

**TRAVELLING  
&  
DAILY EXPENSE  
RULES**

***Effect from 1st July, 2011***

# Travelling & Daily Expense Rules

1. Andrew Yule Travelling and Daily Expense Rules will be applicable to all Full Time Employees of the Company including Trainees (unless specified otherwise) other than the Apprentices (under the Apprentice Act 1961). This Rule will come into **effect from 01.07.2011.**

## 2. Definition

2.1 "PAY" in addition to Basic Pay includes Special Pay, Personal Pay, Deputation and/or Duty Expense, Dearness Expense, Officiating Pay and Expenses.

2.2 "DAY" means a Calendar Day beginning and ending at mid night. For the purpose of calculating Daily Expense "Day" is to be taken as a period of 24 hours from the scheduled/actual time of departure from the place of work in respect of any particular tour/transfer.

2.3 "Traveling Expense" means an Expense the employee is entitled to in connection with traveling on the Company's work or otherwise as mentioned in this Rule.

2.4 Controlling Officer means the Reporting Officer or Superior Officer not below the Grade of E4.

2.5 North Eastern States mean Assam, Meghalaya, Mizoram, Nagaland, Manipur, Tripura and Arunachal/ Pradesh.

2.6 Daily Expenses means expenses intended to cover the expenses on food and other incidental charges incurred in course or Travelling. This also will include expenses for food and incidental, lunch, Tea Expenses, out of pocket expenses and conveyance charges at out stations.

2.7 "Transfer" means the movement of the employee from the Place of Present Posting to another station to which his/her Place of Posting have been changed or where he/she is ordered to take up the post.

2.8 "Family" means an employee's spouse, children and stepchildren dependent on the employee, adopted child/children in the case of an employee who has no child and the adoption is legal and the child/children is residing with and wholly dependent on the employee.

2.9 In case of transfers, the family would also include parents, unmarried brothers/sisters who are entirely dependent on and are residing with the employee.

### 3. Travel Entitlements while on Tour, Transfer, LTC etc.

3.1 Travel entitlements while on tour/transfer:

Sl. No.	Mode	Category of Employee	Entitlement
3.1.1	By Air	Chairman/Director	Executive/"J" Class
		Chief Executive to DGM E6 to E8	Economy/"Y" Class
		For North-Eastern States E1 and above	Economy/"Y" Class
3.1.2	By Rail	A) E6 and above	A.C. 1 <sup>st</sup> Class
		B) E5 & E4	1 <sup>st</sup> Class/AC II Sleeper
		C) E3 to E1 including E0/GET/MT/TMT/DET	AC III Tier
		D) Unionized Employee	i) Staff : AC III Tier ii) Worker : II Class Sleeper
3.1.3	Other Modes	A) E6 and above	At Actual
		B) E1 & above upto E5	Actual Taxi Fare limited to AC 1 <sup>st</sup> Class Rail Fare
		C) E0/GET/MT/TMT/DET	Rs.3.00 per Km. Or cost of single seat in Shared Taxi or Auto Fare, whichever is lower, further limited to 1 <sup>st</sup> Class Rail Fare
		D) Unionized Employee as above under 3.1.2	i) Staff : Actual Bus Fare/Auto Fare limited to AC III Tier Rail Fare. ii) Worker : Actual Bus Fare/Auto Fare limited to II Class Sleeper.
Journey by Road should be undertaken for places not connected by Rail.			
3.1.4		For North-Eastern States Executives of Grade E1 and above may travel by Economy Class Air.	

### **3.2 Travel Entitlements while on LTC**

Travel entitlement while on LTC for E0 and above will be guided by this Rule. However, all other issues related to LTC will be guided by the LTC Rules in force in the Company. The LTC of Unionized Staff will be guided by individual COD of the Unit, where the employee is stationed.

### **3.3 Traveling Conditions:**

Travelling Expenses will normally be admissible by the shortest route. However, the Head of the Unit/Division may relax this condition in exceptional circumstances.

