

TRAVELLING ALLOWANCE RULES

1.0 Travelling Allowance:

- 1.1 Employees of the Corporation while undertaking official journey travel as per following entitlements:

Category	Entitlement
Officers:	
GM /ED	AC 1 st class by Rail / 'Y' class by Air (Club Class on Foreign Travel) – now referred as Business Class.
Officers in Grade D, E, F & G	AC First class by Rail / 'Y' class by Air (Economy class on foreign travel when excursion fare is not possible)
Officers in Grade A, B & C	2 nd AC sleeper class by rail (mail/express train)
Non Officers:	
Non officers drawing BP of Rs.6375 and above (Refineries, PI and R&D) Non officers drawing BP of Rs.6415 & above (Marketing)	2 nd AC sleeper class by Rail (Mail/express train).
Non Officers drawing BP below Rs.6375 (Ref., PL & R&D) / Rs.6415 (Mktg. Divn.)	Second Class by Rail (mail/express train).

Note:- EDs on successful completion of probation period of one year are entitled to 'J' class by Air, while on tour in India.

- 1.2 Reimbursement of actual reservation/cancellation charges and bedding charges levied by Railways while travelling by Rail on tour are admissible.

2.0 Daily Allowance:

- 2.1 Daily Allowance is admissible to an employee on tour provided the journey is undertaken beyond a radius of 8 kms & the period of absence from the headquarters exceeds 6 consecutive hours during the day.
- 2.2 Full Daily Allowance at the applicable rate is admissible if the absence from headquarters is for 12 hours or more in a day. In case the absence is for more than 6 hours but less than 12 hours, half of the DA is admissible. For the period of absence not exceeding 6 hours during outstation tours when the total absence from headquarters exceeds 6 hours, one fourth of normal DA is admissible. "Day" for this purpose is considered beginning and ending at midnight.
- 2.3 Where the halt at the tour station is prolonged, the Daily Allowance is admissible as under :
- For the first 30 days - Full rate
 - For the next 15 days - 75%of the full rate
 - For the next 15 days - 50% of the full rate
- 2.4 For the transit period, DA is admissible at the rate as fixed for "cities other than A class".
- 2.5 DA is payable on the basis of scheduled time of departure and the actual time of arrival of the aircraft or train, as the case may be.

2.6 Rates of Daily Allowance (Rs. per day):

Pay Range/Category	'A' class Cities	Other Cities
Officers:		
Gr. G, H & I	1100	1000
Gr. E & F	940	900
Gr. C & D	900	840
Gr. A & B	840	800
Non-officers:		
BP of Rs.6375 and above (Refineries, Pl. and R&D) and BP of Rs.6415 & above (Marketing)	630	580
BP below Rs.6375 (Ref., PL & R&D) / Below Rs.6415 (Marketing)	580	530

2.7 Cities under 'A' class category for Daily Allowance:

The following cities are classified as 'A' Class cities for the purpose of Daily Allowance : Mumbai, Kolkata, Delhi, Chennai, Shillong, Srinagar and Gangtok. In addition, the suburbs of Delhi i.e. Gurgaon, Faridabad & Noida are considered as 'A' class cities.

2.8 Rate of Recovery

Rate of recovery when an officer stays in a nominated hotel shall be Rs.50 per day. On staying in a guesthouse, a recovery of Rs.10 per day is made. Actual Room Charges paid by the touring officer for stay in Govt. Rest House/Circuit House, when exceeding Rs.10 p.day, can be reimbursed on recovery of Rs.10 per day from the Daily Allowance payable.

3.0 Local conveyance

3.1 For journey at halting places, the conveyance charges actually incurred are reimbursed subject to the following limits:

Grade/Category of Employees	Rate (Rs./day)	
	'A' class cities	Other cities
Officers:		
Grade 'C' & above	300	250
Grade 'A' & 'B'	250	200
Non-Officers :		
Non officers drawing BP of Rs.6375 and above (Refineries,Pl. and R&D) Non officers drawing BP of Rs.6415 & above (Marketing)	190	170
Non Officers drawing BP below Rs.6375 / Rs.6415	170	140

3.2 The Head of Deptt. may sanction actual if charges are reasonable and are incurred in exigencies of work.
