# TRAVELLING ALLOWANCE RULES

## INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Applicability</td>
<td>1:20:3</td>
</tr>
<tr>
<td>2.0</td>
<td>Travels for which TA is admissible</td>
<td>1:20:3</td>
</tr>
<tr>
<td>3.0</td>
<td>Gradation of employees</td>
<td>1:20:4</td>
</tr>
<tr>
<td>4.0</td>
<td>TA for travels within headquarters station/outstation in India</td>
<td>1:20:4</td>
</tr>
<tr>
<td>5.0</td>
<td>TA for travels on tour in India</td>
<td>1:20:6</td>
</tr>
<tr>
<td>6.0</td>
<td>Foreign Allowance on tour/assignment/posting/training abroad</td>
<td>1:20:15</td>
</tr>
<tr>
<td>7.0</td>
<td>TA for travels on transfer between two stations or within the same station</td>
<td>1:20:20</td>
</tr>
<tr>
<td>8.0</td>
<td>Transfer/change of residence for official reasons within the same station</td>
<td>1:20:29</td>
</tr>
<tr>
<td>9.0</td>
<td>Joining/journey time</td>
<td>1:20:29</td>
</tr>
<tr>
<td>10.0</td>
<td>TA for travels to appear as witness in departmental inquiries held by</td>
<td>1:20:29</td>
</tr>
<tr>
<td></td>
<td>Government authorities, Public Sector Undertakings or Semi-Government</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organizations or in a criminal or civil case before a Court of law to which</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a Government organization is a party in an arbitration case</td>
<td></td>
</tr>
<tr>
<td>11.0</td>
<td>TA for travels for joining duty on first appointment</td>
<td>1:20:30</td>
</tr>
<tr>
<td>12.0</td>
<td>TA for travel to appear for interview</td>
<td>1:20:32</td>
</tr>
<tr>
<td>13.0</td>
<td>Local conveyance for attending Hindi examinations</td>
<td>1:20:33</td>
</tr>
<tr>
<td>14.0</td>
<td>Travel in special circumstances</td>
<td>1:20:33</td>
</tr>
<tr>
<td>15.0</td>
<td>Relaxations</td>
<td>1:20:34</td>
</tr>
</tbody>
</table>

Annexure:

I. Relaxations in TA and LTC Rules for Company's employees posted at various projects of the Company in Assam
II. Procedure for drawal and settlement of tour advance
III. Instructions for personnel proceeding on tour in India
IV. List of Principal Towns under 5.2 of TA Rules
V. List of countries for the purpose of Foreign Allowance
VI. Travelling Allowance to Management Trainees
VII. Certificate for claiming Lodging Allowance under 7.1.8 of TA rules
VIII. Copy of DPE's OM No. 2(41)/93-DPE(WC) dated 20th September, 1995 containing instructions regarding deputation abroad of officials of the PSUs.
TRAVELLING ALLOWANCE RULES

1.0 APPLICABILITY

1.1 Travelling Allowance Rules dated 1.7.74 and the various modifications issued from time to time upto May, 2005 have been incorporated in these rules.

1.2 Travelling Allowance (T.A) is admissible for moves authorised in connection with the bonafide work of the Company or any other purpose specified in these rules. All moves will be authorised by the appropriate controlling authority nominated for the purpose.

1.3 T.A is not intended to be a source of profit but is in the nature of reimbursement of reasonable expenses incurred during travel. In incurring expenditure, every employee shall use the same discretion and judgement in effecting economy as he would have done had he undertaken the travel at his own expense.

1.4 An employee at an outstation shall devote himself full time to the assignment(s) in connection with which he is deputed.

2.0 TRAVELS FOR WHICH TA IS ADMISSIBLE

2.1 Travel within the headquarters station/outstation in India.

2.2 Travel on tour in India

2.3 Travel abroad

2.4 Travel on transfer

2.5 Travel to appear as witness in Departmental inquiries held by Government authorities, public sector undertakings or semi-government organizations or in a criminal or civil case before a court of law to which a government organization is a party or in an arbitration case

2.6 Travel for joining duty on appointment.

2.7 Travel to appear for interview.

2.8 Travel to appear in Hindi Examinations.

2.9 Other miscellaneous travels.
3.0 GRADATION OF EMPLOYEES

3.1 The gradation of employees for the purpose of determining their entitlement to Travelling Allowance in connection with the travels of the nature specified in Clause 2.1 to 2.6 and 2.9 will be as under:

<table>
<thead>
<tr>
<th>Employees on IDA scales of pay</th>
<th>Employees on CDA scales of pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level</td>
<td>Basic Pay</td>
</tr>
<tr>
<td>15 &amp; above</td>
<td>15200 &amp; above</td>
</tr>
<tr>
<td>12, 13 &amp; 14</td>
<td>11625 – 15199</td>
</tr>
<tr>
<td>5 - 9</td>
<td>10000 – 11624</td>
</tr>
<tr>
<td>1 - 4</td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

(1) Such of the officers on IDA scales of pay, who were in A-1 category prior to 28.4.2000, shall be reckoned to be in A-1 category for the purpose of TA/DA, as a special case.

(2) Sometimes the rise in pay resulting from reclassification/grant of increment takes employees to a higher gradation under the TA Rules. Cases in which the reclassification/grant of increment takes effect from a retrospective date, the higher quantum of travelling allowance, if applicable, will be admissible in respect of journeys performed on or after the date of notification of the reclassification/grant of increment.

(3) Travelling Allowance to Management Trainees shall be regulated by a separate set of rules as contained in Annexure-VI.

4.0 TA FOR TRAVELS WITHIN HEADQUARTERS STATION/OUTSTATION IN INDIA

4.1 For journeys on the Company's duty undertaken within the limits of (a) the headquarters station and (b) an outstation in India, employees travelling by public transport may be reimbursed actual expenses subject to the following ceiling:

(a) Grades A1, A & B employees - Taxi fare
(b) Grade C employees           - Fare for scooter rickshaw/Single seat in Motorcycle Rickshaw/Train(II AC) / Tram/ Bus/Cycle Rickshaw.

Provided that in the case of (a) in 4.1 above, reimbursement will be admissible in accordance with the Conveyance Allowance Rules (where the employee is eligible for conveyance Allowance/reimbursement), and if official transport has not been used and a certificate to this effect is given by the employee and controlling officer.

Explanation: 'Limits of headquarters station' means:

(i) In the case of an employee posted in Headquarters office, the limits of the area including R&D Centre at Gurgaon and vice versa. The limits of headquarters station will include the adjoining urban agglomerations of Ghaziabad, NOIDA, Faridabad, Gurgaon, Baha durgarh & Sonepat, where HRA at the rate applicable to Headquarters Office is payable. Accordingly, such employees while performing official duty within these areas will not be treated as on tour and no cash allowance would be payable to them.
(ii) In the case of an employee posted in a field office, the limits of the area covered by the project site, the related township and the adjacent urban agglomeration, if any.

(iii) In the case of an employee posted in an office other than a field office, the limits of the area covered by the adjacent urban agglomeration. The area covered within a radius of 60 kms from the office shall be deemed to be falling within the limits of headquarters station.

NOTES:

(1) Employees who stay within a radius of 60 kms. (at a place other than their headquarters) from the normal place of duty may, while going on tour, be allowed to travel by the entitled mode of public transport under these rules. However, those staying beyond the radius of 60 kms may be allowed to travel upto headquarters station by readily available public transport other than taxi, i.e. by appropriate class of bus or train, etc. Provided that when such employees are required to travel at odd hours between 10.00 PM and 6.00 AM, they may be reimbursed the travel expenses actually incurred by the entitled mode of transport (not necessarily by appropriate class of bus/train), on a case to case basis, with the specific approval of the Divisional Head not below Level 19 (General Manager) concerned.

(2) Where heavy parcels have to be carried or several places have to be visited on urgent errands or the prescribed mode of transport is not available for a place to be visited, Grade C employees may be permitted to travel by a mode different from and higher than that prescribed for them.

(3) Travel by special/luxury taxis will require prior approval of C&MD/Dir.(Fin).

(4) In respect of journey within the city-limits at the headquarters station of an employee, as in 4.1, the intention is to reimburse charges in respect of only journeys between the normal place of duty (office) and any other point to which an employee may be detailed on duty. However, when an employee is required to proceed from his residence to a point of duty other than his normal place of duty and/or vice versa, the conveyance charges for the journey(s) between the residence and such point may be reimbursed, subject to the ceiling of the amount he would have spent for journey between the normal place of duty (office) and such point by the same mode of conveyance. However, where the mode of conveyance actually used is higher than what the employee concerned is authorised to use, the amount of reimbursement will be computed with reference to the authorised mode of conveyance.

(5) Local conveyance charges at commercial tariff will be claimed only where the journey has been actually performed by a commercial vehicle (and not by a private vehicle including the employee's own) and expenses have actually been incurred in respect of such a vehicle. A certificate as under shall be recorded by the employee concerned on the claim:

"Certified that I have actually performed the journey(s) by the mode of conveyance mentioned and not by a private vehicle including my own and that I have actually spent the amount claimed."

(6) Local conveyance charges to employees travelling between various buildings using auto/taxi and not availing the facility of bus services provided by the Company will have to attach a certificate by the competent authority on the local conveyance claim form stating that 'the work was very
urgent and the movement cannot be performed by the Company bus. Reimbursement claim forms without such a certificate are liable to be rejected by the accounts department.

4.2 For journeys undertaken on the Company's duty within the limits of the headquarters station, employees using their own vehicles may be paid travel expenses as under:

<table>
<thead>
<tr>
<th>Grade of employee</th>
<th>Rate of travel expenses payable per km for</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Car</td>
</tr>
<tr>
<td>A-1, A &amp; B</td>
<td>Rs. 5.10</td>
</tr>
<tr>
<td>C</td>
<td>Re. 1.64</td>
</tr>
</tbody>
</table>

Provided that payment will be admissible (a) in accordance with the Conveyance Allowance Rules (where the employee is eligible for conveyance allowance/reimbursement) and (b) if official transport has not been used and a certificate to this effect is given by the employee and the controlling officer.

4.3 Employees while proceeding on tour on Company's duty may be allowed to use their own vehicle between residence/place of duty and airport/railway station, etc. and claim reimbursement of local travel expenses for using their own vehicle as under:-

(a) Travel expenses for the entire distance between residence/place of duty and airport/railway station, etc, at the rates prescribed under 4.2 above.

(b) Actual car/scooter parking charges at the airport/railway station, etc. for not more than three consecutive days and at the rate not exceeding Rs 12/- per vehicle per day duly supported by token/receipt from the authorised parking contractor.

Provided that the total expenses as at (a) and (b) above will not exceed the employee's normal entitlement of the local conveyance charges by public transport between residence/place of duty and airport/railway station, etc. by the mode authorised vide 4.1 above.

4.4 For journeys in an outstation, as above, employees using their own vehicles may be paid travel expenses as per 4.2 above.

5.0 TRAVELLING ALLOWANCE FOR TRAVELS ON TOUR IN INDIA

5.1 An employee detailed on temporary duty outside the limits of his headquarters station for a total duration (including to and fro travel time) of not less than 4 hours will be treated as on tour and will be eligible for travelling allowance as under:

(i) **Travel Fare** to cover actual expenses incurred on fare for the journey(s) by air/train/road (bus/taxi)/steamer;

(ii) **Daily Allowance** to cover cost of living while away from headquarters and also expenses incidental to a journey e.g. breakfast, lunch, dinner and porterage at airport/railway station, etc.; and
(iii) **Expense Allowance** to cover local conveyance and other petty expenses incurred solely in the interest of the Company while on outstation duty.

**NOTE :** For the purpose of this rule, 'limits of headquarters station' will have the same meaning as in Explanation below 4.1. The intention is that an employee detailed on duty from a project site office to the related township or a point in the adjacent urban agglomeration and vice versa will not be treated as on tour.

5.2 **Travel Fare**: The entitlement to Travel Fare of employees of different grades travelling by various modes of transport shall be as under:

5.2.1 **By Air and Rail**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Mode of transport</th>
<th>Air</th>
<th>Rail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 &amp; A</td>
<td>Air Fare</td>
<td>Fare for AC I Class</td>
<td>By mail/express/passerenger train</td>
</tr>
</tbody>
</table>
| B & C | -                          | Fare for II AC Sleeper/I Class |}

**NOTES :**

1. If an employee travels by a class lower than the class he is entitled to, the travel fare will be restricted to the class actually travelled in. If he travels by a higher class, the travel fare will be regulated as per entitled class.

