PRAGATI POWER CORPORATION LIMITED

No.: DM(HR)Policy/2013-14/11                Dated: 29/4/14

CIRCULAR

The Board of Directors, PPCL vide Item No. 65.2.3 in its meeting held on 12th March 2014 has accorded its approval for following addition/modification in the TA/DA Rules of the Company with immediate effect i.e. the date of approval of BoD (12.03.2014)

3. 'Principial Cities' (Category X & Y cities) as referred in the Rules to be as per GOI Rules prevailing from time to time.
4. DA rates admissible in the case where boarding as well as lodging or boarding/lodging is free of cost; and admissibility of DA on the day of leave while on tour to be as per GOI Rules prevailing from time to time.

Accordingly, including the above provision the complete TA/DA rules for the company has been compiled and annexed as 'A' for dissemination & information to all concern.

Further, the BoD also approved for Regularisation/payment of the travel and baggage allowance to such employees to whom it was communicated in writing in past, as per the rate/terms of the allowance agreed by the then Managing Director for them and in case no approved rate/terms, then at the applicable rates of GOI Rules at the time of travel by these employees.

This issues with the approval of Competent Authority.

(Alok Kumar)
DM(HR)Policy

Copy to:
1. OSD to Chairman
2. Sr. PS to MD
3. Sr. Ps / PS / Sr. PA to all Directors
4. PS / PA to all GMs
5. Dy. Manager (IT) for uploading the same in the company website
6. DM(F)Misc.
7. Notice Boards
Chapter I

1.0 SHORT TITLE

These Rules may be called 'PPCL TA/DA Rules'.

2.0 APPLICABILITY

These rules shall be applicable to all regular employees of the Company including:

1) Lien holders;
2) Deputationists on foreign service terms, unless their terms of deputation provide otherwise;
3) Executive Trainee

These rules shall not be applicable to:

i) Apprentices engaged under the Apprentices Act, 1961; and
ii) Muster roll, daily rated, casual, badli or substitute employees save and except to the extent specifically mentioned in these rules.
iii) Contract employees except to the extent specifically provided in the terms & conditions of the contract.

2.1 These rules shall also be applicable to:

i) Candidates called for appearing in a test/interview conducted by the company as provided in their interview letters.
ii) Any other person or class of persons to whom these rules are so extended by specific order(s) of the Chairman and Managing Director.

3.0 SCOPE

3.1 These rules are applicable for official tours / Transfer beyond the territory of NCT of Delhi.

4.0 DEFINITIONS

In these Rules, unless the context otherwise requires:

4.1 "Company/Corporation" means the Pragati Power Corporation Ltd.

4.2 "Controlling Officer" means the officer empowered to approve and/or countersign the TA/DA claims (including advance) in respect of employees working
under him/her, in accordance with the powers delegated from time to time for specified purposes under these Rules.

4.3 "Day" means a calendar day beginning and ending at mid-night. This is for general reckoning only.

4.4 "Family" means an employees’ spouse residing with the employee and legitimate children (including step children and legally adopted children), parents, unmarried sisters, and minor brothers, provided that the concerned members is residing with and wholly dependent upon him/her, son till he starts earning or attains the age of 25 years whichever is earlier, and incase he is suffering from any permanent disability of any kind (physical or mental) there is no age limit, in case of daughter till she starts earning or gets married whichever is earlier irrespective of the age limit and in case she is dependent divorced/abandoned or separated from their husband/widowed daughters, there is no age limit.

4.4.1 Only one wife is included in the term ‘family’ for the purpose of these Rules.

4.4.2 Legitimate children do not include adopted children except those legally adopted.

4.4.3 Step children include the children of the spouse from a previous marriage, where the same was dissolved due to legal divorce or death of the other party to such marriage.

4.4.4 "Minor" means a person below 21 years of age.

4.4.5 The criterion for judging the dependency (other than spouse) is - Rs. 3500/- + D.R from all sources or otherwise of a family member of an employee will be the monthly income of the concerned family member. A family member will be deemed to be dependent upon the employee if his/her income from all sources is not more than Rs. 3500/- + D.R p.m. In case of parents, the income of both father and mother jointly will be taken into account for this purpose.

4.4.6 Where both husband and wife are employed in the Company, the dependent parents of either of the spouses may be treated, at their option, as parents for the purpose of these Rules.

4.5 "Headquarters" means the normal place of duty of an employee.

4.6 "Head of Department" means the concerned Functional Director/General Manager or any other Executive to whom the power is delegated by Delegation of Power by the Company for the purpose of these rules.

4.7 "Management" means the Board of Directors and if authorized by the Board, the Chairman & Managing Director of the Company for the purpose of these rules.

4.8 "Official Tour" means absence on duty of an employee from his Headquarters.

4.9 "Pay" means as defined in the FR/SR/in Govt. of India order issued from time to time and applicable in respect of TA/DA rules.

4.10 "Principal Cities" mean Class X and Y cities, as per Government of India
Notification from time to time.

4.11 "Shortest Route" means the route which is shortest in terms of distance.

4.11.1 The route by which the destination can be reached most speedily by rail/air as per entitlement, even if longer, will be deemed to be the shortest route for the purpose of these Rules. In respect of a road journey, it means the route which is shortest in point of time by entitled mode of travel.

4.11.2 Keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the Managing Director may declare from time to time specific routes which, though not shortest, will deem to be shortest routes for the purposes of all or any of the journeys mentioned in these Rules.

4.12 "Transfer" means the movement of an employee from one headquarters station at which he is posted to another station to which his former headquarters have been changed or where he is ordered to take up the post.

4.12.1 Notwithstanding the above definition of transfer, the movements of an apprentice/ a trainee, engaged under the Company's own training scheme, during the period of training as well as that for joining his duties at the place of posting in consequence of final appraisal and placement etc. shall not be treated as transfer.

4.13 "Self Controlling officer" means the General Manager and above.