- 3.4 Charges for reservation and cancellation of rescheduling charges will be reimbursed at actuals. In addition, agency charges paid to travel agents (not in the approved list of the Company) will be reimbursed subject to a maximum of Rs.60/- for each journey. In case of approved travel agents actual charges for booking canceling may be allowed. Wherever bed roll charges are levied additionally, the same will be reimbursed on production of actual receipt. In case of Purchase of Ticket by Tatkal by Agent, a Service Charge at actuals upto Rs.150/- would be admissible. However, this should be supported by Travel Agent Bill.
- 3.5 Employees who travel by rail should indicate the ticket number in their TA Claims.
- 3.6 Executives in the pay scale of E4 and E5 can travel by air while on duty, subject to sanction of Controlling Officer not below Grade of E7.
- 3.7 Executives in the Grade E1 to E3 may travel to North Eastern States by Air. In case of other destination, Executives from E1 to E3 may travel by air in case of urgency in Company's work but the same has to be approved by Director-in-Charge. However, reason for urgency must be mentioned in the Proposal for such approval.
- 3.8 Employees (E0 to E6 Grade) sent for training within India should not be permitted to travel by Air unless approved by Director (Personnel).
- 3.9 The free/concessional tickets accruing under "Frequent Filer" and similar schemes offered by Indian Airlines/other domestic airlines and "Companion Free" schemes offered by airlines operating on International Sectors should be utilized for performance of official journeys only and a mention should be made to that effect in the claims. Employees undertaking journeys by air while on or LTC/Transfer should attach the tickets/e-tickets and boarding cards while submitting the claims. In case of the misplacement of tickets or the boarding cards, the employee should certify on the claim that actual fare charged has been claimed.
- 3.10 Employees E0 Grade and above while on tour may be reimbursed actual taxi charges for movements between residence and Railway Station at Place of Posting and Railway Station and temporary residence at outstation.

- 3.11 Journeys by Road include journeys by steam launch or other sea bound vessels. Where journeys are performed by road between places connected by rail, the road mileage will be limited to Rail Fare as applicable. Where journeys are performed by road between places nor connected by Rail, the road mileage will be limited to the notional fare by the entitled class. However, Head of Division may relax these limits in special circumstances.

#### 4. LODGING CHARGES FOR STAY IN HOTELS:

Sl. No.	Employee Category	Lodging Charges subject to maximum of (Rs. Per Day)		
		Delhi/Calcutta/Chennai Bangalore, Hyderabad	Mumbai	At other Places
1	2	3	4	5
1.	CMD, Directors & E8	At Actuals	At Actuals	At Actuals
2.	E6 to E7	3,000/-	3,500/-	80% of col (3)
3.	E4 to E5	2,500/-	2,500/-	80% of col (3)
4.	E3 to E1	1,500/-	2,000/-	80% of col (3)
5.	E0	900/-	1350/-	80% of col (3)
6.	Unionized	550/-	700/-	80% of col (3)

- 4.1 Actual lodging charges paid by the employees for stay in the hotel will be reimbursed subject to the applicable ceilings as specified from time to time, on production of receipts/Hotel Bill.
- 4.2 The above rates of accommodation charges indicated in col (3), (4) and (5) are exclusive of service and other similar charges/taxes, which are reimbursable.
- 4.3 Following provisions may also be kept in view while hiring hotel accommodation:
- (1) Reimbursement of Hotel Charges will normally be restricted to the tariff applicable for single occupancy only.
  - (2) In cases of short duration halts en route their destination for catching rail/air connection, reimbursement of hotel charges will be admissible only when halt is imperative.
  - (3) Wherever Company's Guest House accommodation is available, the same shall be availed and the hotel accommodation will be hired only if the Guest House accommodation is not available.

## 5. LODGING IN GUEST HOUSE

5.1 Accommodation charges are payable by the employees when they stay in the Company's Guest Houses as per the rates charged by the Guest House.

## 6. Daily Allowance:

6.1 Daily Allowance is an expense intended to cover the expenses on food and other incidental charges incurred in course of traveling.

6.2 Daily Allowance (DA) is to be calculated for the period of tour from Place of Posting. The scheduled arrival/departure (and actual arrival if there is a delay of more than 15 minutes from the schedule) of the mode of travel used shall be reckoned for the calculation of daily allowance. In respect of journeys by road, the actual time of arrival/departure as certified by the employee would be reckoned.