2. No employee is allowed to travel by Air in Executive Class or 1st Class under any circumstances while on duty within India. Where an employee entitled/permitted to travel by Air, travels by class other than Economy Class, his claim will be regulated by the Economy Class only. However, the Directors & C&MD may travel by Executive Class while on duty within India.

3. Where adequate justification exists (the justification being recorded on the travel authorisation), and subject to the prior approval of the client concerned, where necessary, authorities vested with powers in this behalf may authorise an employee to travel by a class higher than that prescribed above. Travel by special/luxury taxis will, however, require approval of C&MD/Dir.(Fin).

4. B & C grade employees, entitled to travel by train-I class, must plan their travel sufficiently in advance. However, if reservation as per entitlement is not available, the controlling officers should first examine if tour programme can be adjusted to ensure travel by the entitled class. Only in exceptional cases travel by a higher class (other than executive class in case of travel by Air) may be authorised, and the reasons for such authorisation must be recorded in sufficient detail.

5. Official journeys undertaken by air are to be performed by Indian Airlines/Air India only. Whenever travel by private airlines or by a higher mode in connection with Company's business
is performed, the Heads of Divisions not below Level-19 (General Manager concerned) may approve:

(a) travel by higher mode in the event confirmed tickets on the entitled mode are not available, or

(b) travel by private airlines in case the Indian Airlines/Air India do not operate on the route, or confirmed booking with them is not available.

However, such approval will be granted only on written certification by the Admn. Deptt. with regard to non-availability of confirmed booking, or the route/sector being not connected by Indian Airlines/Air India, as the case may be. Such approval may also be granted in case the timings of the airlines (other than Indian Airlines/Air India) are better suited to meet the business commitments at the destination of the proposed tour.

(6) For domestic travel, Heads of Office at ROs/BO/ZO/RPOs/Sites, where GMs are not available, are authorized to approve travel by private airlines in case Indian Airlines does not operate on the route or confirmed booking is not available or Job Schedule demands such alternate airline travel. However, all such cases shall be reported to concerned GM with details of tangible economies in consequence thereof with a copy to Administration Division.

(7) Employees proceeding on tour to Baroda should perform the journey by direct flight/train. Travel to Baroda via Ahmedabad should be avoided. In cases where travel to Baroda via Ahmedabad is unavoidable, specific prior approval of the Divisional head concerned should invariably be obtained on the travel authorisation.

(8) Officers travelling by air between Head Office and Baroda via Ahmedabad would not be entitled to the use of staff car between Baroda and Ahmedabad. However, C & MD, Directors and as a special case Divisional Heads (Gen. Manager)/RCM may requisition the staff car for use between these two points in case they deem it essential in the interest of work.

(9) Employees of the level of Manager & below, while going on official tour, would be required to draw the tour advance personally from the cashier. Employees of the level of senior Manager & above can, however, send their secretaries with the vouchers duly signed by them and they can draw the advance on behalf of the concerned officer by countersigning the voucher and indicating their employee number at the time of withdrawal.

(10) Employees sent on training in India shall not travel by Air/AC 1st Class by Train.

(11) The procedure for drawal and settlement of tour advance and submission of tour report is given in Annexure-II to these rules.

5.2.2 By Public Transport (Road/Steamer)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1, A, B &amp; C</td>
<td>Actual fare for the highest class</td>
</tr>
</tbody>
</table>
NOTE: Where an employee travels by such transport by his own choice, reimbursement of actual expenses will be limited to rail fare by the appropriate authorised class as indicated in 5.2.1.

5.2.3 By transport provided by the Company/Client

No travel fare will be admissible.

5.2.4 By own vehicle (with the prior approval of competent authority)

Travel fare at the appropriate rate laid down in 4.2 will be admissible subject to the condition that, in no case, reimbursement of expenses for using own vehicle by the shortest route (with prior approval of the competent authority) shall exceed the amount admissible under 5.2.1 above.

NOTES:

(1) Travel fare in respect of journeys undertaken in connection with tour and other purposes specified in these rules will be calculated by the shortest route, viz., the route by which the traveller can most speedily reach his destination by the given mode of travel.

(2) Actual travel expenses for journey between residence/duty point and airport/railway station/bus stop will also be allowed as laid down in 4.1 above.

(3) In addition to rail fare, surcharge levied for certain fast trains and reservation charges (including sleeper charges) on all trains, actually paid, will also be reimbursed.

5.3 Daily allowance: Daily Allowance comprising of (i) Hotel Allowance or Lodging Allowance and (ii) Cash Allowance will be admissible to a travelling employee in accordance with the succeeding provisions, at the rates indicated in the table below:

<table>
<thead>
<tr>
<th>Gradation</th>
<th>Hotel Allowance (Rs)</th>
<th>Lodging Allowance (All Places) (Rs. per day)</th>
<th>Cash Allowance (All Places) (Rs. per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ceiling for hotel/guest accommodation charges (excluding luxury tax &amp; service charges, if any)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principal Towns ($) (As per Annexure-IV)</td>
<td>Other Places</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>C&amp;MD/</td>
<td>Single A/C Room in Kanishka Hotel (European Plan)*</td>
<td>75% of #</td>
<td>100</td>
</tr>
<tr>
<td>Directors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A-1</td>
<td>Single A/C Room in Janpath Hotel # (European Plan)</td>
<td>75% of #</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>75% of #</td>
<td>60% of #</td>
<td>100</td>
</tr>
<tr>
<td>B</td>
<td>60% of #</td>
<td>45% of #</td>
<td>100</td>
</tr>
<tr>
<td>C</td>
<td>45% of #</td>
<td>34% of #</td>
<td>80</td>
</tr>
</tbody>
</table>

$ Based on Government classification of A-1, A & B-1 Towns for the purpose of CCA.
NOTES:

(1) The rates of Single A/C Room in Kanishka Hotel and Janpath Hotel will be notified by the Company from time to time.

(The applicable rates in these Hotels as on 1.5.2005 were Rs.4000 and Rs.2500 respectively).

(2) Employees on tour should try to locate suitable accommodation in hotels nearer to the place of work at the tour station.

(3) Reimbursement of Hotel Allowance in case of employees on tour to stations where the Company has established transit flats, or a similar facility, will be allowed on certification by the Admn. Department that the accommodation in the Company's Transit Flats/Guest House was not available.

(4) Charges for accommodation provided in the Company's Guest House/Transit Flats at various stations (except being operated by Construction Division at Sites) shall be levied at the following rates:

<table>
<thead>
<tr>
<th>Category of occupant</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Employees on official duty on cost reimbursible job:</td>
<td></td>
</tr>
<tr>
<td>On single occupancy:</td>
<td></td>
</tr>
<tr>
<td>- For Metros</td>
<td>Rs. 1000 per day per room</td>
</tr>
<tr>
<td>- For Gurgaon &amp; other locations</td>
<td>Rs. 800 per day per room</td>
</tr>
<tr>
<td>On double occupancy:</td>
<td></td>
</tr>
<tr>
<td>- For Metros</td>
<td>Rs. 500 per day per room</td>
</tr>
<tr>
<td>- For Gurgaon &amp; other locations</td>
<td>Rs. 400 per day per room</td>
</tr>
<tr>
<td>*Employees on official duty on lumpsum/ overhead jobs</td>
<td>Rs. 100 per day</td>
</tr>
<tr>
<td>Employees on personal job or visit</td>
<td>Rs. 50 per bed per day</td>
</tr>
<tr>
<td>**Client's representatives and other officials on personal jobs</td>
<td>Rs. 50 per bed per day</td>
</tr>
<tr>
<td>Employees of other PSUs on duty in connection with EIL's work</td>
<td>Rs. 50 per bed per day</td>
</tr>
</tbody>
</table>

* EIL employees occupying guest house/transit flats on duty need not pay any cash to the In-charge caretaker; they need make only entries, they will account for the lodging charges on the above basis. The amount of lodging charges included in the expense report by the employees would only be used by Accounts Department, while passing the expense reports, for making accounting adjustment for charging the job concerned and crediting the amount to the concerned account number allotted to each transit flat separately. Such account number may be ascertained from Accounts/Administration Departments. The amount charged on this account may be shown by the respective employees in their Expense Report for being billed to the Clients accordingly.
** Specific approval of C&MD/Director will be required for extending such courtesies to these guests.

(b) Employees on transfer staying in the guest houses / transit flat accommodation beyond the pre-transfer tour duration of 10 days in case of Single Status and 30 days in case of Family Status will be charged Rs. 50/- per day and Rs.100/- per day respectively.

(c) The lodging allowance of Rs.100/- per day, otherwise payable to the employee for self-arranged accommodation, will not be payable when he is occupying guest house / transit flat.

(d) After completion of the pre-transfer tour, allotment of Company-owned flats, wherever available, namely Chennai, Mumbai, Kolkata, Bangalore, Vizag & Vadodara, will be made to the transferred employees. Lodging allowance in this case will not be paid. No facility of furnishing and boarding will be provided.

(e) Employees deployed on tour, to the maximum allowable 120 days, will be provided accommodation in guest houses / transit flats.

(f) Allocation of single occupancy rooms at guest houses/ transit flats will be restricted to employees of level 18 & above. All employees below the level of 18 will be allotted shared accommodation.

(g) Employees of other public sector undertakings or others permitted to stay in the transit flats, will, however, pay the charges in cash to the In-charge/caretaker and obtain a receipt before checking out. The In-charge/caretaker will deposit the amount so collected with the concerned local office every week. The amounts so deposited shall be accounted for in the books of accounts.

(h) The concerned local office will periodically check the occupancy registers of these transit flats to ensure proper recording of occupancy.

5.3.1 No Daily Allowance will be admissible for the days of leave, whether spent at the tour station or elsewhere, and for holidays/weekly off days spent away from the tour station.

5.3.2 Where an employee:

(a) is on leave and spends the leave at the outstation or elsewhere;
(b) spends weekly off days/holidays away from the outstations;
(c) is on tour to some other outstation(s);
(d) is on a visit to headquarters;

and thereafter returns to the first outstation on tour the period spent at that station prior to such leave etc., will be taken into account for the purpose of computation of total duration of tour at that station, provided the period of leave etc. involved in each continuous spell is 10 days or less.
5.3.3 An employee, who has been allowed to receive House Rent Allowance for his family at a station other than his headquarters station will not be entitled to Daily Allowance while on tour to that station.

5.3.4 No employee will be detailed on tour for a period exceeding 120 days at any one station, computed in the manner laid down in 5.3.2 above.

5.3.5 Employees staying in a hotel/guest house will be eligible for reimbursement of ACTUAL accommodation charges (including any charges/taxes other than service charges and luxury tax) subject to the limit of Hotel Allowance, on production of hotel/guest house bill and receipt. In addition, service charges and luxury tax actually levied and paid by them, as evidenced by the hotel/guest house bill and receipt shall also be reimbursed, provided where the accommodation charges paid exceed the limit of Hotel Allowance, the reimbursement of service charges and luxury tax paid, if any, shall be restricted to that payable on the maximum entitlement of Hotel Allowance. Such employees staying anywhere (including a hotel/guest house) may claim and be reimbursed Lodging Allowance without production of receipt, PROVIDED night halt is involved.

5.3.6 Where the hotel/guest house bills a consolidated amount towards accommodation and breakfast, no deduction will be made on account of breakfast and the entire amount will be treated as accommodation charges. Where the hotel/guest house bills a consolidated amount towards accommodation and board, actual expenses subject to the limit of Hotel Allowance PLUS 75% of cash Allowance will be reimbursible; in addition 25% of cash allowance will be admissible.

5.3.7 C&MD and Directors may, at their option, stay at a hotel and claim hotel expenses (room rent and expenses on account of breakfast, lunch and dinner, etc.) at actuals. Where full hotel expenses are reimbursed, no part of Cash Allowance is admissible. Where no boarding facility is extended free of charge i.e. breakfast, lunch & dinner, they may claim Cash Allowance in accordance with 5.3 above. Accordingly, hotel charges need not be restricted to the amount indicated in 5.3 above.