5.0 ENTITLEMENT OF TRAVELLING ALLOWANCE ON OFFICIAL TOURS WITHIN INDIA

An employee on official tour will be entitled to Traveling Allowance which is intended to cover expenditure incurred in connection with journeys performed for the company's work, as provided hereinafter.

5.1 Reimbursement of journey fares

5.1.1 The reimbursement of fares for journeys performed between the Headquarters station and tour station by the employees of various Levels/pay ranges by different means of transport shall be as per the following entitlement, subject to actuals:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post</th>
<th>Air</th>
<th>Rail</th>
<th>Road</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CMD, MD, Board of Directors</td>
<td>Club / Business class</td>
<td>AC I Class</td>
<td>Actual taxi fare (AC/Non AC) or actual bus fare including AC bus</td>
</tr>
<tr>
<td>2</td>
<td>GMs and equivalent</td>
<td>Economy Class</td>
<td>AC I Class</td>
<td>Actual taxi fare (AC/Non AC) or actual bus fare including AC bus</td>
</tr>
<tr>
<td></td>
<td>AGM / DGM / Sr. MANAGER / MANAGER</td>
<td>Economy Class</td>
<td>AC I Class</td>
<td>Same as (1) above, except AC Taxi</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------</td>
<td>---------------</td>
<td>------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>3</td>
<td>Dy. MANAGER / Asstt. MANAGER</td>
<td>Economy Class</td>
<td>AC 2-Tier class</td>
<td>Same as (1) above, except AC Taxi</td>
</tr>
<tr>
<td>4</td>
<td>All Supervisors (Cat. B)</td>
<td>NA</td>
<td>AC 2-Tier class</td>
<td>Same as (1) above, except AC Taxi</td>
</tr>
<tr>
<td>5</td>
<td>Workmen (Cat. C)</td>
<td>NA</td>
<td>First Class/ AC III-tier/ AC Chair Car</td>
<td>Actual fare by any type of public bus other than AC bus. Or fare of single sea in tai availed limited to Rs. 3.20 / km</td>
</tr>
<tr>
<td>6</td>
<td>Workmen (Cat. D)</td>
<td>NA</td>
<td>First Class/ AC III-tier/ AC Chair Car</td>
<td>Actual fare by any type of public bus other than AC bus</td>
</tr>
</tbody>
</table>

**Note.**
- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC 2-Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- An employee will make best efforts to avail apex fare wherever available.
- In case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- All mileage points earned by Government employee on tickets purchased for official travel will be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action, as per CCS rules.
- All the company employees are allowed to travel below their entitled class of travel.
- Manager and above may travel by Executive Class in Shatabdi Trains and AC First Class in Rajdhani Trains.
- Those entitled to travel by First Class / AC 3-tier / AC Chair Car may travel on tour/ transfer by AC 2 tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.
- When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis, by calculating mileage allowance for different modes/classes by the shortest route in the ratio of the distance covered by such modes by the longer route actually used.

**5.1.3** For places which are not connected by rail but which are connected with the railway steamer, if the steamer service is not owned by the railways or for journeys otherwise by sea, the reimbursement of fares for such portion of the
journeys as is undertaken by steamer or otherwise by sea, in respect of employees of various levels/pay ranges shall be as per the following scale:

<table>
<thead>
<tr>
<th>Sl. no</th>
<th>Level of Officers</th>
<th>Entitlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Asst. Manager and above</td>
<td>Highest Class</td>
</tr>
<tr>
<td>2</td>
<td>All Supervisors (Cat. B)</td>
<td>If there be two classes only on the steamer, the lower class.</td>
</tr>
<tr>
<td>3</td>
<td>Workmen (Cat. C)</td>
<td>If there be two classes only on the steamer, the lower class.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there be three classes, the middle or second class.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If there be four classes, the third class.</td>
</tr>
<tr>
<td>4</td>
<td>Workmen (Cat. D)</td>
<td>The lowest class.</td>
</tr>
</tbody>
</table>

5.1.4 Where journeys are performed by road between places connected by rail, the reimbursement as per sub-rule 5.1.2 will be restricted to rail fare as per entitlement, subject to actual. The above restriction will not be applicable to GM and above level executives.

5.1.5 For journeys performed by road between places not connected by rail and where road travel is customary, the reimbursement will be allowed in full as admissible under column (4) of sub rule 5.1.2.

5.1.6 Notwithstanding the provision contained in sub-rule 5.1.4, keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the CMD/MD may notify places/stations connected by rail, in respect of which reimbursement of actual fare may be permitted as for road journey under column (5) of sub-rule 5.1.2 in full or specified categories of employees.

5.1.7 The mileage allowance for road journeys shall be regulated based on actuals subject to the following limits, as amended from time to time, subject to restrictions as contained in sub rule 5.1.4 unless there is any contrary notification under sub rule 5.1.6
   a) For journeys performed by own car / taxi – Rs. 16 per km
   b) For journeys performed by autorikshaw -Rs. 8 per km

5.1.8 The reimbursement of fare will normally be admissible by the shortest route on through ticket basis. In exceptional cases, the concerned Head of Department may relax this provision in really deserving cases purely on merits but not as a general rule.

5.1.9 Charges for sleeper accommodation, super fast train surcharge, reservation, telegram charges by railways for booking of tickets as well as telegram charges levied by airlines for reserving accommodation and with the approval of the Head of Department, charges for cancellation of tickets for journeys not undertaken due to official reasons will also be reimbursable. In addition, agency charges will be paid to travel agents for booking of tickets as per actual, if any, for each journey and are reimbursable on production of vouchers. Services charges towards purchase of ticket under 'talkal' service will also be reimbursed on production of proof of payment. For the very purpose the Travel agent means IRCTC, Balmer Lawree, Ashoka Travels, DTTDC, official website and counters of the airlines, railway.
5.1.10 In exceptional cases cancellation charges may be reimbursed, at the discretion of the Controlling Officer where the journey is not undertaken by an employee due to natural calamities or any mishap in his family.

5.1.11 Non-availability of reservation by train is not an acceptable reason for not performing the journey connected with official work. Also, in case of non-availability of accommodation in the entitled class and/or modes, an employee should travel in a lower class by a lower mode.

