restricted by the Chairman and Managing Director in the interest of the Corporation.

21. T.A. ON RETIRMENT / DEATH – APPLICABLE WITHIN INDIA:

21.1 Employees of the corporation in the event of retirement and / or members of his family in the event of the death of the employee shall, besides the fares, be also eligible to transfer grant and cost of transportation of personal effects as admissible on transfer.

21.2 Employees shall also be allowed reimbursement of the actual cost of transporting his conveyance to selected place of residence limited to that admissible upto home town as on transfer.

22. APPROVAL FOR MOVES:

The visit of the employee (Tour of duty) from his headquarters office to another place on the Corporation's official business or other official work approved by his controlling officers or HOD or the Competent Authority. A journey on tour shall be deemed to commence from and end at duty point / residence of the employee at the headquarters or any other station(s).

23. DRAWL OF ADVANCE:

23.1 On approval of the tour programme / transfer by the competent authority, an employee may draw advance towards anticipated expenditures at the following rates:-

PARTICULAR	ADVANCE ADMISSIBLE
i) Anticipated Expenditure on fare.	100%
ii) Anticipated D.A.	75%
iii) Anticipated Hotel Expenditure	100%

iv) Anticipated Actual Expenditure (Conveyance etc.)	75%
v) Anticipated Expenditure on transportation of personal effects.	100%
vi) Anticipated Expenditure on transportation of own vehicle.	75%
vii) Transfer Grant	100%

NOTE: The Chairman and Managing Director may grant higher advance for any amount varying with aforesaid limit.

23.2 Adjustment of Advance:

- i) The untitled amount of the advance shall be returned to the Cashier immediately after arrival from the tour and receipt obtained.
- ii) The TA claim with the adjustment of the advance taken shall be submitted within a week after the completion of the tour.
- iii) Normally a second advance shall not be granted without submission of the TA claim for the first advance. However Chairman and Managing Director is empowered to grant second advance without submission of the TA claim for the first advance”.

24. PAY ADVANCE ON TRANSFER

Employees ordered to be transfer by the competent authority may draw one month’s pay as advance. This will be recoverable in three equal monthly installments by deduction from salary starting from the following month in which the advance was drawn.

25. The Chairman and Managing Director is empowered to prescribe necessary formats for implementing these rules from time to time.

26. POWER TO MODIFY RULES:

26.1 The Corporation reserves the right to modify, cancel or amend all or any of these rules or frame any supplementary rules of these rules without previous notice of its intension and the right to give effect thereto.

27. INTERPRETATION OF THE RULES:

In case of any doubt or dispute in regard to the interpretation of any of these rules, the decision of the Chairman and Managing Director shall be final.

28. IMPLEMENTATION / REVIEW / REVISION:-

These Rules will be applicable to the employees of the Corporation from the date of approval of the same by the Board of Directors. Review/Revision of these rules will be made after five years.