NOTES:

(1) Every employee will indicate in his expense report whether he has stayed in a Guest House run or subsidized by a client or a public sector undertaking; and if so, will be reimbursed only the actual lodging charges paid by him for his stay in the Guest House, against production of receipt.

(2) In case the employees, while on tour stay in hotels, the published room-tariff of which is higher than the rate charged from them, the service charges/luxury tax charged from or paid by the employees shall be reimbursed to the extent these are chargeable on the actual room charges paid, and not on the assumedly published room-tariff.

5.3.8 Where an employee is provided with free accommodation by the Company, client vendor etc., Cash Allowance only will be admissible. In case full boarding is provided free by the Company, client, vendor etc., only 25% of the Cash Allowance will be admissible.

NOTE 1: Every employee will furnish a certificate whether free lodging or full boarding or both was provided by the client, etc.
5.3.9 Payment of Cash Allowance will be regulated on the basis of the duration of absence from the headquarters on any calendar day as under:

Where the absence from Headquarters on any calendar day is:

- Less than 12 hours .. 50% of normal rate
- 12 hours or more .. Full rate

Provided that not more than one Cash Allowance will be admissible on any calendar day.

NOTE 1: The absence from headquarters will be calculated as under:

(i) In the case of tour within India, from the time of departure from headquarters to the time of arrival back at headquarters.

(ii) In the case of transfer, from the time of departure from old headquarters upto the time of arrival at new headquarters.

(iii) The scheduled time of departure of plane/train/bus/stamer and the actual time of arrival of plane/train/bus/stamer will be reckoned.

(iv) The period of absence from headquarters will not include :

   (a) the period of leave of any kind availed of,
   (b) Company’s holidays/weekly off days spent away from the tour station; and
   (c) the time spent on journey in excess of the time required for performing the journey by the shortest route, without breaking journey en route due to personal reasons.

5.4 Expense Allowance: The expenses on the following account will be reimbursable under the special sanction of the Controlling Officer on production of the requisite details/vouchers/certificates as stated below.

5.4.1 Telephones (Trunk and Local calls)

<table>
<thead>
<tr>
<th>Date</th>
<th>Station</th>
<th>Phone Number</th>
<th>Party called</th>
<th>Purpose</th>
<th>Duration</th>
<th>Amt.</th>
<th>Job No.</th>
</tr>
</thead>
</table>

5.4.2 Telegrams/Phonograms

<table>
<thead>
<tr>
<th>Date</th>
<th>Station</th>
<th>Party with address</th>
<th>Purpose</th>
<th>Amount</th>
<th>Job No.</th>
</tr>
</thead>
</table>

(To be supported by a copy of telegram/phonogram)

5.4.3 Local Travel

Details of local conveyance charges

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>From To</th>
<th>Mode</th>
<th>Distance in Kms</th>
<th>Job No.</th>
<th>Amount(Rs)</th>
<th>Purpose/Remarks</th>
</tr>
</thead>
</table>
NOTES:

(1) Entitlement to local travel will be as laid down in 4.0 above.

(2) The Controlling officers, besides countersigning the Expense Reports in approval thereof, will accord such special sanction for (1) local travel expenses by signing on the reverse of the Expense Report and (2) other expenses by signing the statements for such expenses submitted along with the Expense Report.

(3) Entertainment expenses will not be included in the Expense Report, but will be claimed separately. Similarly, expenses on purchase of shoes, water bottles, survey map, etc. incurred while on project survey will not be included in the Expense Report, but will be claimed separately.

5.5 For the guidance of the employees proceeding on tour in India and to help them to ensure that the expense reports are submitted correctly, necessary instructions are given in Annexure-III to these rules.

5.6 Combination of leave with tour in India and the admissibility of travelling allowance in such cases will be regulated as under:

5.6.1 As a general rule, combination of leave and tour should be avoided.

5.6.2 In exceptional cases, where such a combination becomes inevitable, prior written permission should be accorded by an authority one step higher than the one competent to sanction tour. Where such permission is granted in advance, TA entitlement for the outward and the return journeys will be restricted to what would have been admissible but for such combination, subject to the condition that the employee will not be eligible for travelling allowance as on duty, if during the period of leave/tour members of his family avail of leave travel concession to the same station.

5.6.3 Any individual case, in which combination of tour and leave becomes inevitable due to reasons which could not be anticipated and prior sanction as at 5.6.2 above could not, therefore, be taken, will require approval of the Chairman & Managing Director.

5.6.4 In case where employees fall sick at the outstation where they proceeded on tour, they may, irrespective of the duration of sick leave, be allowed travel fare and daily allowance in respect of the return journey as admissible on duty, subject to the condition that the entitlement would be restricted to what would be admissible had the return journey been performed from the tour station to the headquarters direct.

5.6.5 Cases where employees are required to perform short assignments of duty at stations where they are spending their leave will not be treated as 'recall from leave' and therefore, no travel benefits will be admissible. If, however, they are asked to perform duty at some other station, such cases will be treated as "recall from leave".

5.6.6 Prefixing or suffixing of weekly off days, or Company's holidays to tour will be permissible, provided that no daily allowance will be payable for such days. If, however, journey on duty is performed on such days, daily allowance in respect of such journey will be payable.
6.0 FOREIGN ALLOWANCE ON TOUR/ASSIGNMENT/POSTING/TRAINING ABROAD

6.1 Approval of tour/assignment/posting/training abroad

6.1.1 The proposals for foreign tour/assignment/posting/training abroad of all below-Board level executives shall be routed through all the Directors after clearance of Legal/Vigilance, for approval by the Chairman and Managing Director.

6.2 Admissibility of Foreign Allowance in Indian/Foreign currency

6.2.1 Foreign Allowance comprises mainly Living Allowance (LA)/ Daily Allowance (DA), Reimbursement for Hotel/Apartment and Conveyance Allowance for local travel. The existing rules with regard to admissibility of Foreign Allowance on tour/assignment/posting/training abroad are as given in the following clauses.

6.3 Living Allowance/Daily Allowance

6.3.1 The entitlement of employees for Living Allowance/Daily Allowance shall be as under:

<table>
<thead>
<tr>
<th>Level</th>
<th>First 10 days for all countries</th>
<th>Duration from 11th day onwards for all countries</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>For countries listed in Annexure -V</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekly work pattern</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 48 hrs</td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>Up to 14</td>
<td>35</td>
<td>35</td>
</tr>
<tr>
<td>15,16 &amp; 17</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>18,19 &amp; 20</td>
<td>45</td>
<td>45</td>
</tr>
</tbody>
</table>

6.3.2 The above rates are inclusive of the Living Allowance payable in local currency, if any, in any country.

6.3.3 Living Allowance will count from the date of arrival in the country of tour/assignment/posting/training till the date of departure provided such departure time is after 12 noon (local time).

6.3.4 For visit to multiple countries, Living Allowance for first 10 days in each country be paid @ as applicable for first 10 days.
6.4 Reimbursement for Hotel/Apartment Accommodation

6.4.1 The entitlement of employees for hotel/apartment will be as under:

<table>
<thead>
<tr>
<th>Level</th>
<th>First 10 days</th>
<th>Beyond 10 days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>For countries listed in Annexure-V</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Family Status (3)</td>
</tr>
<tr>
<td>Up to 14</td>
<td>80</td>
<td>40</td>
</tr>
<tr>
<td>15,16 &amp; 17</td>
<td>90</td>
<td>45</td>
</tr>
<tr>
<td>18,19 &amp; 20</td>
<td>100</td>
<td>50</td>
</tr>
</tbody>
</table>

6.4.2 For long term assignees, the provision of higher payment for first 10 days is to facilitate locating/shifting to entitled accommodation. Accordingly, endeavour should be made to shift to permanent accommodation as soon as possible.

6.4.3 Reimbursement for hotel/apartment shall be paid on the average of the entitlement vis-à-vis the expenditure. For e.g. if an employee stays in a hotel/apartment for 14 days @ US $ 60 per day, he/she would incur an expense of US $ 840. If the employee’s entitlement is US $ 80 for first 10 days and US $ 30 beyond 10 days (Total entitlement = US $ 920), the employee would be reimbursed the actual hotel/apartment expenditure within the total entitlement, as above.

6.4.4 In case of trips to multiple countries, each country shall be reckoned as an independent visit w.r.t. hotel/apartment and reimbursement for hotel/apartment for first 10 days in each country shall be regularized @ as applicable for first 10 days.

6.4.5 The rates of hotel/apartment reimbursements, as indicated above, are in the nature of ceilings within which the employee should arrange cost effective accommodation. In case the employee stays in an apartment, reimbursement up to the ceiling limits will cover monthly rent, heating and utility charges and brokerage, if any. It is incumbent on the employee to judiciously arrange cost effective accommodation/apartment.

6.4.6 Where accommodation is provided free, no such reimbursement shall be made.
6.5 Conveyance Allowance - Local and Inter City

6.5.1 The entitlement of Conveyance Allowance for all levels of employees are as follows:

<table>
<thead>
<tr>
<th>Entitlement for</th>
<th>For countries listed in Annexure -V</th>
<th>For countries not listed in Annexure -V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing Personnel</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>Others</td>
<td>10</td>
<td>5</td>
</tr>
</tbody>
</table>

(In US $ per diem)

The Conveyance Allowances will be payable only where transport is not provided by the Client/Company.

6.5.2 In cases, where local conveyance for official purpose go beyond the entitlement, the reimbursement would be admissible only on production of documentary evidence and if otherwise found justified. However, minimum Conveyance Allowance @ US $ 5/10/15, as applicable, shall be reimbursed on self certification basis.

6.5.3 Inter city travel fare when travel is undertaken for official work will be reimbursed at actuals. However, travel between the place of stay and place of work, if these happen to be different cities, will not be deemed to be “official purpose” for the reimbursement under this clause.

6.5.4 The expenses on travel from airport to hotel and back and airport tax will be reimbursed at actuals against documentary evidence. For this purpose, employees may draw an advance of US $ 50.

6.5.5 Employees, who are required to travel to India for visa renewal, shall be reimbursed conveyance charges from airport to residence and back as per their entitlement in the Company's T.A. Rules.

6.6 Allowance for attending Training/Conferences

6.6.1 The above daily allowance, hotel reimbursement and conveyance allowance are applicable for attending training/conferences in the foreign countries.

6.6.2 Daily Allowance will be regulated in different contingencies as under:

<table>
<thead>
<tr>
<th>Contingency</th>
<th>DA Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Where lunch OR dinner is provided free</td>
<td>75% of the applicable rate</td>
</tr>
<tr>
<td>(b) Where lunch AND dinner are provided free</td>
<td>50% of the applicable rate</td>
</tr>
<tr>
<td>(c) Where accommodation, lunch and dinner are provided free</td>
<td>25% of the applicable rate</td>
</tr>
</tbody>
</table>
6.7 Allowances on tour while on foreign assignment

6.7.1 The rates for tours within and outside the country by the employees on foreign posting/travel are as follows:

A. For tours within the country of posting (both for single and family status)

<table>
<thead>
<tr>
<th>Without Night Stay</th>
<th>To &amp; fro travel fare</th>
<th>Additional DA</th>
<th>Hotel/Accommodation</th>
<th>Conveyance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Air/Rail/Taxi</td>
<td>Nil</td>
<td>Nil</td>
<td>As per entitlement*</td>
</tr>
<tr>
<td>With Night Stay</td>
<td>By Air/Rail/Taxi</td>
<td>US $10 per night</td>
<td>As per entitlement for single status depending on tour duration**</td>
<td>As per entitlement*</td>
</tr>
</tbody>
</table>

* If traveling by hired car provided by office, no conveyance will be admissible.
** The employee will be allowed to retain apartment/regular accommodation subject to approval of the Project In-charge.