5.2 Reimbursement of conveyance charges

An employee will also be entitled to reimbursement of actual conveyance charges for journeys between railway station/bus-stand/airport and residence/place of stay either at headquarters or tour stations and other official journeys performed by road at tour stations through means of conveyance other than Company’s transport. The reimbursement shall be regulated in accordance with the following sub-clauses:

5.2.1 For journeys to and from railway station/bus-stand/airport, at headquarters and tour stations, the reimbursement will be as per the scale laid down in the table 5.1.2.

5.2.2 For journeys performed by road at tour stations, the reimbursement will be regulated as per the admissible rates as mentioned in table 5.1.7. The reimbursement will be limited to a maximum of Rs. 1200/- at anyone station at anyone time for a continuous halt not exceeding seven days. The limit of Rs. 1200/- can be relaxed in exceptional cases by the concerned Head of Department up to Rs. 1800/. For halts exceeding seven days, the limit may be raised proportionately. These limits are for journeys other than those covered in sub-rule 5.2.1.

5.2.3 It is clarified that in case of journeys between places situated in the urban agglomeration of ‘X’ class cities such as Greater Mumbai, Greater Kolkata and like situations, journeys between places connected by rail should be undertaken by rail only and if the journeys are performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement. However, Self-Controlling Officers may undertake the journeys between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.

5.2.4 Employees proceeding on official tour for work in the suburbs of ‘X’ class cities of contiguous industrial complex should normally stay in such places where the official work-proper is to be done. In case they choose to stay in the ‘X’ class city-proper, the journeys between the place of stay and the suburbs/contiguous industrial complex if connected by rail should be undertaken by rail, and in case the journey is performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement. However, Self-Controlling Officers may undertake the journey between such places by road.

5.2.5 In respect of the top officials of the Company who are entitled to staff car facility for official duties at their headquarters stations as per their terms of appointment or otherwise, the restrictions laid down in sub-rules 5.2.2, 5.2.3 & 5.2.4 will not apply and they will be reimbursed the actual cost of conveyance charges incurred by them at tour stations, if not provided with staff car facility at such stations.
5.2.6 No conveyance charge for purchase, cancellation or exchange of railway ticket either at headquarters or tour stations will be reimbursed.

5.3 Daily Allowance

5.3.1 An employee on official tour will be entitled to daily allowance intended to cover expenses incurred for food and incidentals in the course of traveling and for boarding and lodging at places other than headquarters, as provided here-in-after:

5.3.2 Daily Allowance will be admissible at the following rates:

<table>
<thead>
<tr>
<th>S. No</th>
<th>Category / Level</th>
<th>Accommodation Charges (Rate per day in Rs.) (As per actual whichever is less)</th>
<th>Allowance for food and incidentals</th>
<th>Composite daily allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Principal Cities</td>
<td>Other places (80% of the principal cities)</td>
<td>Principal cities</td>
<td>Other places</td>
</tr>
<tr>
<td>1</td>
<td>CMD, MD &amp; Functional Directors</td>
<td>Boarding &amp; Lodging as per actual + Rs.900/- or Rs.700/- (Principal/others) per day as out of pocket allowance</td>
<td>Rs.1100</td>
<td>880</td>
</tr>
<tr>
<td>2</td>
<td>GM &amp; equivalent</td>
<td>Rs.12000/- or as per actual whichever is less</td>
<td>Rs.9600 or as per actual whichever is less</td>
<td>Rs.400</td>
</tr>
<tr>
<td>3</td>
<td>AGM/DGM &amp; equivalent</td>
<td>Rs.8500/- or as per actual whichever is less</td>
<td>Rs.6800/- or as per actual whichever is less</td>
<td>Rs.350</td>
</tr>
<tr>
<td>4</td>
<td>Sr. Manager/ Manager &amp; equivalent</td>
<td>Rs.4800/- or as per actual whichever is less</td>
<td>Rs.3840/- or as per actual whichever is less</td>
<td>Rs.290</td>
</tr>
<tr>
<td>5</td>
<td>Dy. Manager &amp; equivalent</td>
<td>Rs.3600/- or as per actual whichever is less</td>
<td>Rs.2880/- or as per actual whichever is less</td>
<td>Rs.290</td>
</tr>
<tr>
<td>Category</td>
<td>Allowance</td>
<td>Rs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>-----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asst. Manager &amp; equivalent</td>
<td>Rs.2700/- or as per actual whichever is less</td>
<td>240</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category ‘B’</td>
<td>Rs.1450/- or as per actual whichever is less</td>
<td>200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category ‘C’</td>
<td>Rs.1100/- or as per actual whichever is less</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category ‘D’</td>
<td>Rs.545/- or as per actual whichever is less</td>
<td>140</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category ‘D’</td>
<td>Rs.436/- or as per actual whichever is less</td>
<td>140</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3.3 Actual accommodation charges limited to the amounts as shown in column (3) in case of principal cities and in column (4) in case of other places as in sub-rule 5.3.2 for stay in any hotel. Company’s guest house or any other guest house will be reimbursed subject to production of receipts. The limits of accommodation charges may be relaxed in exceptional cases on merits with the approval of the CMD / MD.

5.3.4 The ceiling rates of accommodation charges indicated in sub-rule 5.3.2 are exclusive of service and other similar charges/taxes related to accommodation charges. Such charges where levied and paid will also be reimbursable to the extent of an amount which would have been payable as the case may be, subject to actuals.

5.3.5 For food and other incidental expenses, an employee will be paid as per column (5) and column (6) in case of stay at principal cities and other places respectively.

5.3.6 An employee who does not produce receipt of accommodation charges will be paid composite daily allowance at the rates indicated in column (7) and column (8) for stay at principal cities and other places respectively.

Provided that an employee who stays in a public sector undertaking's guest house shall be entitled to boarding expenses as laid down in column (5) or (6) of sub-rule 5.3.2 as the case be in addition to accommodation charges as per actuals subject to the limits indicated in column (3) or (4) of sub-rule, as applicable.