### 6.3 Rates of Daily Allowance:

Grade	DA for Food and Incidentals while staying at Transit Flats/Guest House / Hotels		Composite DA for Lodging and Incidentals for stay other than Hotels/Guest House/Transit Flat	
	Mumbai, Delhi, Chennai, Kolkata, Hyderabad & Bangalore	Other Places	Mumbai, Delhi, Chennai, Kolkata, Hyderabad & Bangalore	Other Places
	(1)	(2)	(3)	(4)
E6 & above	700/-	600/-	1,000/-	900/-
E4 to E5	500/-	450/-	900/-	800/-
E1 to E3	500/-	450/-	800/-	700/-
E0	400/-	350/-	600/-	500/-
Unionized	300/-	250/-	450/-	400/-

6.4 A daily allowance is the maximum limit and subject to submission of actual bills. However, no bills will be required for claiming Composite Daily Allowance. However, in case of composite Daily Allowance, no boarding expenses are allowed.

6.5 Daily allowance may be drawn for all halts on duty and holidays occurring during the period of tour.

6.6 For the period of Journey, DA will be paid at 50% of the above table Column (2) except for E6 & above, wherein it will be at actuals.

6.7 Daily allowance may be drawn for broken periods of a "Day" on the following scale:

For less than 6 hours	:	1/4
For 6 hours and more but less than 12 hours	:	1/2
For 12 hours and above	:	Full

6.8 Employees who are deputed, as escorts with the wagons/trains carrying equipment/consignments from the units to other places are eligible for Daily allowance for the entire period. No daily allowance is admissible for journey performed upto 80 kms. from Place of Posting. However, in case of these journeys, actual conveyance charges as per entitlement may be reimbursement.

**7. Lunch/Tea Expense & Conveyance Reimbursement Etc:**

7.1 Lunch/Tea Expense for journeys beyond 30 kms. and upto 80 kms. from Place of Posting will be regulated as follows:

<b>Category of Employee</b>	<b>Entitlement</b>	
	<b>For Tea/Snacks</b>	<b>For Lunch</b>
E3 above	: Rs.80/-	Rs.250/-
E1 to E2	: Rs.50/-	Rs.100/-
E0	: Rs.30/-	Rs.80/-
Unionized	: Rs.20/-	Rs.80/-

7.2 Wherever subsidized lunch/ tea is provided, reimbursement of the cost of lunch/ tea shall be limited to such subsidised rates.

7.3 If any employee attends duty at a place other than the normal place of work straight from his residence and returns to residence without attending duty at normal place of work, conveyance expenditure will not be reimbursable unless distance of the place of temporary duty from his residence is more than the distance from the residence to the normal place of work. In such a case conveyance expenditure as per his entitlement may be reimbursed only for the excess distance.

7.4 All employees who are in receipt of conveyance Expense for using their own conveyance will normally use their conveyance for attending office on Sundays/Holidays. However, when their own conveyance is not available for valid reasons, journeys by taxi/scooter can be undertaken with the approval of the GMs.

7.5 An employee will normally proceed on tour from his Place of Posting only. Where due to exigency of work, the Controlling Officer requires an employee to proceed on tour from his leave station, it will be treated as compulsory recall from leave and full Daily allowance, Fare etc. will be paid from the Station where the employee was spending his leave.

7.6 Leave (including Casual Leave) can be allowed to employee while on tour under exceptional circumstances, by the Controlling Officer. No daily expenses or other charges would be admissible for such periods of leave. Where an employee makes a detour for his own conveyance with the approval of Controlling Officer, his entitlements for the fare may be determined by the Controlling Officer subject to the conditions that in no case, such entitlement of fare will exceed the amount of fare by the shortest route between the place of posting and place of visit for official purpose.

## 7.7 Out of Pocket Expenses

Following Out of Pocket Expenses at the following Rates will be allowed on tour:

<b>Category of Employee</b>	<b>:</b>	<b>Entitlement</b>
E6 and above	:	Rs.100/-
E4 to E5	:	Rs.80/-
E1 to E3	:	Rs.60/-
E0	:	Rs.30/-
Unionized	:	Rs.20/-

This is in addition to daily allowances as mentioned in 6.3.