B. For tours outside the country of posting (both for Single & Family status)

<table>
<thead>
<tr>
<th>To &amp; fro travel fare</th>
<th>Additional DA</th>
<th>Hotel/Accommodation</th>
<th>Conveyance</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Air/Rail</td>
<td>All allowances will be governed by the rules applicable for the country to which proceeding on tour in lieu of allowances payable at the base country as per tour duration. In addition, he will be entitled for a Daily Allowance of US $15 per night stay on tour. The employee will be allowed to retain apartment/regular accommodation at the base country subject to approval of the Project In-charge.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.7.2 Employees proceeding on foreign tours are required to submit detailed Tour Report to their supervisors with a copy thereof to all Directors. It will be the responsibility of the supervisor to ensure that the Tour Reports are submitted before Tour Expense Reports are approved by them. Tour Expense Report will be submitted within ten days from the date of return to the Headquarter station of the employee concerned besides all other requirements laid down in the rules.

6.8 Working Hours

6.8.1 All EIL overseas offices shall observe 6 days/48 hours/week subject to provisions in any specific law as applicable.

6.9 Out of pocket expenses

6.9.1 Out of pocket expenses shall be paid @ US $3 per hour at all overseas locations subject to employee working for a minimum of two hours in a day beyond normal working hours at locations following 8
hours/day work pattern. This condition of minimum two hours in a day beyond normal working hours shall not be applicable for locations having more than 8 hrs/day work pattern. In such locations, out of pocket expenses would be paid @ US $ 3 for every hour worked beyond normal working hours. The working beyond normal working hours shall be duly approved by the Client/COO/Head/Team Leader, as applicable and must be booked on the job.

6.10 **Special dispensation during transit**

6.10.1 Following provisions are made for the transit during the travel through the shortest route:

(i) Living and Accommodation Allowance (as applicable for ‘Less than 10 days’) for maximum one day be paid for boarding and lodging expenses, if not included in the Travel package.

(ii) Conveyance Allowance shall be provided if not included in transit package.

(iii) Leave (maximum one day) wherein employees are required to stay during transit, as above, will not be debited from employee’s account.

6.11 **Team Leader Allowance**

6.11.1 Team Leader Allowance as applicable, as per existing rules, shall also be paid to the ‘Acting Team Leader’ after approval of the Management.

6.12 **Mobilization/Demobilization Allowance**

6.12.1 Mobilization and Demobilization Allowance shall be paid to employees @ US $ 150 each, at all locations if the period of assignment is 5 ½ months and more and no other allowance/grant will be paid.

6.13 **Excess Baggage**

6.13.1 At the time of mobilization/demobilization and R&R, excess baggage, wherever applicable, shall be admissible, as under:

- On single status - 20 Kgs each on mobilization and demobilization at all locations
- On family status - 30 kgs each on both mobilization and demobilization at all locations
- On single/family status – 10 Kg - Only on onward journey during R&R

6.13.2 Existing provisions as extended to employees already on assignment at Algeria and IRITEC, Iran etc. may continue as hitherto.

6.13.3 Where hardship and constraints require increase in excess baggage, prior approval of the Management is to be obtained.
6.14 **Hardship Allowance**

6.14.1 As per the existing provisions, hardship allowance @ US $ 100 per month is admissible to personnel posted at Bandar Imam and Aesaluyes. However, hardship allowance for other locations would be decided by the Management on case to case basis.

6.15 **Miscellaneous**

6.15.1 Employees posted at London and Italy office shall be paid Living Allowance in local currency at the exchange rate on the day of disbursement equivalent to the US $ rate.

6.15.2 The expenses towards visa fees, telephone, fax, etc. for official purposes will be reimbursed at actuals against documentary evidence.

6.15.3 The admissibility of entertainment expenses will be restricted to the employees at level 18 & above subject to Management's approval which should necessarily be obtained along with the travel approval.

6.15.4 Employees (and the family members, if proceeding on family status) will travel in economy class (on excursion ticket – subject to availability) as per the instructions issued from time to time as hitherto. In case of family status, tickets for spouse and maximum of two dependent children will be provided by the Company.

6.15.5 For undertaking medical examination prior to mobilization in designated hospitals, payment will be reimbursed at actuals against documentary evidence. All overseas medical facilities will be arranged through overseas insurance policy/prevalent schemes including national health/social security scheme at Company's cost.

6.17 All other terms and conditions shall be as enumerated in the orders with regard to tour/assignment/posting/training abroad issued to the employee from time to time as per the management approval while being sent abroad.

7.0 **TRAVELLING ALLOWANCE FOR TRAVELS ON TRANSFER BETWEEN TWO STATIONS OR WITHIN THE SAME STATION**

7.1 An employee of the Company including one on deputation/foreign service to the Company is entitled to conveyance for self and family during transfers provided that such transfers are in the interest of the Company.

7.2 In addition, he is allowed the cost of transporting his personal effects from the old to the new duty station as per prescribed scales. Actual expenses, subject to maximum limit as under, incurred in connection with the winding up of his establishment at the old station/same station and setting up at the new station/same station will be admitted at the prescribed rates.
NOTES:

(1) The rule rests on the premise that a transfer invariably involves relocation of residence of the employee from one station to another. Accordingly, where there is no relocation of residence of the employee on transfer, no part of the benefits enumerated under 7.0 above shall be admissible.

(2) 'Family' for the purpose of T.A. Rules means -

(a) In respect of employees on Industrial DA pay scales:

(i) Wife or husband, as the case may be, residing with the employee;
(ii) Legitimate children (including step-children and adopted children, if adoption is permissible under the personal law, but excluding married sons and daughters) residing with and wholly dependent on the employee; and
(iii) Wholly dependent parents residing with the employee.

(b) In respect of employees on Central DA pay scales:

(i) Employee’s spouse, two surviving unmarried children or step children wholly dependent on the employee, irrespective of whether they are residing with the employee, or not;

NOTES:

(1) The restriction of two surviving children as indicated above shall not apply in respect of the children of the employee as on 10.06.1998 and a child born within one year of the restriction coming into force (i.e. upto 09.06.1999), and also in case of multiple births after one child.

(2) Not more than one wife is included in the term “family” for the purpose of these rules.

(ii) Married daughters, who have been divorced, abandoned or separated from their husbands and are residing with and wholly dependent on the employee;
(iii) Parents and/or step-mother residing with and wholly dependent on the employee; and
(iv) Unmarried minor brothers and unmarried, divorced, abandoned/separated from the husbands, or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee.

EXPLANATION:

A member of the family is deemed to be wholly/entirely dependent on the employee if such member of the family is not in receipt of average total income exceeding Rs.1500/- per month, or Rs.18000/- per year, from all sources whatsoever, including but not limited to the following:
(a) Pension including temporary increase and pension equivalent of death-cum-retirement gratuity benefits;
(b) Income from house/agricultural property or other investments;
(c) Salary from employment/re-employment;
(d) Stipend as apprentice/trainee, whether under the Apprentices Act, 1961, or otherwise;
(e) Payment for undergoing medical internship;
(f) Payment for working as Audit Clerk/Article Clerk in firms of Auditors/Chartered Accountants; and
(g) Fellowship or scholarship (other than a scholarship to a bonafide student pursuing a recognised course of study).

Whether any income from a source other than those mentioned above will be treated as income for this purpose will be decided by the Company and its decision will be final. 'Average total income' will mean the average of total income of the member concerned during the 12-month period preceding the date of claim.

7.3 Where the application for transfer on request by an employee is accepted and approved by the competent authority, the following benefits only shall be admissible to him/her as per rules:

(i) Travel fare for self and family;
(ii) Transportation of personal effects;
(iii) Transportation of conveyance, if any;
(iv) Insurance charges for luggage in transit; and
(v) Joining time as per T.A. Rules.

No other transfer benefits shall be admissible.

7.4 For journeys on transfer, or on joining/leaving the Company, an employee on deputation/foreign service will be eligible for travelling allowance under these rules, or the rules of the lending organisation, as provided in the terms of deputation/foreign service.

7.4.1 Instructions regarding deputation abroad of officials of PSUs are enumerated in Annexure-VIII to these rules.

7.5 Pre-transfer tour

7.5.1 Employees transferred from one station to another, at the outset, will indicate whether they would like to go on family status or on single status.

7.5.2 Such option exercised, at the outset, shall be the basis on which provisional transfer orders will be issued. In case he opts for transfer on single status, he may be allowed to change his option from single status to family status after a period of six months. Exception to this would be that if an employee wishes to exercise his option at the new site, he can do so within ten days of reporting to the new site. This will be applicable in case he desires to shift his family to the new station. In such an eventuality, he will be permitted to return to his previous site to bring his family but his pre-transfer tour would be restricted to 30 days (inclusive of ten days he has availed earlier).
7.5.3 An employee transferred from one station to another may first be sent on tour to the new station for a limited period to enable him to acquaint himself with the work and to arrange for accommodation and look into all his personal problems of settlement at the new station subject to other provisions contained in these rules.

7.6 Pre-transfer Tour for Family Status

7.6.1 The duration of pre-transfer tour may be up to a maximum of 30 days. The pre-transfer tour will cease from the date from which the employee is able to move to an accommodation or engages accommodation and starts drawing HRA at the new station or after 30 days, whichever is the earliest.

7.6.2 During the period of pre-transfer tour or thereafter, the employee may be allowed to visit his old headquarters station to enable him to wind up his establishment there and bring his family/personal effects etc. to the new station. For such visit, the employee will be allowed actual journey time by the shortest route, plus the maximum joining time of six clear working days.

7.6.3 An employee who is on transfer from one station to another and has been allowed the benefit of pre-transfer tour, is eligible for -

   (i) Transfer TA for family/personal effects from the old headquarters to the new headquarters; and

   (ii) Travel fare for self from the new headquarters to the old headquarters and back to the new headquarters, if he visits the old headquarters to wind up his establishment there and to bring his family etc. to the new headquarters.

7.6.4 In case where transferred employee keeps his family etc. at a station other than the old headquarters for personal reasons, the employee will be allowed the above benefits between the station where the family etc. is kept and the employee's new headquarters, but limited to what would have been his entitlement had the family etc. been kept at his old headquarters.

7.7 Pre-transfer Tour for Single Status

7.7.1 Pre-transfer tour for a maximum period of 10 days as per rules.

7.7.2 Three clear working days joining time may be granted as Preparatory Leave prior to proceeding on transfer to new place of posting plus actual journey time by the shortest route.

7.7.3 It will be ascertained from Head of Office, to which the employee is transferred, whether accommodation is available. If the accommodation is available, no pre-transfer tour will be allowed. Transfer order should contain a clause as regards admissibility or otherwise of pre-transfer tour.

7.7.4 In case bachelor accommodation/guest house cannot be provided immediately, then Head of Office may allow the employee to stay in a suitable accommodation at Company's cost for a maximum period of 10 days. Thereafter, the employee should move to a suitable accommodation of his choice and his claim on account of accommodation will be regulated as per 7.8.1 below.
7.8 Transfer benefits on posting on single status

An employee who, on transfer, opts to proceed to the new station on single status and does not draw transfer benefits for the family, will be eligible for the following facilities/benefits:

7.8.1 Employees, who are allowed to proceed on single status, shall hereinafter be provided bachelor accommodation at the new place of posting wherever feasible or allowed lodging allowance @ Rs.100/- per day not exceeding Rs.3000/- per month in lieu thereof, in order to enable them to arrange for their accommodation at the place of posting. Where the bachelor accommodation is provided, nominal recovery of Rs.100/- per month will be effected. If the employee stays in a guest house run or subsidized by a client or a public sector undertaking, he will be reimbursed only the actual lodging charges limited to the lodging allowance. In case bachelor accommodation/guest house cannot be provided immediately, the Head of Office may allow the employee to stay at suitable accommodation at Company's cost for a maximum period of 10 days. Reimbursement of lodging expenses will not be admissible for the period of leave without pay.

7.8.2 Full lump-sum transfer allowance, and conveyance of personal effects to the extent of 25% of his entitlement under these rules.

7.8.3 Personal effects up to 1/4\textsuperscript{th} of the ceiling limits under the T.A. Rules may be transported either by rail or by road.

7.8.4 Transit insurance charges of personal effects between two stations shall be reimbursed subject to a maximum of 1/4\textsuperscript{th} of insured value. The insured value for transportation of household goods is presently Rs.1.00 lakh.

7.8.5 Tickets will be arranged by the Company on the basis of the travel plan to be submitted by the employee.

7.8.6 Reimbursement of outstation expenses equivalent to cash allowance for a period of 45 days and additional 50% cash allowance for a period of 60 days. However, if such an employee is transferred back to a station (including urban agglomeration adjoining contiguous places) where family is kept, he will not be eligible for pre-transfer tour and additional 50% cash allowance for a period of 60 days.