When the family members of an employee accompany him/her while he is on tour and the accommodation is hired for lodging of the employee as well as his/her family members, the actual accommodation charges may be reimbursed to him/her in full, without making any proportionate reduction, subject to the ceiling limits in force from
time to time.

However, it would be obligatory on the part of employee concerned to submit the hotel bill(s) clearly indicating the name(s) of the person(s) who have shared the accommodation with him/her.

Family members for the above purpose would mean an employee's spouse residing with him/her and legitimate children (including step children and legally adopted children) residing with and wholly dependent upon him/her.

5.3.7 An employee, who having proceeded on official tour returns to his/her Headquarters within a period of 24 hours from the time of his departure from his/her place of work/residence, will be entitled to daily allowance, at the rate applicable to the place of visit, on the following scales:

<table>
<thead>
<tr>
<th>PERIOD OF ABSENCE (HOURS)</th>
<th>ADMISSIBLE ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 12</td>
<td>Half</td>
</tr>
<tr>
<td>12-24</td>
<td>Full</td>
</tr>
</tbody>
</table>

Provided that where the accommodation booking is for a full day, accommodation charges in full will be admissible.

Notwithstanding the above, in case the absence from Headquarters involves overnight halt, full Daily Allowance shall be admissible at the rate applicable to the place of visit.

5.3.8 In case an employee proceeds on official tour and the period of absence from Headquarters is for more than 24 hours from the time of his departure from his/her place of work/residence, he/she shall be entitled to daily allowance for his/her day of departure from Headquarters, day of arrival at the Headquarters and for each day in between as detailed hereunder:

i) DA for the day of departure - full DA if time of departure is 12.00 noon or before and half DA if time of departure is after 12.00 noon, at the rate applicable to the place where the employee spent the first night (24.00 mid-night hrs.)

ii) DA for the intervening period - full DA if time of arrival is 12.00 noon or thereafter and half DA if time of arrival is before 12.00 noon, at the rate applicable to the place where the employee spent the preceding night (24.00 mid-night hours).

iii) DA for the intervening period - one full DA for each night (24.00 mid-night!) spent on tour beginning from second night till the last night of the tour period, the rate of DA for each such night being the rate applicable to the place (Principal City or Ordinary Place) where the night (24.00 mid night hrs.) was spent. This procedure is to be adopted for the limited purpose of calculation of DA payable, either composite DA or allowance for food incidentals in case of stay in Guest House, Hotel etc. The accommodation charges for stay in Guest House, Hotel etc. during the
period of tour shall be reimbursable in full subject to the daily limits as laid down from time to time. The accommodation charges in full will be admissible even for part of a day, where the accommodation booking is for a full day.

For the above purpose, any night (24.00 mid-night hrs.) spent on journey shall be deemed to have been spent at an Ordinary Place.

5.3.9 The allowance will be admissible for the period of absence from Headquarters starting from the time of departure from place of work or residence, as the case may be and ending at the time of arrival at residence/work place.

5.3.10 Wherever calculation for daily allowance admissible for journey period are required to be necessarily made, the same is to be regulated on the basis of actual journey time involved starting from the time of departure from place of work or residence, as the case may be, and ending at the time of arrival at residence/work place after suitable rounding off in case of period less than 24 hours as under:

<table>
<thead>
<tr>
<th>PERIOD OF ABSENCE (HOURS)</th>
<th>ADMISSIBLE ALLOWANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 12</td>
<td>Half</td>
</tr>
<tr>
<td>12- less than 24</td>
<td>Full</td>
</tr>
</tbody>
</table>

Notwithstanding the provision mentioned above, the daily allowance admissible for the journey period shall be calculated by subtracting the number of days for which daily allowance is admissible for halts on tour (i.e. 24.00 mid-night hrs. spent on such halts) from the total number of days for which the daily allowance is payable in respect of the entire tour duration.

5.3.11 If an employee is provided with both boarding and lodging free of cost, he/she will be entitled to draw 1/4th of the admissible DA rates in column (7) and (8). If only lodging is provided free of cost, he/she will be paid 1/4th of the amount in column (5) or (6), in addition to charges for accommodation as per Column (3) or (4) as the case may be Subject to actual.

5.3.12 The Daily Allowance will be admissible for journeys periods, all halts on tour and holidays occurring during the period of tour but the same will not be admissible for the period of leave of any kind availed while on tour. If an employee breads journey enroute due to personal reasons, he/she shall not be paid the daily allowance for such period of halt.

5.4 Miscellaneous charges incidental to official tour

5.4.1 The following tour incidental expenses, if actually incurred, will also be reimbursed on production of receipts:

i) The excess baggage charges for carrying the official records;
ii) The expenses on account of official telephone calls (local and STD) and
telegram/phonogram if specifically sanctioned by the controlling officer.

iii) Insurance charges in respect of journeys by air at the rate of Rs.10/- per air
travel. Annual insurance Policy may be taken with the approval of the concerned
Head of Deptt. for such executives who are likely to travel frequently by air. For
reimbursement of the claims of Insurance Charges the details of policy number,
date, place of issue should be indicated in the TA claims.

iv) Any other expenses, not covered hereinbefore, incidental to and incurred during
the course of tour at the discretion of the concerned Head of Deptt.

5.5 In exceptional cases, on merits, cases of travel by a class/mode higher than their
entitlement will be regulated as per DOP of the company.

5.6 The rate of reimbursement for road journey as indicated in sub-rules 5.1.2 and 5.1.7 and
the Daily Allowance rates as indicated in sub-rule 5.3.2 may be reviewed once in two
years by the Chairman and Managing Director, who shall have the powers to
increase/decrease the rates subject to the maximum variation of 20% of the prevailing
rates on one such occasions, keeping in view the increase/decrease in prices of
petroleum products, board and lodging charges and other relevant factors.

6.0 ENTITLEMENT OUTSIDE INDIA

6.1 The entitlement of Travelling Allowance, Daily Allowance etc. in connection with official tours
outside India will be regulated in accordance with the provisions contained hereinafter except
for the portion of the journey, including halts, if any, within India up to the point of
embarkation/disembarkation in India, which will be regulated in accordance with the
provisions contained in rule 5.0.