## 7.8 Conveyance Charges at Outstations:

For Local Transportation by road at outstations while on tour, conveyance charges per day will be reimbursed at actuals, subject to the ceilings

	<b>Mumbai, Delhi, Chennai, Kolkata, Hyderabad &amp; Bangalore</b>	<b>At other Places</b>
Normal entitlement ceiling:		
For E0 & above	Rs.600/-	Rs.500/-
For Unionized Staff	Rs.300/-	Rs.250/-
Entitlement ceiling with relaxation of Heads of Division in exceptional cases:		
For E0 & above	Rs.800/-	Rs.700/-
For Unionized Staff	Rs.400/-	Rs.350/-

7.9 Hiring of Car for full day is allowed for Executives of E7 Grade or above. In such cases actual expenditure will be reimbursed.

7.10 For E0 and above the mode of transport is Taxi/Bus etc and for Unionized Employee mode of transport is Bus/Auto/Share Taxi as mentioned in 3.1.3.

## 8. Admissibility of TA for other journeys:

8.1. The Rules regarding traveling and daily allowances will be applicable for all official journeys undertaken with the consent of the Controlling Officer in the following cases also.

8.1.1 To give evidence in a Court of Law in cases in which the Company is a party including those where the Company is not actually a party but is interested in the case. If an employee has to attend a court to depose about the facts coming to his knowledge during the discharge of his official duties, the Company will be deemed to be interested in the case.



- 8.1.2 To give evidence in a criminal case, a case before a Court martial, a civil case to which Government is a party or a departmental enquiry held by a properly constituted authority provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties. The period of absence in complying with the summons of the Court in such cases will be treated as duty. The traveling Expense as admissible under the rules will be paid to the employee on the basis of a certificate of attendance given by the Court or other authority, which summons him, provided he has not accepted any payment of expenses on this account from the said Court or Authority. In cases where the Court in which the employee gives evidence is situated within a distance for which no Travelling & Daily Expenses Rule is admissible, the employee, if he is not in receipt of Permanent Travelling Expense, or any other compensation in this regard, may accept such payment of actual Travelling expenses as the Court or the Summoning authority may pay.
- 8.1.3 An employee summoned to give evidence while on leave is entitled to Travelling Expense from and to the place from where he is summoned as if he were on duty. In cases, where the services of Company's employees are requisitioned by other organizations, for temporary assignments of a short duration of a few days, the liability of TA/DA will be borne by the borrowing organization. Any deviation that may be considered necessary in view of the customer relationship or other considerations will require the specific approval of the Head of the Division. While submitting the TA claim to the Company, the employee will indicate the purpose of the journey specifically and also enclose a copy of the approval.
- 8.1.4 An employee summoned to attend departmental enquiry for admissibility of TA for other journeys.
- 8.1.5 For appearing in Departmental Examination/Interview, Participation in Sports at Company's representative etc.
- 8.1.6 Employees appearing in the written test/interview for the post of Executive/Engineer Trainees/Junior Executives and other posts against open advertisement of the Company are entitled only for train fare by the entitled class from Place of Posting to the nearest examination/Interview Centre.
- 8.1.7 The period of absence, limited to the journey time plus day of the test/interview in such cases will be treated as 'on duty'.

## **09. Foreign Tours**

### **09.1 Consolidated Rates of Daily Expense:**

09.1.1 All Foreign Tours need to be approved by CMD/Committee of Directors/Board of Directors as the case may be.

09.1.2 AYCL employees going on tours abroad in connection with export promotion or other business visits and for training/attending conferences are allowed foreign exchange at the rates prescribed in this regard by the Company from time to time to cover the DA and other Travelling entitlements abroad. The rate of DA in such cases is 'all inclusive' rate in accordance with the rules laid down by the Reserve Bank of India to regulate the release of foreign exchange for such trips and as such is meant to cover expenses on all items including boarding, lodging, conveyance/taxi etc.

Day for this purpose is reckoned on 24 hourly basis from the time of arrival at an outstation abroad. Full DA is admissible for the additional time if it exceeds three hours after calculating DA on 24 hourly basis.

Entitlement will be as per the approval specified in 09.1.1 above.