7.8.7 50% Conveyance Allowance if conveyance is maintained at the family station; and in addition, reimbursement of local travel expenses by the entitled mode, limited to 50% of the amount of conveyance allowance admissible to him in a calendar month, in case free transport is not provided by the Company.

7.8.8 Reimbursement of telephone rentals and call charges wherever admissible for residential telephone at the family station; subject to the condition that if the employee is otherwise eligible for a Company telephone, the same will not be provided at the station of posting.

7.8.9 Retention of Company-leased accommodation at old station up to a maximum period of 3 years. Where the family is relocated at some other station by the employee at his own cost, he will be eligible to draw HRA admissible at that station, but not to leased accommodation. In case the family stays in a self-
owned house, he will be eligible for self-lease anywhere in India as per rules. However, where an employee has been allotted Company-accommodation at old station, he will not be allowed to retain the same for more than two months without the specific approval of the Management.

7.8.10 Travel concession for visiting his family once for each completed six months' period of service (including authorized leave and pre-transfer tour where involved) subject to the following conditions that:

(a) He will be permitted to avail of the concession as per exigencies of work, and in this regard, decision of the Head of the Office will be final.

(b) The concession will not be admissible for a period of service less than six months at that place; and the period of Leave Without Pay (LWP) will not be reckoned for this purpose.

(c) The concession will be available for visiting the family up to 15 working days for which he will have to take leave (continuous intervening Sundays/Company holidays may be availed of in addition to 15 working days). If an employee overstays beyond 15 working days, he will lose his entitlement to the concession.

(d) The mode of travel will be as per his entitlement under the TA Rules except that the reimbursement of expenses will in no case exceed II AC/1st Class by Train.

(e) The title to the concession cannot be accumulated and must be availed of while posted at that station only. Title accrued for a period of six months, if not availed of during the following six months, will lapse.

(f) Single status employees posted in North-Eastern Region will be governed by the provisions contained in Annexure-I. The above provisions will not be applicable to them.

(g) The above provisions are purely in the nature of concessions and Company reserves the right to alter, amend, modify, withdraw the same at any time. These are also without prejudice to the Company's right to effect transfers in terms of its business requirements from time to time.

7.9 Transfer between two stations

7.9.1 Travel fare

7.9.1.1 This is intended to cover actual expenses incurred on journey from the old station to the new station.

7.9.1.2 An employee and his family are allowed to travel by the class to which he is entitled vide 5.2.1 above, subject to a maximum of II Class AC Sleeper by rail. Company will purchase the required number of tickets for self and eligible members of their family by the entitled mode on transfer limited to AC Two Tier based on the requisition to be given by the employee indicating such details as are required.

7.9.1.3 However, an employee at Level 16 & above and his family may be allowed to travel by air/AC I Class rail in exceptional circumstances with the prior approval of C&MD. Where such an employee or /and his family travels without prior written approval of C&MD, by air/AC 1st Class, the claim will be processed, restricted to II Class AC Sleeper.
7.9.1.4 Employees, who are allowed to proceed on single status are, however, allowed to travel by entitled mode as per T.A. Rules.

7.9.1.5 If an employee of Grade A1, A or B and/or members of his family travel(s) in his own car his travelling allowance will be regulated as if he/they travelled by II Class AC Sleeper between the two stations. He will also be paid on additional amount at the rate of 15 paise per Km. for the distance travelled by car to cover its wear and tear etc., during journey.

7.9.1.6 If an employee or his family members travel by a class lower than the class which he is entitled to, the travel fare will be restricted to the class actually travelled in. If they travel by a higher class, the travel fare will be regulated as per entitled class.

7.9.1.7 If a Driver of the Company (Other than those employed in field category) is transferred from one station to another with car/jeep, he would not normally incur any expenditure on travel or on conveyance of personal effects; and therefore, the question of reimbursing these expenses would not arise. However, in case the members of the Driver's family travel by rail etc., and/or personal effects are carried by rail/public road transport, reimbursement of actual expenses on these account as per rules would be permissible.

NOTE: It would of course be necessary to examine whether transportation of family/personal effects otherwise than by car/jeep was necessary in the circumstances of the case.

7.9.1.8 Employees are required to submit transfer expense report within 30 days of reporting at the new place of posting in order to claim transfer benefits. Transfer benefits will be released only on joining at new place of posting and on submission of expense report.

7.9.1.9 No T.A. advance will be given for any reason whatsoever.

7.9.2 Local Conveyance

7.9.2.1 Actual expenses on local conveyance limited to entitlement as per 4.0 above for journey between residence and railway station/bus stop/airport at the old headquarters/new headquarters will be reimbursible.

7.9.3 Baggage Allowance

7.9.3.1 Conveyance of personal effects

(a) The maximum limit for carriage of personal effects by GOODS TRAIN (QTS)

<table>
<thead>
<tr>
<th>Grade of employee</th>
<th>Maximum limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1, A &amp; B</td>
<td>Full Wagon</td>
</tr>
<tr>
<td>C</td>
<td>4500 kg.</td>
</tr>
</tbody>
</table>
Where two stations are connected by rail and personal effects are carried by goods train, 'Full Wagon' shall mean the maximum carrying capacity of a 4-wheeler wagon and shall be taken to denote -

- **Broad Gauge**: 20000 Kg.
- **Metre Gauge or partly Broad Gauge and partly Metre Gauge**: 18000 Kg.

If the personal effects are transported between two places connected/partly connected or not connected by rail by any mode other than goods train, or partly by such mode and partly by goods train, the actual cost of carriage will be payable subject to the limit of the cost of carriage by goods train (QTS) of the maximum quantity appropriate to his grade as given below:

<table>
<thead>
<tr>
<th>Grade of employee</th>
<th>Quantity in Kg.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 &amp; A</td>
<td>18000</td>
</tr>
<tr>
<td>B</td>
<td>9000</td>
</tr>
<tr>
<td>C</td>
<td>4500</td>
</tr>
</tbody>
</table>

Transfer of personal effects for employees transferred on family status will be made by the Company through approved transporter by road. Payment to the transporter will be made directly by the Company on confirmation by the employee that the goods have been received by him. The entitlement will, however, be limited to the rates as per railway tariff.

(b) **On Road Expenses**

This is intended to cover the expenditure incurred on transportation of personal effects between the residence and the railway station/bus stop/carrier's godown etc., both at the old and the new headquarters.

No scale has been prescribed for this and actual cost of transportation as certified by the employee, subject to a maximum of Rs. 300 for Grades A1, A and B, Rs. 200 for Grade C employees in respect of each of the old and the new headquarters will be reimbursible.

(c) **Transit Insurance**

Transit Insurance charges for transportation of personal effects between two stations shall also be reimbursed upto a maximum insured value of Rs. 1,00,000/- (One Lakh)

7.9.3.2 **Conveyance of Vehicle**

Employees of different grades are entitled to carry at the Company's expense, the vehicles owned by them, as under:

- **Grade A1, A and B employees**: One motor car/scooter/motor cycle/moped
- **Grade C employees**: One scooter/motor cycle/moped/bicycle
NOTES:

(1) For this purpose, actual transportation charges limited to charges for transportation at owner's risk by rail will be reimbursed. However, the same will be transported by the Company for family status as per entitlement of the employee.

(2) Octroi duty on vehicles and other items, if levied and paid, will be reimbursed.

7.10 Travel Incidentals

7.10.1 For purposes of covering expenses incidental to a journey, the employee and every adult member of his family will be paid Cash Allowance which is admissible to the employee under 5.3.9 if he had gone on tour. Every child below 12 years of age will be paid 50% of the Cash Allowance as admissible to an adult member.

7.11 Lumpsum Transfer Allowance

7.11.1 This is intended to cover all incidental expenditure such as packing etc., in upsetting establishment at the old station and setting it up at the new station. The entitlement as per the Grade applicable to the employee concerned is as under:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1 &amp; A</td>
<td>1600</td>
</tr>
<tr>
<td>B</td>
<td>1300</td>
</tr>
<tr>
<td>C</td>
<td>1000</td>
</tr>
</tbody>
</table>

7.12 Reimbursement of Outstation Expenses

7.12.1 An employee whether on single status or family status transferred from one station to another will be eligible for reimbursement of outstation expenses of an amount equivalent to Cash Allowance admissible to him for a period of 45 days.

7.12.2 Such an employee will also be entitled to receive additional Cash Allowance @ 50% for a period of 60 days from the date the pre-transfer tour comes to an end.

7.12.3 An employee is expected to move his family members along with him when he proceeds to the new station; but if for unavoidable reasons, this is not possible, he is permitted to take them to the new station within six months from the date of reporting for duty at the new station. Travelling Allowance for families for moves beyond this period may be allowed only under the special sanction of the Chairman & Managing Director.

NOTE: The above permission for moving family within six months does not imply approval for drawal of HRA in respect of the family accommodation at the old station.
8.0 TRANSFER/CHANGE OF RESIDENCE FOR OFFICIAL REASONS WITHIN THE SAME STATION

8.1 No travelling allowance will be admissible if no change of residence is involved as a result of transfer.

8.2 If there is change of residence as a result of transfer, or if change of residence becomes obligatory for official reasons without transfer being involved, travelling allowance will be admissible as under:

(a) actual expenses claimed (duly supported by necessary vouchers) on account of cost of conveyance for self and family and cost of transportation of personal effects, subject to the ceiling laid down below:

<table>
<thead>
<tr>
<th>Grade of employees</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1 &amp; A</td>
<td>500</td>
</tr>
<tr>
<td>B</td>
<td>400</td>
</tr>
<tr>
<td>C</td>
<td>300</td>
</tr>
</tbody>
</table>

(b) 50% of the appropriate rate of Lumpsum Transfer Allowance as laid down in 7.11.1 above.

9.0 JOINING/JOURNEY TIME

9.1 Whenever an employee is transferred from one station to another he will be entitled to joining time for three clear working days in case of transfer on single status and six clear working days in case of transfer on family status, in order to enable him to wind up his establishment at the old headquarters. In addition, he will be entitled to actual journey time by the shortest route.

9.2 In the exigencies of Company's work, an employee may be required to report at the new station earlier, and in such a case the difference between the entitled joining time and the joining time actually availed of shall be credited to a special casual leave account which can be availed of by the employee within a year of his arrival at the new station.

9.3 Where the transfer is within the same station, joining time of one working day will be allowed and no journey time will be admissible.

10.0 TRAVELLING ALLOWANCE FOR TRAVELS TO APPEAR AS WITNESS IN DEPARTMENTAL INQUIRIES HELD BY GOVERNMENT AUTHORITIES, PUBLIC SECTOR UNDERTAKINGS OR SEMI-GOVERNMENT ORGANIZATIONS OR IN A CRIMINAL OR CIVIL CASE BEFORE A COURT OF LAW TO WHICH A GOVERNMENT ORGANIZATION IS A PARTY OR IN AN ARBITRATION CASE

10.1 An employee of the Company shall be entitled to receive from the Company, in respect of attendance before the Authority holding a departmental enquiry or arbitration or a Court of Law, payment of travelling allowance as on tour as per 5.0 above.
10.2 Where an employee is called to an inquiry/arbitration or before a Court of Law to give evidence as to facts which have come to his knowledge in the discharge of his duties, minimum time required for the journey to be undertaken by him for the purpose and the days on which he is required to remain present before the Authority holding the inquiry/arbitration or the Court of Law, shall be considered as duty:

Provided that if the employee is on leave, the entire time spent shall be treated as part of the leave and he shall not be deemed to have been recalled to duty.

10.3 Where an employee is called by the Authority holding the departmental inquiry or arbitration, or a Court of Law to give evidence as to facts which have come to his knowledge at a time when he was not in the Company's service, he will be paid travelling allowance as provided in 10.1 of these rules.

10.4 Reimbursement received from Courts/Government bodies are to be deposited with the Company.

10.5 Retired employees of the Company, required to appear as a witness in departmental inquiries held by Govt. Authorities, PSUs or semi-Government organizations or in a Criminal or Civil Case before a Court of Law to which a Government organization is a party or in an arbitration case, shall be entitled for the following:

10.5.1 Payment of travelling allowance as on tour, from the Company, in respect of attendance before the Authority holding a departmental enquiry or arbitration or a Court of Law.

