

OFFICE ORDER No. 10/2025**Subject: - Amendment in Travelling Allowance Rules in respect of Attendant/ Escort accompanying PwD Employees during tour/training.**

In accordance with the resolution passed by the Board of Directors in its 206th meeting held in New Delhi on 20.03.2025, the following **para 11 A- “Travelling Allowance Rules in respect of Attendant/Escort accompanying PwD Employees during tour/training”** is inserted in ALIMCO Travelling Allowance Rules (Revised) - 2018, issued vide Office Order No. 31/2018 dated 11.10.2018 (read with O.O 26/2024, dated 30.08.2024): -

Para 11 A- “Travelling Allowance Rules in respect of Attendant/Escort accompanying PwD Employees during tour/training

- i. PwDs employees of Corporation are allowed to accompany an Attendant/ Escort during his/her official tour/ training. Mode and class of the Attendant/Escort will be same as per the eligibility of concerned employee.
- ii. PwDs having 80% and above disabilities are allowed to stay in hotel up to the double rate of their entitlement after approval of Competent Authority.
- iii. Conveyance for PwD either are to be arranged by Corporation as per their suitability or to be borne by Corporation so that they could carry their wheel chair & other assistive devices.
- iv. The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities wherein it is certified jointly by the HOD of the employee and CMO/MO of the project/unit that such a person compulsorily requires assistance of another person for travel. In the absence of CMO/ MO at particular unit, CMO/ MO of the Region/CC will issue the necessary certification.
- v. Travelling Allowance (Journey Fare only) for the Attendant/Escort would be admissible to the employee with disabilities while on tour/training (domestic or foreign). However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties or such training is mandatory training for career progression of the employee with disabilities.

- vi. No Dearness allowance would be admissible to the Attendant/Escort of the employee with Disabilities. Travelling allowance (Journey Fare only) would be admissible to the attendant/Escort at the same rate as the employee with disabilities is entitled to under the extant Travelling Allowance Rules. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling allowance rules, no separate travelling allowance would be admissible to the employee with disabilities, in respect of Attendant/Escort, except where the travel is by public bus. Difference if any on account of travel in higher class/mode in respect of attendant/escort, will be borne by the employee concerned.
- vii. When the accommodation is hired for lodging of the employee as well as his attend/escort, the actual accommodation charges as per entitlement of the employee may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bill(s) clearly indicating the name of the attendant/escort who have shared the accommodation with him/her.
- viii. No claim of travelling Allowance to the Attendant/Escort of the employee with disabilities would be admissible for training at Headquarter station.

For Artificial Limbs Manufacturing Corporation of India
Sd/-

Ashish Singh
Sr. Manager (P&A)