

ARTIFICIAL LIMBS MANUFACTURING CORPORATION OF INDIA
(A GOVERN,MENT OF INDIA UNDERTAKING)
G T ROAD KANPUR - 209217

REVISED TRAVELLING ALLOWANCE RULES

1. GENERAL:

- 1.1 These rules will be called the ALIMCO Traveling Allowance Rules and will be applicable to all regular full time employees of the Corporation including deputationists, but excluding full time stipendiary trainers covered under the Apprentice Act 1961 and person employed on temporary, casual or on daily basis.

2. DEFINITIONS:

- 2.1 "Corporation" means The Artificial Limbs Manufacturing Corporation Of India
- 2.2 "Pay" in addition to basic pay includes, special pay, personal pay, officiating pay and deputation (duty) allowance.

NOTES: I) In the case of re-employed pensioners, plus pensionery equivalent of retirement benefits which are taken into account for pay for the purpose of T A Rules, limited to the maximum of the grade.

ii) In case of daily- rated employees, the monthly pay will be daily wages X 26.

iii) Stipend aid to an apprentice shall have the attributes of "Pay".

- 2.3 "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 1964 and person employed on temporary casual or daily basis.

- 2.4 "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 1500/- P.M, unmarried brothers and sisters who are entirely dependent on the employee and are living with the employee.

- 2.5 "Traveling 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 traveling on Corporation's duty and is not intended to be a source of profit.
- 2.6 "Day" means a unit of day and will begin when the employee actually leave 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, 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.
- 2.7 "Daily Allowance" "Daily Allowance" is an allowance for each day of absence from Headquarter 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.
- 2.8 "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 his Head Quarter is situated.
- 2.9 "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.
- 2.10 "Shortest Route" – quickest route even if it is longer will be deemed to be shortest route for traveling allowance rules only. Travel by longer route in other cases will require sanction of the Competent Authority.
- 2.11 "Stage Carriage" means bus or other public conveyance plying on hire.
- 2.12 "Competent Authority" means the Chairman and Managing Director or any other authority to whom the power is delegated.
- 2.13 The term "Guest House / Hostel" etc. means: -
- a) A Guest House / Circuit House / Hostel managed and run by a State / Central Government or any other State / Central Government agency (like Railways, PWD etc).
 - b) 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 Traveling Allowance, the Corporation's employees are divided into 6 grades as under: -

- Grade – I** Employees drawing a pay of Rs. 18,500/- and above
- Grade – II** Employees drawing a pay of Rs. 16,000/- and above but below Rs. 18,500/-
- Grade – III** Employees drawing a pay of Rs. 8,600/- and above but below Rs. 16,000/-
- Grade – IV** Employees drawing a pay of Rs. 6,550/- and above but below RS.8,600/-
- Grade – V** Employees drawing a pay of Rs. 4,020/- and above but below Rs.6,550/-
- Grade – VI** Employees drawing a pay of Rs.4, 020/-

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	STEAMER
I	Yes	I A.C; Executive class in Shatabdi; I A.C. Rajdhani	A. C Bus / A. C Taxi	Highest Class
II	Yes	II A.C; A.C Chair in Shatabdi; A.C.2 tier in Rajdhani	A. C. Bus only	If there are two Classes than in lower class.
III	No	II A.C; A.C Chair in Shatabdi A.C.3 tier in Rajdhani	A .C. Bus only	If there are three or more class than in middle or second class.
IV	No	II A.C; A.C Chair car in Shatabdi	Deluxe Non A C Bus	----
V	No	I Class / III AC / A C Chair car in Shatabdi	Deluxe Non A C Bus	----
VI	No	II Class	Non Deluxe Bus	Lowest Class

- NOTES:**
- i) The Chairman & 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 arrangements can be utilized. In such cases, the service charges of the travel agents shall be borne by the Corporation. However, where there are no travel agents at a particular station with whom the Corporation has arrangements the services of any other travel agent can be availed of but the service charges will be restricted to the amount normally paid to the travel agent with whom the corporation has arrangements
 - iii) Reservation charges / sleeper charges / telegram charges for reservation / sur-charge for super fast express trains shall also be borne by the Corporation.
 - iv) Where due to compelling circumstances and in the Corporation's interest, the proposed journey has to be preponed / postponed / canceled, such cancellation charges will be borne by the Corporation.