10.5.2 TA/DA for minimum time required for the journey to be undertaken for the purpose of attendance and the actual days required to remain present before the Authority holding the inquiry/arbitration or the Court of Law.

10.5.3 The Company's liability would be limited to what would be admissible to an employee of the level equivalent to that of the concerned retired employee on the date of his retirement.

10.5.4 Reimbursement received from Courts/Government bodies is to be deposited with the Company.

10.6 Legal Expenses on cases arising out of bonafide discharge of official duty

10.6.1 All serving as well as retired employees will be allowed legal expenses, as are reasonable, on cases involving Company's officials before a Court of Law or other judicial authorities with regard to matters arising out of bonafide discharge of official duties, covering advocate's fee for professional services, court fee, TA/DA as per entitlement and other related expenses in connection with the prosecution of the case.

11.0 TRAVELLING ALLOWANCE FOR TRAVELS FOR JOINING DUTY ON FIRST APPOINTMENT

11.1 For joining duty with the Company, traveling allowance will be normally admissible from the station in India to which the offer of appointment was sent; or from the port of disembarkation in India, if the offer was sent abroad, upto the station of reporting for duty.
11.2 In respect of travel for joining duty with the Company, actual travel expenses (other than incidentals but including surcharge levied on certain fast trains, and reservation charges and/or sleeper charges on all trains, actually paid) for self only, subject to the following ceilings, will be reimbursable:

<table>
<thead>
<tr>
<th>Grade of employee</th>
<th>Journey between points connected by rail</th>
<th>Journeys between points Not connected by rail</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1, A, B &amp; C</td>
<td>Fare for the shortest Rail distance by II AC Sleeper</td>
<td>Equivalent rail fare for shortest surface distance by II AC Sleeper</td>
</tr>
</tbody>
</table>

**NOTES:**

(1) The journey by rail can be performed by Express/mail/passenger train. Reimbursement of actual expenses up to the ceiling will be admissible on production of railway money receipt/ticket number(s), otherwise II Class rail fare will be admissible.

(2) Where the offer of appointment has been sent to a station outside India, joining TA will be admissible for the journey undertaken from the port of disembarkation in India to the place of reporting for duty. Joining TA will also be admissible for the journey undertaken from a place other than the port of disembarkation in India, provided that in such cases the reimbursement will be restricted to what would be admissible had the journey been performed between the port of disembarkation and duty station.

11.3 For journey performed by the following modes of conveyance, irrespective of the points being connected by rail or not, reimbursement will be admissible on production of evidence as indicated below:

(i) Public transport (Bus/Steamer) Bus ticket or Steamer ticket/Money receipt
(ii) Employee's own vehicle Certificate regarding actual travel expenses, proof of ownership of vehicle, Cash memo (with the car number noted thereon) for POL purchased en route, toll tax receipts (with the car number/the employee's name noted thereon), Hotel/restaurant bills for the places at which halted en route, etc.
(iii) Any other mode Certificate regarding actual travel expenses.

11.4 In exceptional cases for joining duty on first appointment, the Chairman & Managing Director may grant travelling allowance on transfer scale to persons appointed in the grade of Senior Manager or above.

11.5 When a regular employee is selected for a higher post in the Company and is offered appointment at a place different from the place of his posting, TA as on transfer shall be admissible. This will, however, not apply to employees engaged for a specified duration and those appointed on contract or daily wages.

11.6 Claim for joining travelling allowance shall be preferred within six months of joining duty. Any claim preferred after this time-limit is liable to be rejected, unless reasons for its belated submission are given and are considered satisfactory by the Chairman & Managing Director.
12.0 TRAVELLING ALLOWANCE FOR TRAVEL TO APPEAR FOR INTERVIEW

12.1 Travelling allowance to candidates from outstations called for interview in connection with appointment in the Company will be paid as under:

12.1.1 (i) Candidates being considered for posts of Senior Engineer (Level 13) and above  
II AC Sleeper rail fare by the shortest route each for onward and return journeys.

NOTE : In exceptional cases, such candidates may be allowed air fare/ AC-I Class rail fare by the Chairman & Managing Director.

(ii) Candidates being considered for posts of Engineer(L-12) and below  
Single II class rail fare by the shortest route each for onward and return journeys.

NOTE : Drivers, Cleaners, Messengers, etc., will be recruited locally only, i.e. from the same station where the post exists. However, ex-servicemen candidates may be called from outstations also.

12.1.2 The journey can be performed by mail/express/passenger train. The surcharge levied for certain fast trains and reservation charges (including sleeper charges) on all trains, actually paid, will be reimbursed.

12.1.3 Where a candidates travels by road/steamer from a station connected by rail, he will be paid rail fare as indicated above, or the fare paid for travelling by road/steamer, whichever is less.

12.1.4 Where a candidate actually travels by rail in a class lower than the appropriate class as shown above, he will be paid single rail fare by the shortest route by the lower class, for both onward and return journeys, subject to production of money receipt/ticket number for the onward journey.

12.1.5 Where a candidate travels by bus between two points not connected by rail, he will be reimbursed such bus fare subject to the limit of rail fare by the appropriate class for the road distance involved.

12.1.6 Where the two stations are connected by rail and the candidate performs the onward journey by rail but is not able to produce money receipt/ticket number, he shall be paid second class rail fare for both onward and return journeys. However, if the candidate performs the return journey by rail and produces receipt/ticket number for return journey, he will be reimbursed the difference in fares for second class and the class of travel for which money receipt is produced, subject to entitlement.

12.1.7 Where journey is performed from a station outside India, travelling allowance will be admissible for the journeys between the station of halt in India and the station where the candidate appears for interview, subject to this having been specifically agreed to.

12.2 T.A. for departmental candidates

12.2.1 Departmental candidates called for interview along with outside candidates will be treated as on duty for the period of journey and the date of interview and will be paid travelling allowance as on tour.
13.0 LOCAL CONVEYANCE FOR ATTENDING HINDI EXAMINATIONS

13.1 Company's employees attending Hindi examinations under the Hindi Teaching Scheme of the Govt. of India shall be entitled to local conveyance expenses as under:

13.1.1 If the examinations are on a working day, the amount admissible will be limited to actual local conveyance expenses subject to a maximum of charges as per entitlement under T.A. Rules, from office to the examination centre and back, less charges for 8 kms each way in case the employee is in receipt of conveyance allowance.

13.1.2 In case the examinations are held on a day which is a closed day/holiday, the employee may be allowed reimbursement of actual local conveyance expenses subject to a maximum of charges as per entitlement under T.A. Rules, from residence to the place of examination centre and back in full.

14.0 TRAVEL IN SPECIAL CIRCUMSTANCES

14.1 Travel on Client's request: Where, at the specific request of a client, an employee accompanies the former on tour or undertakes a tour under special circumstances on the client's behalf and in consequence thereof, has to incur living and other expenses at a scale higher than that laid down in these rules, the Managing Director may, in relaxation of these rules, authorise such higher expenses actually incurred. The claim in such cases will be supported with requisite details/vouchers.

14.2 Travelling Allowance on Retirement

14.2.1 An employee on retirement will be eligible for TA on transfer scale for self and family from his last headquarters to his home-town or any other place in India, subject to the entitlement being limited to what would have been admissible to him had he proceeded to his hometown.

14.2.2 Reimbursement of the expenses actually incurred on travel fare and baggage, including lumpsum transfer allowance and outstation expenses on furnishing necessary proof regarding transfer of residence, such as (i) Ration card at the new place of residence, or copy of new gas connection/transfer of previous gas connection, and (ii) rent receipt/lease agreement, or proof of ownership of house if residing in self-owned house. For this purpose, the baggage, vehicle and other personal effects may be transported by Railways. In case these are to be transported through a transport company by road, prior written approval of the Company must be obtained, giving full details of the transporters. However, payment of transportation expenses will be paid by the Company directly to the transporter on receipt of expense report to be furnished by the retired employee along with the challan of the transporter duly certified by the retired employee.

14.2.3 Payment of Post-Retiral Settlement Allowance equivalent to 45 days' cash allowance and 50% of lumpsum transfer allowance as admissible under 7.11.1 above, on certification of the expenses actually incurred by the retired employee on this account, irrespective of change of residence within the headquarters station being involved or not. In addition, the expenses incurred on change of residence within the same station will be reimbursed as per 8.2(a) above.
14.2.4 Reimbursement of travel fare, travel incidentals and local conveyance expenses in respect of onward journey by the employee and dependent members of his/her family, to the declared home-town or any other place in India by the entitled class, restricted to 2nd Class AC Sleeper rail fare upto home-town, only in case they actually visit that place and submit the requisite proof as per rules.

**NOTE:** The facility as per 14.2.4 above may be availed of by retiring employee:

(a) during leave preparatory to retirement, or  
(b) during refused leave, or  
(c) within six months of the date of retirement.

14.2.5 Employees should shift to the new location where they plan to settle on retirement and claim TA on transfer scale as admissible in the rules within six months from the date of their retirement. Requests under exceptional circumstances, if approved by competent authority, will also be limited to a maximum period of three months.

14.3 Travelling Allowance on Death

14.3.1 The family of an employee, who dies while in service, would be entitled to similar travelling allowance as admissible to the family of an employee on retirement.

15.0 RELAXATIONS

15.1 In special circumstances, the Chairman & Managing Director may authorise reimbursement of accommodation expenses actually incurred, in relaxation of the prescribed Hotel Allowance ceilings.

15.2 The Chairman & Managing Director is empowered to make modifications to, and allow relaxations of these rules which are not of a major nature.

........
ANNEXURE - I

RELAXATIONS IN TA AND LTC RULES FOR COMPANY'S EMPLOYEES POSTED AT VARIOUS PROJECTS OF THE COMPANY IN ASSAM
(Refer Para 7.8.10 (f) of TA Rules)

1.0 Company's employees posted at various projects of the Company in the State of Assam are entitled to the following relaxations in respect of 'tours' undertaken under the Company's Traveling Allowance Rules and the concession availed of under the Company's Leave Travel Concession Rules, while posted to Company's projects in Assam:

2.0 Relaxation under the TA Rules

2.1 Employees who are entitled to travel by II AC rail under the Company's TA Rules may be allowed to travel by air between the airports nearest to their place of posting in Assam to Kolkata and vice versa. However, journeys from Kolkata to the tour station and back to Kolkata will be performed by their entitled class. This concession would apply only in cases where such travel facilitates saving of time in reaching the destination.

3.0 Relaxation under the LTC Rules

3.1 Employees entitled to travel by 1\textsuperscript{st} class rail and desirous of availing of LTC while posted in Assam will be eligible to travel by Air from their place of posting to Kolkata and back provided the LTC is being availed of for visiting their home-town or the station where family is kept. This concession would also apply to families of employees staying at employee's headquarters (Assam) and visiting home-town on LTC. This concession, however, would be extended only in cases where such travel facilitates saving of time in reaching the destination.

3.2 The above concession will be available only in respect of the blocks which are actually being availed of during the actual period of posting at Assam.

3.3 Employees posted in Company's projects in Assam and whose declared home-town is within the State of Assam will not be eligible for this relaxation.

4.0 Additional Assam Concessions

4.1 Employees may, in addition, be allowed, once in a period of two years to be reckoned from the date of posting in Assam, reimbursement of difference of air fare and the rail fare by 2\textsuperscript{nd} class mail/express, between the airport nearest to the place of posting of employee in Assam and Kolkata and back, for self and family while proceeding on leave for visiting home-town only, subject to the following conditions:

4.2 The journey is actually performed by air on said sector i.e. Assam- Kolkata-Assam. However, if journey is performed between nearest airport at Assam and other Northern Eastern States or any other place in India, the fare will be limited to a maximum of what would have been the fare of Assam- Kolkata - Assam route.
4.3 Such journey by air facilitates saving of time in reaching the destination, i.e. home-town of the employee.

4.4 The employee furnishes satisfactory evidence of having visited his home-town so as to become eligible for this concession.

4.5 The facility will be availed of by the employee and his family, if any, in one group.

4.6 The expenses for travel between place of posting and nearest airport in Assam as well as between Kolkata and home-town shall be borne by the employee himself.