6.2 Travelling Allowance

6.2.1 The CMD, MD and Functional Directors may travel by air in business class. Other
entitled employers will be entitled to economy class air fare only.

6.2.2 Statutory levies as paid in connection with tour will also be reimbursable.

6.2.3 The payment of Travelling Allowance for official tours abroad will be subject to the
instructions/guidelines of the Government of India being adopted by the Board from time
to time.

6.3 Daily Allowance and other Travelling Entitlements

6.3.1 The payment of Daily Allowance for tour abroad will be made on the basis of actual
time spent outside India including journey.

6.3.2 The Daily Allowance and other traveling entitlements in respect of the employees
deputed abroad will be as per the scale of release of foreign exchange prescribed by
the Reserve Bank of India from time to time for employee of public sector undertakings.
Based on RBI norms, internal guidelines will be issued with the approval of Managing
Director from time to time.
6.3.3 Where the stay abroad is extended for official reasons with the approval of an authority competent to approve the foreign tour beyond the period for which foreign exchange was released, the employee will be paid additional Daily Allowance in foreign exchange for such extended period of halt provided it is released on time by the RBI/Authorized Bank, falling which the company will pay an equivalent amount in Indian currency subject to submission of documentary evidence.

6.3.4 Where the duration of stay abroad is curtailed / reduced, the employee shall refund the Daily Allowance in foreign exchange for the number of days so curtailed/reduced.

6.4 Miscellaneous

6.4.1 In respect of employees provided with free lodging and boarding facilities abroad, the out-of-pocket expenses will be regulated as per the scales prescribed by Reserve Bank of India from time to time.

6.4.2 The employees of the Company who are deputed abroad for training under Colombo plan, UNDP Programme, Bilateral agreements like PRG, EDF etc. will be paid a non-refundable kit allowance of Rs.1500 (Rupees one thousand & five hundred) only towards preparatory pre-departure expenditure subject to fulfillment of the following conditions:

i) The continuous duration of training abroad should be more than 30 days
ii) The employee concerned has not received such an allowance in the last three years.

7.0 ENTITLEMENT DURING LEAVE AVAILED WHILE ON OFFICIAL TOUR

7.1 Under exceptional circumstances, leave (irrespective of its nature) can be allowed to an employee on tour either before, after or during the tour by the Controlling Officer. However, no daily allowance or other charges will be admissible during such period of leave. Where an employee makes a de-tour for his own convenience and with the prior approval of the head of Department, the entitlement of TA/DA etc. may be determined in each case on merits by the concerned Head of Department subject to the condition that the same in no case shall exceed the amount that would have been admissible and the journey been performed by shortest route between the tour station and headquarters, limited to actuals.

8. ENTITLEMENT OF LONG DURATION ASSIGNMENTS

8.1 In case of long duration assignments, the entitlements of the employees deputed to outstations in connection with company’s work will be regulated in terms of the following provisions.

8.1.1 In case of duration upto 90(ninety) days, the entitlements will be as on official tour vide rule 5.0.

8.1.2 In case of duration extending beyond 90 days and upto 180 days and if the movement is treated as on tour in terms of sub-rule 5.3.1, the entitlement will be
regulated as such, subject to the condition that the daily allowance will be paid at half
the rate of the amount admissible under column (6) or (8), as the case may be, of
sub rule 5.3.2 irrespective of the place of stay.

Notwithstanding the above provision, actual accommodation charges limited to the
amount as per col.4 of sub rule ibid will be reimbursed, when composite daily
allowance is not claimed.

8.1.3 In case of duration beyond 180 days, the headquarters of the employee will be
deemed to have been changed from his/her old station/place of work to the new
station/place of work and no daily allowance shall be admissible at the outstation.
However, he/she will have the option either (a) to retain his/her establishment at the
old station/place of work or (b) to transfer his/her establishment to the new
station/place of work.

8.1.4 Depending upon the option exercised by the employee he/she will be entitled to the
following:

a) In case of option under (a) above:
   i) House Rent Allowance and City Compensatory Allowance /Special
   Compensatory Allowance as would have been admissible to him at his
   old station/place of work. In case an employee was provided with
   leased accommodation or accommodation at the Company’s
   township, the facility will continue to be extended to him/her for the
   duration of his/her posting at the outstation;
   ii) Reasonably furnished bachelor accommodation free of rent at the
   outstation; and
   iii) For tour(s) undertaken to the old station/place of work, the Daily
   Allowance admissible will be at the rate of 1/4th of the amount as in
   Col(7) or (8) of sub-rule 5.3.2, as applicable in addition to that for the
   period spent on journeys.

b) In case of option under (b) above:
   i) Benefits as per entitlement on transfer as admissible under rule.
   ii) House Rent Allowance or leased accommodation as applicable from
   time to time at the new station/place of work; and
   iii) House Rent Allowance, if any, and leased accommodation or
   accommodation at the Company’s township provided at the old
   station/place of work shall cease to be admissible from the date of
   effect of option exercised.

8.1.5 In case where the assignment initially, made for a period of more than 180 days is
subsequently reduced to a period of 180 days or less, an employee shall not be
entitled to any TA/DA etc. for such reduced period of stay, but at the same time the
transfer benefits originally allowed, if any, to him/her will not be changed to his
advantage. If an assignment made initially for a period not exceeding 1809 days is
later extended beyond this period, the daily allowance already drawn up to the date
of issue of orders extending the assignment will not be adjusted from the transfer
benefits claim.
9. **ENTITLEMENT FOR JOINING DUTY ON FRESH APPOINTMENT (Manager & above)**: Deleted

10. **ENTITLEMENT IN CASE OF RETIREMENT/DEATH**

10.1 (A) When the retired employee settles down in a station other than the last station of duty. The retired employee and family may travel from the last headquarters to the declared home town, or to any other selected place of residence where he/she wishes to settle.