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 Places connected by rail

- i) Journey by stage carriage: Employees can travel in stage carriage and the actual expenditure incurred by them shall be reimbursable, restricted to their class of entitlement in rail. However, employees in Grades I, II & III can hire a full taxi and employees falling in Grades IV, V & VI can hire a single seat in taxi.
- ii) Journey by own car / scooter / motor cycle / moped: Mileage allowance at the following rates shall be admissible restricted to the fare of the entitled class by rail:

Grade	Own car	Own scooter/Motor cycle any other two wheeler
I, II, III	Rs. 2.00	Rs. 1.00
IV & V	-----	Rs. 1.00

6.2 Places not connected by rail:

- i) Journey by stage carriage: Employees are entitled to travel in stage carriage and the actual expenditure incurred by them shall be reimbursed. However, employees in Grades II, III can and I hire a full taxi. Employees of other grades are entitled to hire a single seat in a taxi / bus.
- ii) Journey by own car / scooter / motor cycle / moped: Mileage allowance at the following rates shall be admissible:

Grade	Own car	Own scooter/Motor cycle any other two wheeler
I, II, III	Rs. 2.00	Rs. 1.00
IV & V	-----	Rs. 1.00

NOTE: Prior approval of the Chairman and Managing Director shall be obtained for journeys undertaken by own car / scooter / motorcycle / moped for places not connected by rail.

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:

<u>Grades</u>	<u>Admissible Amount</u>	<u>I, II, III</u>	<u>Actual fare by taxi</u>
<u>IV, V & VI</u>	Actual fare by motorized three – wheeler / Auto Rickshaw based on rates as approved by local RTO		

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: -

Grade	Amount
<u>I, II & III</u>	Actual
<u>IV</u>	Fare Actual subject to maximum of. Rs.75/- per day
<u>V</u>	Rs. 60/- per day
<u>VI</u>	Rs. 45/- per day

NOTES: At the same station outside te 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:

Actual trunk call / telegram / phonogram / telephone / 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 provision 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

Grade	<u>Principal Cities</u>	Other Cities
	Mumbai, Delhi, Chennai, Kolkata, Bengaluru, Hyderabad.	
I CMD 'C' and 'E-7' Gd. officers	Rs.600/-	Rs.500/-
II 'E-6' and 'E-5' Gd. officers	Rs.500/-	Rs.400/-
III 'E-4' to 'E-1' Gd. Officers	Rs.400/-	Rs.300/-
IV 'E-0' Gd. Officers and	Rs.300/-	Rs.250/-
V Workmen Group D, E, F, G, H	Rs.200/-	Rs.160/-
VI Workmen Group A, B, C	Rs.150/-	Rs.120/-

NOTE : If an employee is provided both boarding and lodging free of cost, he can draw ¼ DA as per his entitlement at the particular station.

8.3 When employee of the Corporation stay in hotel, actual charges on boarding and lodging incurred therein may be reimbursed by the Corporation on production of vouchers subject to the following ceiling limits :

Sl. No.	Category of Employees	<u>Principal Cities</u> Mumbai, Chennai, Kolkata, Delhi, Hyderabad, Bengaluru (Unit : Rs. Per Day)	<u>Other Cities</u> (Unit : Rs. Per Day) (excluding all taxes and duties)
1.	Members of Board and GM	Actual	Actual
2.	Deputy General Manager (E-6)	Rs.3,600/-	Rs.3,000/-
3.	Executives 'E-4' and 'E-5'	Rs.2,600/-	Rs.2,100/-
4.	Executives 'E-2' and 'E-3'	Rs.2,100/-	Rs.1,500/-
5.	Executives 'E-0' and 'E-1'	Rs.1,900/-	Rs.1,400/-
6.	Supervisors to Foreman	Rs.1,500/-	Rs.1,200/-
7.	Workmen/Staff Gr. 'E' to 'H'	Rs.1,050/-	Rs. 800/-
8.	Workmen/Staff Gr. 'A' to 'D'	Rs. 750/-	Rs. 600/-

NOTES: For the days for which hotel charges are reimbursed D.A will be admissible at $\frac{1}{4}$ " of his / her normal entitlement. Where only lodging & breakfast facility is availed of and charged for the DA will be admissible at $\frac{1}{2}$ " of the entitled rate. The hotel rates are inclusive of bed tea / breakfast if any, served. No separate claim for bed tea / break fast shall be admissible.