4.7 This concession will be available to the employee only during the period he is posted in Company's project(s) in Assam.

4.8 An employee whose declared home-town is in the State of Assam shall not be eligible for this concession.

4.9 Employees and/or members of their family, availing of the facility as at 4.0 above, may be granted advance equal to air fare from Assam to Kolkata and back less 2nd class rail fare (which the employee is supposed to bear himself). The employee will be required to submit documentary proof of his having travelled by air from Assam to Kolkata and from Kolkata to Assam and also about his visit to home-town, within seven days from the date of return on duty, failing which the whole amount of advance will become due and refundable to the Company immediately with penal interest @ 18% per annum from the date of drawal of the advance.

No other expenses will be borne by the Company.

4.10 This concession is granted as a special relief, for the time being and shall not constitute a condition of service of employees concerned and its continuance will be at the discretion of the Company.

5.0 Six Monthly Concessions

5.1 In addition, Company's employees posted at project sites located in the North Eastern States of India and staying there on single status basis will be allowed travel fare for self by entitled class but not exceeding II AC by rail by the shortest route from the place of posting in North Eastern State to the station where the family has been kept for the time being, subject to the following conditions:-

5.2 'Family' for this purpose would mean employee's spouse, parents (including step mother), unmarried sons and daughters, unmarried/widowed sister, unmarried brothers, entirely dependent on the employee, provided they were normally residing with the employee at the station from which the employee has been posted to North Eastern State.

5.3 If the members of the family are located at different stations, the concession will be admissible to the station where the spouse, etc; is located in case the employee is of married status or to the station where the dependent parents, etc; are located in case the employee is of unmarried status. The intention is that if the employee is of married status, he should visit his spouse/children, etc; and in case the employee is of unmarried status, he should visit his parents/unmarried brothers, etc. In case whole family is residing at one station, the concession will be admissible to that station.
5.4 The facility would be available once for each completed six months period of service (including pre-transfer tour, if any, and authorised leave) on any of the Company’s project sites located in North Eastern States. An employee will not be eligible for this concession in respect of period of service of less than six months at any of the project sites in North Eastern States.

5.5 The concession will be available for visiting the family upto fifteen working days for which the employees will have to take leave (contiguous/intervening Sunday/Company’s Holiday may be availed of in addition to fifteen working days). If an employee overstays beyond fifteen working days, he will lose his entitlement to the concession.

5.6 The title to the concession cannot be accumulated and will be availed of while posted in North Eastern States i.e. title accrued for a six month period, if not availed of during the following six months while posted in North Eastern States, will lapse.

5.7 An employee entitled to travel by II AC train may travel by air between his place of posting in North Eastern State and Kolkata provided such travel facilitates saving of time in reaching the destination.

5.8 Employees will be permitted to avail of the concession subject to exigencies of work, in accordance with a roster to be maintained for the purpose so as to ensure that at no time more than 2 employees are away from the site.

5.9 Employees, who are posted in/outside North Eastern Region, may travel by Air between Kolkata and their place of posting in the North Eastern Region and vice-versa.
PROCEDURE FOR DRAWAL AND SETTLEMENT OF TOUR ADVANCE
(Refer Note (11) of Para 5.2.1 of TA Rules)

1. In Head Office including R&D Complex, Gurgaon, all tours will be authorized by EDs, GMs and DGMs/respective HODs, not below AGM as may be nominated by EDs/GMs. Accordingly, EDs & GMs authorized to approve tours in respect of the employees working under their control (Format in Annexure-II-A).

2. Authorities, referred to in Para 1, competent to authorize tours/sanction tour advance, may arrange to maintain particulars of such authorizations for proper record and traceability where required (Format in Annexure-II-B).

3. All such disbursements for tours approved by competent authority may be drawn from Cash Section on production of photo identity card by the employee receiving the cash.

4. In order to facilitate Sr. Managers & above to draw cash advance on their behalf through another employee, competent authority, as per Para 1 above, may forward to GM(F&A) the list of such officers with their specimen signatures duly verified (Format in Annexure-II-C). However, cash advance can be drawn by them through other employees only on authorization (Format in Annexure-II-D) being submitted along with TA form to DGM(F&A) or such other officer(s) as may be designated by him in this behalf. In the case of EDs/GMs/DGMs/HODs not below AGM, the existing arrangement to draw cash advance based on signatures on the TA Form will continue as hitherto.

5. DGMs/RCMs and HODs will act as Controlling Officers for themselves only if specifically delegated with powers to do so. Where no such powers are delegated, EDs/GMs will continue to be Controlling Officers in their case.

6. The existing procedure with regard to authorization of tour and drawal of advance in respect of Site Offices, ROs and RPOs will continue to operate as hitherto.

7. The competent authority authorizing tour may ensure that no tour expense reports in respect of tours already undertaken and any amount due to the Company out of the tour advance already sanctioned remain outstanding before authorizing subsequent tour.

.........
ANNEXURE-II-A

Engineers India Limited
New Delhi

LIST OF DGMS & HODS NOT BELOW AGM TO BE FURNISHED BY EDS/GMS
(Refer Para 1 of Annexure-II)

The following officers of ________________________ Division/Department are being authorized to sign Travel Authorization Forms under the Company's TA Rules in respect of employees working under their control:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Deptt/ Section</th>
<th>Two Specimen Signatures in English &amp; Hindi</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the officers are verified for record.

Signature _____________________
Name________________________
Designation: ED/GM
Division/Deptt. _______________
Intercom No. __________________

Notes: 1. Verification of signatures must be done by EDs/GMs only.
2. Each sheet should not contain signatures of more than 5 employees. Use extra sheets duly numbered, if required.
3. List may be forwarded, in original, one each to ED(P&A) and GM(F&A).
4. Any change in the list may kindly be notified promptly to ED(P&A) and GM(F&A) giving specific reference to the earlier authorization but not later than one week.
ANNEXURE-II-B

RECORD OF T.A. FORMS ISSUED TO VARIOUS OFFICERS/EMPLOYEES
(Refer Para 2 of Annexure-II)

DIVISION/DEPARTMENT

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Emp.No. (Level)</th>
<th>TA Form No. &amp; Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### LIST OF SENIOR MANAGERS (LEVEL-16) & ABOVE TO BE FURNISHED BY EDs/GMs/DGMs/HODs
(Refer Para 4 of Annexure-II)

The following are specimen signatures of officers of Level 16 & above working in ____________ Division/Department:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name</th>
<th>Designation</th>
<th>Deptt/Section</th>
<th>Two Specimen Signatures in English &amp; Hindi</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Specimen signatures are verified for record.

Signature _____________________
Name________________________
Designation: ED/GM/DGM/HOD
Division/Deptt. _______________
Intercom No. __________________

**Notes:**
1. Each sheet should not contain signatures of more than 5 employees. Use extra sheets duly numbered, if required.
2. Verification of signatures must be done by EDs/GMs or DGMs/HODs designated for the purpose of approving tours, drawal of advance in terms of Para 1 of Annexure-II.

**GM(F&A)**
ANNEXURE-II-D

(TO BE SUBMITTED IN ORIGINAL)
(Refer Para 4 of Annexure-II)

To
DGM(F&A)
Engineers India Limited
New Delhi

Sir,

I hereby authorize ______________________ (whose specimen signatures are given below) to receive ___________________________ (Name & Emp.No.) on my behalf, tour advance of Rs. __________ (Rupees __________________________) for my tour to _________________ approved by the competent authority vide Travel Authorization Form No. _______________________, dated _________________.

Specimen signature

Name __________________________
Designation _________________
Division ______________________
Emp.No. ______________________

Signature _____________________
Name _________________________
Designation _________________
Division ______________________
Intercom No. _________________

Note: This authorization, duly filled in by the concerned officer and signed by the employee authorized to receive tour advance on his behalf, must be submitted along with the TA Form.
INSTRUCTIONS FOR PERSONNEL PROCEEDING ON TOUR IN INDIA
(Relate Para 5.5 of TA Rules)

1. Expense Reports should be submitted and the unspent balance of TA advance, if any, refunded WITHIN TEN DAYS of return to headquarters.

2. Employees, who go on tour within the country, should submit tour notes to the officer who has authorized the tour, immediately on return to headquarters in order to have proper assessment of the work done in relation to the time spent on tour. The tour notes, after scrutiny, are required to be kept in the custody of the Controlling Officer for further examination, if any.

3. Where tour expense report or refund of the unspent tour advance is not made, no further tour advance will be given. In the exceptional cases, depending on the situation, second tour advance can be given to an employee only with the approval of the concerned Director.

4. All such outstanding tour advances lying unadjusted/unaccounted shall be recovered from the salary of the employee concerned.

5. Before recovering the outstanding tour advances, the Accounts Deptt. shall arrange to issue intimation to the employee regarding adjustment/recovery being effected.

6. In order to curtail excessive drawal of tour advance which leads to blockage of Company's funds and also avoidable accounting work connected with settlement of outstanding amount in the employee's personal account (A/c No. 130), the touring employees should draw tour advance based on their actual requirement.

7. Journeys should normally be performed by the shortest route and by the class/mode authorised in the TA rules. If before proceeding on tour it is anticipated that for special reasons, it would be necessary to perform certain parts of journeys by a higher class/mode it should be ensured that the approval of the competent authority therefore is recorded on the Travel Authorisation with necessary justification. If in the course of a tour, journey by a class/mode higher than that authorised in these Rules/Travel Authorisation is found inescapable for valid reasons, the touring official should, immediately on return to headquarters, obtain necessary ex-post-facto approval of the competent authority and enclose such approval with the Expense Report.

8. With the imposition of Service Tax on the Airlines tickets booked by Travel Agents, employees should ensure at the time of taking delivery of tickets from the Company's Travel Agents that the service tax has been specifically mentioned either on the face of the air ticket or a stamp has been affixed for the cost of ticket as well as amount of the service tax at the back of the air ticket. The total cost of the ticket including service tax should be indicated in their expense reports.

9. When a touring official books his rail ticket under his own (other than official) arrangements, he must obtain a Money Receipt issued by a Railways and submit it along with the Expense Report. Where an Expense Report is not supported with the Money Receipt or ticket No. for the rail journey(s) involved, only II class rail fare will be admitted for the journey(s) concerned.
10. In cases where tickets are arranged by the employees themselves, the ticket number and the reservation ticket number, if issued separately, along with the name of the train are to be mentioned invariably in the expense report.

11. Where it is economical to do so, employees should avail of the airlines coaches between the airport and the city booking office. Where this is not found possible and taxi etc., is hired, reasons therefore should be stated at the appropriate place in the expense report where details of taxi expenses are to be shown.

12. When employees on tour at Mumbai, Chennai, etc. stay in suburbs to suit their own convenience, public transport system such as suburban trains, buses; etc., should, as far as possible, be used for journeys between the place of stay and the place of work. Taxis, etc., for such journeys may be hired only if there are special reasons and these must be stated in the expense report at the appropriate place for showing details of taxi expenses.

13. The details of all taxi expenses should be furnished only in the space provided in the expense report.

14. Only such hotel accommodation should be engaged that the charges therefor are within the applicable ceiling limit of Hotel Allowance.

15. Separate statements (with the headings as prescribed in the TA Rules) shall be submitted in respect of expenses on (a) telephone, (b) telegram, etc., and (c) other miscellaneous expenses, with necessary supporting vouchers and copies of telegrams, etc., job number should be indicated against every item of expenditure. The entertainment expenses, if any, incurred while on tour, should not be included in the travel expense report but be claimed separately.

16. Prompt action should be taken to obtain refund on unused tickets so that the Company's liability on conciliation charges is reduced to the minimum possible. Where tickets have been booked under official arrangements, unused tickets should be surrendered to the travel department concerned with the utmost possible despatch. Suitable remarks should be given in the expense report. Unused tickets on which refund is to be obtained should in no case be attached with the expense report.

17. **Submission of Tour Notes:** In order to have proper assessment of the work done in relation to the time spent on tour, Company's employees, who go on tour within the country, should submit tour notes to the officer who has authorised the tour, immediately on return to headquarters. The tour notes, after scrutiny, may be kept in the custody of the Controlling Officers. The tour notes should be available for examination by anybody at any time.