(B) Transportation of personal effects:

<table>
<thead>
<tr>
<th>Grade pay</th>
<th>By Train / teamer</th>
<th>Rate for KM for transport by road (Rs. Per KM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>X &amp; Y class cities*</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 7600 and above and those in pay scale HAG+ and above</td>
<td>6000 kgs by goods train / 4 wheeler wagon / 1 double container</td>
<td>30.00 (0.005 per kg per km)</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 4200 and above up to 6600</td>
<td>6000 kgs by goods train / 4 wheeler wagon / 1 single container</td>
<td>30.00 (0.005 per kg per km)</td>
</tr>
<tr>
<td>Officers drawing grade pay of Rs. 2800 and above but below 4200</td>
<td>3000 kgs</td>
<td>15.00 (0.005 per kg per km)</td>
</tr>
<tr>
<td>Officers drawing grade pay below Rs. 2800</td>
<td>1500 kgs</td>
<td>7.50 (0.005 per kg per km)</td>
</tr>
</tbody>
</table>
The rates for transporting the weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

(C) Transportation of Conveyance

<table>
<thead>
<tr>
<th>Grade pay</th>
<th>Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers drawing grade pay of</td>
<td>One motor car or one motor cycle or</td>
</tr>
<tr>
<td>Rs. 4200/- and above and</td>
<td>one horse</td>
</tr>
<tr>
<td>those in pay scale of HAG+</td>
<td></td>
</tr>
<tr>
<td>and above</td>
<td></td>
</tr>
<tr>
<td>Officers drawing grade pay</td>
<td>One motor cycle / scooter / Moped /</td>
</tr>
<tr>
<td>less than Rs. 4200/-</td>
<td>one bycycle</td>
</tr>
</tbody>
</table>

In partial modification of SR 147, the expenditure on transportation of conveyance by government servants on their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last place of duty should have been in public interest.

(D) Lumpsum Transfer Grant and Packing Allowance

i) The Composite transfer grant shall be equal to one month's pay as defined in Para 3 of OM (dated 23 September 2008 of MOF i.e. the term pay for the purpose of these orders refer to basic pay as defined in rules 3 (6) of Central Civil Services (revised pay) rules 2008 and includes the revised non-practicing allowance, if any, admissible in addition) may be granted in case of those employees who, on retirement, settle down at places other than the last station(s) of their duty located at a distance of or more than 20 kms. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, presently admissible are subsumed in the composite transfer grant and will not be separately admissible.

ii) As in the case of serving employee, government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the composite transfer grant subject to the condition that a change of residence is actually involved.

Note- Rates of transportation of personal effects shall automatically increase by 25% wherever Dearness allowance payable on the revised pay structure goes up by 50%.

10.2 TA not admissible on resignation, dismissal etc.- The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.
10.3 **Time-limit:** The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his/her retirement.

10.4 **Advances:** Advances may be sanctioned only when the journey is performed during leave preparatory to retirement. Advance will be limited to the amount to which the employee may be entitled under the rules, and will be adjusted in full on submission of the TA bill. No advance is admissible when the journey is performed after retirement.

10.5 **ENTITLEMENT IN CASE OF DEATH:** Same as for retirement.

11. **ADMISSIBILITY OF TRAVELLING ALLOWANCE FOR OTHER JOURNEYS**

11.1 The admissibility of journey Fare, Conveyance Charges and Daily Allowance for journeys performed by the employee for the following purpose shall be regulated as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Purpose of Journey</th>
<th>Admissible of</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Journey Fare</td>
<td>Conveyance Charges (ref. Rule 5.2)</td>
</tr>
<tr>
<td>1.</td>
<td>i) To participate in sports/cultural events representing the Company</td>
<td>As per rule 5.1.2</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>ii) To attend training programme, seminar or conference for which the employee is sponsored by the company</td>
<td>As per rule 5.1.2</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>iii) To receive National Awards or Awards by the Company</td>
<td>CMD, MD, Directors, GM, AGM &amp; DGM-Airfare (economy) AM, DM Mgr &amp; Sr.Mgr - AC 2 tier ET - AC 3 tier Below ET- 2nd sleeper class</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>iv) For obligatory medical exam.</td>
<td>As per rule 5.1.2</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>v) To appear in Court or departmental enquiry as jury, assessor or witness, only for company's work or where</td>
<td>-do</td>
<td>-do</td>
</tr>
<tr>
<td></td>
<td>company's interest is involved.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---------------------------------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>vi)</td>
<td>Recall form leave before expiry of leave</td>
<td>-do</td>
<td>-do</td>
</tr>
<tr>
<td>vii)</td>
<td>For medical treatment of employee for his family members who are entitled to free medical facilities</td>
<td>As per rule 5.1.2 only in emergency cases</td>
<td>Between railway station/bus stand/airport and residence at headquarters as well as at outstation including journey to consulting room/hospital and back once only</td>
</tr>
<tr>
<td>viii)</td>
<td>To attend training seminar or conference for which the employee is not sponsored by the company</td>
<td>CMD, MD, Directors, GM, AGM &amp; DGM, Airfare (economy) AM, DM Mgr. &amp; Sr.Mgr. - AC 2 tier ET- AC 3 tier Below ET- 2nd sleeper class</td>
<td>Between railway station/bus stand/airport and residence at headquarters as well as at outstation</td>
</tr>
<tr>
<td>ix)</td>
<td>Outside candidates called for interview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>For the posts in the level of GM, AGM &amp; DGM</td>
<td>Airfare (economy)</td>
<td>Not admissible</td>
</tr>
<tr>
<td>b)</td>
<td>AM, DM Mgr. &amp; Sr.Mgr.</td>
<td>AC 2 tier</td>
<td>-do</td>
</tr>
<tr>
<td>c)</td>
<td>ET</td>
<td>AC 3 tier</td>
<td>-do</td>
</tr>
<tr>
<td>d)</td>
<td>Below ET</td>
<td>2nd sleeper class</td>
<td>-do</td>
</tr>
<tr>
<td>x)</td>
<td>SC/ST/physically handicapped candidates called for written examination tests for the post of company trainees</td>
<td>-do</td>
<td>-do</td>
</tr>
</tbody>
</table>

**NOTES:**

S.No. – v

a. Amount, if any, received from the court for attendance or boarding and lodging etc. is required to be refunded to the company.

b. If departmental or vigilance enquiry is held at an outstation at the request of an employee, no travelling allowance shall be admissible to him.

