

## TRAVELLING ALLOWANCE RULES

### 1.0 Travelling Allowance:

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

Category	Entitlement
<b>Officers:</b>	
GM /ED	AC 1 <sup>st</sup> 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 <sup>nd</sup> AC sleeper class by Rail (mail/express train)
<b>Non Officers:</b>	
All Non officers	2 <sup>nd</sup> AC sleeper by Mail Train. However, travel by 2 <sup>nd</sup> AC by Rajdhani Express would be admissible.

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
<b>Officers:</b>		

Gr. G, H & I	1100	1000
Gr. E & F	940	900
Gr. C & D	900	840
Gr. A & B	840	800
<b>Non-officers:</b>		
BP of Rs.15440/- and above	630	580
BP Below Rs.15440/-	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 per 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
<b>Officers:</b>		
Grade 'C' & above	300	250
Grade 'A' & 'B'	250	200
<b>Non-Officers :</b>		
BP of Rs.15440/- and above	190	170
BP Below Rs.15440/-	170	140

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

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