18. **Tours of Officers-Incharge of Field Offices:** In order that information regarding the tour undertaken by the Officer-in-charge of Field Offices is available in the Head Office, Officer-in-charge of Field Offices, who have been empowered to authorise their own tour within India, will render to the G.M. (Constn) a monthly report on the tours undertaken by them in the preceding month, showing the following particulars in respect of each spell of tour:
   (i) Dates of proceeding on/return from tour;
   (ii) Tour station(s); and
   (iii) Brief purpose of tour.

   The report for a month will be rendered by the 10th of the following month. For a month in which no tour has been undertaken a 'NIL' report will be submitted.
### LIST OF PRINCIPAL TOWNS
(Refer Para 5.3 of TA Rules)

<table>
<thead>
<tr>
<th>No.</th>
<th>Town</th>
<th>No.</th>
<th>Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ahmedabad</td>
<td>13.</td>
<td>Lucknow</td>
</tr>
<tr>
<td>2.</td>
<td>Bangalore</td>
<td>14.</td>
<td>Ludhiana</td>
</tr>
<tr>
<td>3.</td>
<td>Bhopal</td>
<td>15.</td>
<td>Madurai</td>
</tr>
<tr>
<td>5.</td>
<td>Chennai</td>
<td>17.</td>
<td>Nagpur</td>
</tr>
<tr>
<td>6.</td>
<td>Coimbatore</td>
<td>18.</td>
<td>Patna</td>
</tr>
<tr>
<td>7.</td>
<td>Delhi</td>
<td>19.</td>
<td>Pune</td>
</tr>
<tr>
<td>8.</td>
<td>Hyderabad</td>
<td>20.</td>
<td>Surat</td>
</tr>
<tr>
<td>11.</td>
<td>Kanpur</td>
<td>23.</td>
<td>Visakhapatnam</td>
</tr>
<tr>
<td>12.</td>
<td>Kochi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNEXURE -V

LIST OF COUNTRIES FOR THE PURPOSE OF FOREIGN ALLOWANCE
(Refer Para 6.0 of TA Rules)

<table>
<thead>
<tr>
<th></th>
<th>Australia</th>
<th></th>
<th>Korea (South)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Austria</td>
<td>22</td>
<td>Lithuania</td>
</tr>
<tr>
<td>3</td>
<td>Belgium</td>
<td>23</td>
<td>Luxembourg</td>
</tr>
<tr>
<td>4</td>
<td>Brunei</td>
<td>24</td>
<td>Malta</td>
</tr>
<tr>
<td>5</td>
<td>Canada</td>
<td>25</td>
<td>Micronesia</td>
</tr>
<tr>
<td>6</td>
<td>China</td>
<td>26</td>
<td>Netherland</td>
</tr>
<tr>
<td>7</td>
<td>Cyprus</td>
<td>27</td>
<td>New Zealand</td>
</tr>
<tr>
<td>8</td>
<td>Denmark</td>
<td>28</td>
<td>Norway</td>
</tr>
<tr>
<td>9</td>
<td>Fiji</td>
<td>29</td>
<td>Papua New Guinea</td>
</tr>
<tr>
<td>10</td>
<td>Finland</td>
<td>30</td>
<td>Principality of Liechtenstein (Vaduz)</td>
</tr>
<tr>
<td>11</td>
<td>France</td>
<td>31</td>
<td>Portugal</td>
</tr>
<tr>
<td>12</td>
<td>Germany</td>
<td>32</td>
<td>Republic of Slovenia</td>
</tr>
<tr>
<td>13</td>
<td>Gibraltar</td>
<td>33</td>
<td>Republic of San Marino</td>
</tr>
<tr>
<td>14</td>
<td>Greece</td>
<td>34</td>
<td>Romania</td>
</tr>
<tr>
<td>15</td>
<td>Hong Kong</td>
<td>35</td>
<td>Spain</td>
</tr>
<tr>
<td>16</td>
<td>Holy See (Vatican)</td>
<td>36</td>
<td>Sweden</td>
</tr>
<tr>
<td>17</td>
<td>Iceland</td>
<td>37</td>
<td>Switzerland</td>
</tr>
<tr>
<td>18</td>
<td>Ireland</td>
<td>38</td>
<td>Turkey</td>
</tr>
<tr>
<td>19</td>
<td>Italy</td>
<td>39</td>
<td>U.K.</td>
</tr>
<tr>
<td>20</td>
<td>Japan</td>
<td>40</td>
<td>U.S.A.</td>
</tr>
</tbody>
</table>
ANNEXURE-VI

TRAVELLING ALLOWANCE TO MANAGEMENT TRAINEES (MTs)
(Refer Note (3) of Para 3.0 of TA Rules)

The Management Trainees shall be equivalent to Category C employees of the Company and travelling allowance to them shall be regulated as under:

1.0 Travel Fare

1.1 Management Trainees shall be eligible to travel by II Class AC Sleeper/Ist Class by rail. As far as possible, the tickets will be provided by the Company. However, whenever the Management Trainee (MT) is required to proceed under own arrangements, reimbursement of actual expenses limited to II Class Sleeper/Ist Class rail fare shall be admissible. Other expenses like reservation charges, surcharge for certain fast trains, sleeper charges, etc., will also be admissible, if actually incurred.

2.0 Daily Allowance

Daily Allowance comprising of Hotel Allowance and Cash Allowance will be admissible as under:

2.1 Hotel Allowance

2.1.1 Efforts would be made to provide the MT with bachelor accommodation free of cost. Where it is not possible to do so, they may stay in a guest house/hotel and the maximum charges as admissible to Grade C employee of the Company shall be reimbursed on production of necessary receipts.

NOTE: It would be necessary for the MT to ascertain whether bachelor accommodation is available for him at the station of training etc. Only when such accommodation is not provided, he should stay in a guest house/hotel. Accordingly, the MT would furnish necessary certificate regarding non-availability of free accommodation from IMD.

2.2 In case a MT makes his own arrangements for stay at the station of training etc., he will not be eligible for any Lodging Allowance and only Cash Allowance will be admissible to him.

2.3 Cash Allowance

2.3.1 The MT will be eligible for Cash Allowance as admissible to Grade C employees of the Company, subject to the following conditions:

(a) Payment of Cash Allowance will be regulated on the basis of absence from headquarters as per 5.2.8 of TA Rules.

(b) Where full boarding is provided free by the Company, client, etc., only 25% of Cash Allowance will be admissible.

NOTE: The absence from headquarters will be calculated from the time of departure from headquarters to the time of arrival back at the headquarters. For this purpose, the scheduled time of departure of train etc. and the actual time of arrival of train etc., will be reckoned.
2.4 The Daily Allowance as at Para 2 above shall not be admissible for -
   (a) the period of leave of any kind,
   (b) Company's holidays/weekly off days spent away from the station of training, etc., and
   (c) The time spent on journey in excess of the time required for performing the journey by
       the shortest route without breaking journey en route due to person reason.

3.0 Reimbursement of Local Conveyance charges incurred by MTs during their training at Hqrs

3.1 MTs are entitled to seek reimbursement of local conveyance charges incurred during their training at the
    Headquarters station on the same scale admissible to C grade employees (4.1 of TA Rules refers), i.e. fare for scooter rickshaw/single seat in motor-cycle rickshaw, Ist class by train/tram/ bus/cycle-rickshaw, subject to the conditions that:

   (a) wherever Company's transport is available, they will be required to travel by the same
       (e.g. at the Company's Headquarters office at New Delhi, they will travel by the
       Company's bus for inter-building travel, etc.); and

   (b) for travel to destinations where Company's transport is available for part of the journey,
       the same shall be utilized upto the point nearest to the destination; and other authorised
       means of conveyance be used for travel from that point to the destination, or vice versa.

3.2 When sent on training etc. to an outstation, MT may be allowed reimbursement of local conveyance
    charges from residence to railway station at the headquarters station, and from railway station to the
    place of residence at the outstation and vice versa, as admissible to C grade employees under the TA
    rules, provided no free transport is availed of for these journeys. However, in case a MT makes his own
    arrangement for stay at the station of training, etc., he will not be eligible for any Lodging Allowance;
    only Cash Allowance shall be admissible to him.

3.3 Subject to availability of accommodation and other conditions as prescribed below, or as may be
    amended from time to time, the MTs may also be considered for being provided with residential
    accommodation when they are engaged for training at Company's site offices. The charges for
    accommodation, if provided, shall be as notified by the Company from time to time.

3.4 Electricity and water charges shall be payable by the MT at the rates decided by the Management from
    time to time.

4.0 Transport

4.1 If a MT avails of Company's transport at the station of training, etc., for daily to and fro journeys for
    attending training/duty, transport charges shall be recovered at the rate as applicable to regular
    employees posted at that station.

5.0 Transfer

5.1 When a MT is transferred from one station to another, he will be eligible to the following TA benefits:

   (a) Travel fare as per entitlement.
   (b) Reimbursement of actual charges for transportation of personal effects, subject to a maximum of
       Rs.300.
   (c) Lumpsum transfer allowance as admissible to Grade C employees of the Company.
CERTIFICATE FOR CLAIMING LODGING ALLOWANCE
(Refer Para 7.8.1 of TA Rules)

I certify that:

1. On transfer from__________ to__________ under transfer order No._________________ dated__________, I reported for duty at______________ w.e.f.______________.

2. I have been permitted by the Company to keep my family at__________ since I am not able to keep the family at my new headquarters (place of posting), and have opted not to draw transfer benefits for the family (please refer to IOM/letter No._________________ dated__________(copy enclosed).

3. My family is residing in Company’s accommodation/rented house at______________ and HRA is being regulated as per Company rules.

4. I have not been provided any residential accommodation /bachelor accommodation by the Company at the place of posting. I am residing in a house located at_________________ (address). The above premises is not owned by me, my spouse, son, daughter, father, mother or Hindu Undivided Family in which I am a Co-parcener.

5. I am paying Rs._______ per month w.e.f._______ as rent for the use of said premises. The amount so paid is on account of lodging only, and does not include any boarding charges. Relevant money receipt for the month of______________is attached.

I may kindly be reimbursed lodging expenses as per rules.

Signed

__________________________
Name & Emp.No.

__________________________
Station

__________________________
Date

__________________________
Location

Recommended for reimbursement of lodging expenses as per rules.

__________________________
Head of Department/Office
Subject: Deputation abroad of officials of the Public Sector Undertakings (PSUs) - Instructions regarding

1. In accordance with the existing instructions, the Central Govt. officials while on tour abroad are entitled to daily allowance for journeys on duty in various countries as per the rates fixed from time to time by the Ministry of External Affairs. Normally, accommodation for such officials is arranged in approved hotels by the Embassy/High Commission concerned in the country of visit; such facility is not available to officials of PSUs. Actual expenditure on room rent is reimbursed to MEA by the concerned Ministry from their approved foreign travel budget in accordance with the normal procedure laid down for the purpose. In respect of daily allowance which covers food etc., no accounts are required to be rendered by the officials.

2. The officials of the PSUs are allowed daily allowance in accordance with the rates and guidelines laid down by the Reserve Bank of India from time to time applicable to all persons except Govt servants. This consolidated amount is to cover daily allowance, hotel accommodation and other contingent expenditures. No arrangement for accommodation is being made by the Embassies for PSU employees.

3. The question of bringing about economy in expenditure on foreign travel of the officers of the PSUs has been under consideration of the Government for some time past.

4. It has now been decided that the consolidated amount allowed by the RBI guidelines would cover room rent, taxi charges, entertainment (if any), official telephone calls and other contingent expenditure and daily allowance. PSU employees should render accounts on return from tour for all items, other than daily allowance which normally covers food etc. as per MEA rates for each country. Any surplus after calculation of the expenditure incurred (after including daily allowance) for the tour as a whole shall be refunded to the PSUs.

5. The Government nominee Directors in the Board of Public Sector Enterprises shall be governed by the Government rules and procedures in matters relating to foreign tours (as per Department of Expenditure's OM No. 19045/1/E-IV/93 dated 12.2.1993) and rendering of expenditure accounts etc.

6. The above guidelines may kindly be brought to the notice of all PSUs under the administrative control of your Ministry/Department for adoption by the Board of Directors of every PSU.

Sd/-
(S. Talwar)
Joint Secretary (Fin.)