S.No. – vi
a. Subject to specific approval of the concerned Head of Deptt (GMs of respective division).

b. From the place of leave station within India, in case of leave station being outside India, the travelling allowance will be admissible form the rail head/port of disembarkation within India nearest to the country visited.

S.No. – vii

a. only on the advice of Company's Authorized Medical Officer

b. In addition, TA for one escort will also be admissible if so recommended by Company's Authorised Medical Officer. TA for two escorts in case dependent infants/children (i.e., under 12 years of age) of the employee concerned are referred to outside hospital by Authorised Medical Officer for medical treatment subject to specific recommendations of Authorised Medical Officer to the effect that considering the age, ailment etc. of the child concerned, presence of two escorts is essential.

S.No. – viii

At the discretion of the concerned Head of Department, provided the employee's participation is considered useful to the Company by him.

11.2 Where prosecution of an employee arises out of acts committed or purported to be committed in the bona fide execution of duties and the employee is consequently required to appear in the court as an accused, reimbursement of Journey Fare and Daily Allowance at composite rate, as admissible on tour may be allowed to him for the journey performed between his place of posting and the place where court proceedings are being held.

For employees posted in

i) Corporate office/Plant

Powers to be exercised

GM of the Deptt./plant Concerned

12. ADVANCE

12.1 An employee proceeding on official tours and other journeys as stated in rule 12.0 may be granted an advance to meet the expenses towards allowance as per his entitlement to the tune of 100% of the anticipated fares for journey(s) and 90% of anticipated amount towards daily allowance and conveyance charges for a duration not exceeding 30 days at one time. The request for advance should be made on the prescribed form, duly countersigned by the controlling officer.

12.2 An employee proceeding on transfer may be granted an advance to meet the expenses on transfer to the extent of 100% of the anticipated fares for journey of the employee and his family members, transfer pay advance and 90% of the amount towards daily allowance, conveyance charges and baggage allowance. The request for advance should be made on the prescribed form, duly countersigned by the controlling officer.

12.3 In case of advances covered under rules 13.1 and 13.2, the advance towards journey fare, conveyance charges and daily allowance may be drawn within a period not exceeding 30 and 60 days respectively before the proposed date of the journey but shall have to be refunded forthwith if the employee is not able to produce documentary evidence to show that the amount of advance has been utilized for the
purchase of tickets within 15 days of the draw of the advance. For advances covered under rule 13.2, the advance towards transfer Pay Advance and Baggage Allowance may be drawn within a period not exceeding 10 days before the proposed date of journey.

12.4 An account of advance under this rule shall be rendered by the employee immediately after the completion of the journey and in no case later than 30 days from the date of completion of return journey, wherever applicable.

12.5 An employee shall not be granted an advance towards Travelling Allowance under these rules, if he has failed to render the account of advance (s) earlier drawn by him, except with the approval of Head of Deptt. in each case.

12.6 In case of failure to produce the documentary evidence/account of advances as required under rule 13.3/13.4, the advance sanctioned shall be recovered from the employee’s salary and/or otherwise after one month of the journey. An interest of rate of interest on GPF/EPF + 2% will be levies on the rest amount on per annum basis.

13. CLAIM FOR TRAVELLING ALLOWANCE

13.1 Claim for reimbursement of travelling allowance in all cases will be entertained only on completion of the return journey, wherever applicable.

13.2 Claims for reimbursement of Journey Fare (other than 2nd class rail fare) and Baggage Allowance wherever applicable, must be supported with adequate proof of the amount of expenditure incurred such as PNR number/money receipt/ticket folder, Boarding pass (in case of Air journey).

13.3 All claims for journey undertaken under these rules should be preferred in the prescribed proforma with in the time limit of 30 days as prescribed in rule 13.4, duly countersigned by the controlling officer.

13.4 Claims for reimbursement of travelling allowance not preferred within three months from the date of completion of return journey, wherever applicable, will not be entertained normally except with the special approval of Head of Deptt., when he is satisfied that non-submission of the claim on the part of an employee was due to reasons beyond his control. No claim submitted after the expiry of the period of six months from the date of completion of return journey, wherever applicable, will be entertained and the same shall stand forfeited.
CHAPTER II

14 SCOPE

14.1 The extent of application of the provisions contained in Chapter I in relation to muster roll, daily rated, casual or substitute employee shall be as follows:

14.1.1 Muster roll, daily rated, casual, badli or substitute employees shall not be sent on official tours covered under rule 5.0, except under special and unavoidable circumstances and with the approval of the concerned Head of deptt./plant in each individual case.

14.1.2 When the employees referred to in rule 14.1 are sent on tour as above, the provisions contained in Rules 5.0 and 7.0 will apply mutatis mutandis.

14.1.3 If an employee covered in rule 18.1 is selected for appointment/deployed to a post at another sub-station of the Corporation at outstation, he will be entitled to journey fare, conveyance charges, daily allowance and bare journey time for joining his post at the new station in accordance with the provisions contained in rule 8.0. No baggage allowance, transfer grant, transfer pay advance and preparation time shall be admissible to him.