8.4 In case of journeys involving an enforced halt at an intermediate station due to non-availability of immediate 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.

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 → 30%
- ii) If the absence from the headquarter exceeds 6 hours but does not exceed 12 hours → 50%
- iii) If the absence from the headquarter exceeds 12 hours → 100%

9. COMPOSITE DAILY ALLOWANCE :

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 at 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 case. 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	<u>Principal Cities</u>	Other Cities
	Mumbai, Delhi, Chennai, Kolkata, Bengaluru, Hyderabad.	
I CMD 'C' and 'E-7' Gd. officers	Rs.1,200/-	Rs.1,000/-
II 'E-6' and 'E-5' Gd. officers	Rs.1,000/-	Rs. 800/-
III 'E-4' to 'E-1' Gd. Officers	Rs. 800/-	Rs. 600/-
IV 'E-0' Gd. Officers and	Rs. 600/-	Rs. 500/-
V Workmen Group D, E, F, G, H	Rs. 400/-	Rs. 320/-
VI Workmen Group A, B, C	Rs. 300/-	Rs. 240/-

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 and 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.

10.3 The entitlement of fare, where an employee makes a detour for his own convenience and with the approval of the Chairman & Managing Director may be determined in each case on merits by the Chairman & Managing Director subject to the conditions that Traveling Allowance in no case will exceed the amount admissible by shortest route from the point of detour to headquarters.

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 un – attended.

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 traveling allowance as on tour but deduction will be made of any sum paid to him

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 traveling allowance.

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	500
Below Board (E-7)	350
Others	300

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) / seminars / conferences/ foreign delegation 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/ Momento 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. INSUARANCE CHARGES:

In respect of journey by air, reimbursement at Rs.25/- per air journey is admissible towards insurance, 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 ALLOWANCE ON TRANSFER:

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

By air, rail and steamer, three fares for 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 year 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 employee, and also parents whose monthly income is less than Rs.1500/- unmarried brother and sisters who are entirely dependant 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:

Grades	Rate per Km	
	<u>Own Car</u>	<u>Own scooter/motor cycle/ any other motorized two wheeler</u>
I, II & III	Rs. 2.00	1.00p.
IV & V	----	1.00p.

14.3 For journeys by road: For journeys 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 employee 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 a maximum indicated below:

Grades

Personal effects that can be carried

- | | |
|-------------|--|
| I, II & III | 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. |
| IV | 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. |
| V | 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. |
| VI | 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 top the above an employee possessing a motorcar / motorcycle, 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 rate of Rs.2.30/- per km for motorcar and 60 P per km. 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 or 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 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 for self may be claimed at the rate to which the employee is entitled.
- 16.6 If the family travels to a station other than the new station, the employee may draw actual fares limited to the fare from old station to the new station on transfer.

17. T. A CLAIM – PRODUCTION OF RECEIPTS:

17.1 A claim for reimbursement of traveling allowance on transfer should be supported by receipt 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 traveling allowance will normally be admissible on transfer at employee's own request.

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 of six days for preparation plus one day for each journey of 400 km. Or fraction thereof.

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 RETIREMENT / 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

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 up to home town as on transfer.

22. APPROVAL OF MOVES:

22.1 All moves of employees of the Corporation will require the approval of the competent authority.

23. DRAWL OF ADVANCE:

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

<u>PARTICULARS</u>	<u>ADVANCE ADMISSIBLE</u>
I) Anticipated Expenditure on fare	100%
ii) Anticipated D A	75%
iii) Anticipated Hotel Expenditure	100%
ii) Anticipated Actual Expenditure on (Conveyance etc.)	75%
iii) Anticipated Expenditure on transportation Of personal effects	100%
iv) 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 unutilized amount of the advance shall be returned to the Cashier immediately after arrival from the tour and receipt obtained.
- ii. The T A 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

24. PAY ADVANCE ON TRANSFER

Employees ordered to be transferred 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 intention and the right to give effect thereto.

27. INTERPRETATION OF THE RULES:

27.1 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. POWER TO AMEND THE RULES BY BOARD OF DIRECTOR:

The Board of Directors is empowered to amend, modify or alter these rules from time to time.