14.1.4 The provisions of rule 11 (ii), 12, 13 shall also be applicable to employees covered under rule 13.1.

14.1.5 The Managing Director will have the powers to extend the application of other provisions of those rules to the employees covered in rule 14.1.
CHAPTER III

RULES RELATING TO DA DURING FOREIGN TOUR

15 RELEASE OF FOREIGN EXCHANGE ON BUSINESS TRAVEL ABROAD

15.1 Consequent to the revision of per diem ceiling of Daily Allowance (DA) for business visits abroad, w.e.f. 16th August 1994 by RBI vide their circular dated 6th August 1994, a three tier rate of DA were introduced in November, 1994. The revised approved rates for business visits upto a duration of 30 days are as follows:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>LEVEL</th>
<th>RATE (US $ PER DAY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CMD, MD, Functional Directors</td>
<td>500</td>
</tr>
<tr>
<td>2</td>
<td>For GMs &amp; Equivalent</td>
<td>350</td>
</tr>
<tr>
<td>3</td>
<td>For AGMs &amp; below</td>
<td>300</td>
</tr>
</tbody>
</table>

For period exceeding 30 days, 75% of the above rates shall be applicable.

15.2 The period of deputation for release of DA will be restricted to actual duration of the approved visit (excluding journey time but including intervening holidays). However, stopovers etc. in case of visits to more than one county during the foreign deputation shall be duly considered based on the information available/furnished while obtaining approval of the Competent Authority.

16 RELEASE OF EXCHANGE FOR DEPUTATION FOR INTERNATIONAL CONFERENCES/SEMINARS/WORKSHOPS

16.1 The release of DA for attending international conferences/ seminars/workshops is to be regulated on the same rates as indicated at para 16.1 above.

17 RELEASE OF FOREIGN EXCHANGE FOR SPECIALISED TRAINING/STUDY TOURS

Release of foreign exchange shall be regulated as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Period</th>
<th>Rate (US $ per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>For first 15 days</td>
<td>300</td>
</tr>
<tr>
<td>2</td>
<td>For next 15 days</td>
<td>250</td>
</tr>
<tr>
<td>3</td>
<td>For balance period of training duration subject to RBI approval</td>
<td>200</td>
</tr>
</tbody>
</table>

18 RELEASE OF FOREIGN EXCHANGE DURING BUSINESS TRAINING WHERE BOARDING/LODGINGS IS FULLY BORNE BY THE SPONSOR/ AGENCY ABROAD

Incidents @ US $ 50 per day for a maximum period of 45 days in case of Business visits/conferences/seminars and for a maximum period of 30 days in case of specialized Training/Study Tour.

19 RELEASE OF FOREIGN EXCHANGE WHEN EITHER LODGING OR BOARDING IS BORNE BY THE SPONSOR/AGENCY ABROAD

19.1 DA rates for visits when lodging is borne by Foreign Sponsor.

60% of the consolidated entitlement depending upon the nature of visit, viz. Business/Conferences/Seminars/Specialised Training/Study Tour.
19.2 DA rates for Visits when Boarding is borne by Foreign Sponsor tour:

The consolidated DA as applicable depending upon the nature of visit to be reduced by the amount of DA for food as notified by Government of India, Ministry of External Affairs for various countries from time to time.

19.3 The permitted period for various deputation shall be governed as per the ceilings prescribed by RBI guidelines issued from time to time.

20 RELEASE OF FOREIGN EXCHANGE FOR VISITS TO NEPAL/BHUTAN

The DA rates for visits to Nepal/Bhutan as assignment other than consultancy assignment shall be regulated as follows:-

<table>
<thead>
<tr>
<th>LEVEL</th>
<th>DA PER DAY</th>
<th>TRANSPORT</th>
<th>HOTEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMD, MD &amp; Directors</td>
<td>US $ 50</td>
<td>Actual</td>
<td>As per entitlement in India</td>
</tr>
<tr>
<td>GMs &amp; equivalent</td>
<td>US $ 40</td>
<td>Actual</td>
<td>-do-</td>
</tr>
<tr>
<td>Below GM</td>
<td>US $ 30</td>
<td>Limited to US $ 10 per day</td>
<td>-do-</td>
</tr>
</tbody>
</table>

All payments shall be released in Indian rupees.

21 PROCEDURE FOR RENDERING OF ACCOUNT ON RETURN FROM TOUR ABROAD

21.1 The employees will get DA in terms of Para 15.1, 17 and 20 above.

21.2 The competent of daily allowance (For food) would be in accordance with the Ministry of External Affairs Order, issued from time to time, for various countries.

21.2.1 Expenses on hotel accommodation incurred by the employee abroad will have to be supported by bill/receipt. However, in case the employee does not submit a hotel receipt, he may be allowed 20% of the admissible rate of consolidated DA on the basis of certificate submitted by the employee.

21.3 The account of the other expenses like local conveyance, communication and other contingent expenditure will be rendered and settled on the basis of expenditure incurred by the employee based on certification by the employee concerned subject to following limits:

i) Local Conveyance  Not to exceed 35% of the consolidated TAVDA as per entitlement

ii) Communication expenditure (Telephone, Fax, etc.)  Not to exceed 10% of the consolidated TAVDA as per entitlement

iii) Other contingent Expenditure  Not to exceed 10% of the consolidated TAVDA as per entitlement

21.3.1 On return the employee concerned would submit a consolidated TA bill accounting for various expenses including daily allowance. Any surplus calculation of expenditure incurred would be refunded to company.

21.4 The officers visiting abroad on consultancy assignment shall be governed by specific rates as separately approved for each project/Contract by the Competent Authority.

22 All cases of foreign deputation including those to Nepal/Bhutan shall be approved by CMD/MD.

23 The release of foreign exchange shall be made by Finance deptt. in all cases of foreign deputation after approval of Competent Authority. The travel formalities shall be made by the officer concerned after issuing administrative orders subject to various provisions laid down above in this regard.
CHAPTER - IV

24 GENERAL

24.1 Unless otherwise specified, relaxations of any nature as provided under these rules can be approved by CMD/MD in all cases.

24.2 All claims for travelling allowance/local travelling expenditure under these rules are to be preferred with respect to the material facts as regards pay/rank existing at the time when the journeys were undertaken.

24.3 In no circumstances, arrear payment/recovery will be made/effect of increase/decrease in pay for any reason whatsoever subsequent to the submission of claims.

24.4 The CMD / MD shall be empowered to make changes in procedure and amendments to these rules or any relaxation which is of minor nature.

24.5 In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the Director (HR) and the decision of CMD / MD in this regard shall be final.