## **10. On Transfer**

### **10.1 Transfer Benefits:**

10.1.1 In case of transfer resulting in out station posting and dislocation of residence arising out of horizontal transfer or transfer on promotion or transfer on selection to higher post, the employee will be entitled to the following benefits:

#### **(a) Transfer Grant:**

- For transfer within the State: Quarter month's salary (Basic & DA) as lump sum.
- For transfer to other State: Half month's salary (Basic & DA) as lump sum.

#### **(b) Actual Fare:**

Reimbursement of self and family as per entitlement on official tour.

#### **(c) Carriage on Transfer:**

As per Annexure-II.

10.1.2 Payment of HRA or retention of Company accommodation (including leased accommodation), as the case may be, at previous station upto for a maximum period of three months from the date of relief, provided such accommodation is retained for the bonafide use of the family (wife and children only) or upto the end of the **current** academic session, (on the date of transfer) will be admissible if employee is actually keeping his family (spouse and children) there for the purpose of education of children. In addition, suitable free bachelor accommodation at the new station of posting may be provided subject to availability. In such cases (where the Company accommodation/ HRA) is admissible with reference to the previous station of posting and bachelor accommodation is also provided at the new station), no daily allowance will be admissible for the duration of employee's visit to the previous place of posting, nor HRA at the new place of posting will be admissible.

The employee's intention to avail of the facility of retention of the Company/Company leased accommodation will be communicated by him in writing at the time of transfer.

10.2.1 The family of an employee transferred to another station will continue to be entitled for medical attendance and treatment at the previous station of posting of the employee in the following cases:

- (a) If the employee is unable to take his family to the new station for reasons such as want of suitable accommodation, children's education etc. and for that reason he has been permitted to retain Company accommodation at the old station.
- (b) Where the family is shifted permanently to the employees' home town and a declaration is given to this effect by the employee concerned.
- (c) The family continues to stay in the place where the employee was posted prior to his transfer to another Division/site.

10.3.1 The employee is entitled to carry forward the leave to his credit, if any, at the time of transfer.

10.3.2 Service already rendered by the employee in the Company at the time of transfer is counted for purposes of gratuity, provident fund etc.

10.3.3 The provision of Rule 10.3.1 to 10.3.2 above, are not applicable to employees deputed to out stations on long duration assignments in connection with erection and commissioning work etc. who are governed by the Travelling & Daily Expenses Rules of the Company in this regard. These are also not applicable to deputationists from Government Departments and other Organizations when they are repatriated to their parent Organizations.

10.3.4 Notwithstanding anything contained in this chapter, transfers which are at employees' own request will be subject to the following terms and conditions:

- (a) Transfer Grant and Transfer Advance will not be paid.
- (b) All other transfer benefits will, however, be applicable.

10.3.5 Persons appointed as Trainees or Apprentices against open advertisement will be governed by the Rules on their entitlements as notified from time to time. Transfer benefits, as above, will **also** be applicable to them **as per the lowest pay point in Grade E1**.

#### **10.4 Joining Time on Transfers :**

Joining time, as under, is admissible whether the employees are transferred while on duty at their earlier place of posting or on leave.

##### **10.4.1 Journey Time**

<b>Mode of Journey</b>	<b>Journey Time</b>
Rail	1 day for each 800 Kms or part thereof subject to a minimum of one day.
Road (when travel by train is not customary)	1 day for each 300 Kms or part thereof subject to a minimum of one day.
Air	Actual time subject to a minimum of one day.

In exceptional cases, joining time as normally admissible may be extended by Head of the Division depending upon the merit of each case.

No joining time is admissible in the case of local transfers whether these are Inter-Unit or Intra-Unit.

##### **10.4.2 Preparation Time**

In addition to the joining time, all transferees are entitled to 3 days preparation time including Sundays and other holidays.

### 10.4.3 Admissibility of Pay during Joining Time

During joining time, an employee is entitled to draw such pay and allowances as he would have drawn if he had continued in his old post or pay and allowances which he will draw on assuming charge of the new post, whichever is less.

### 10.4.4 Journey by Rail:

Employees and members of their families shall be entitled to travel by the same class of accommodation as applicable in case of tour and will be entitled to the following:

For Employees	1 Rail Fare
For Husband/Wife dependent parents each	1 Rail Fare
For each dependent child, brother, sister of 12 years and above	1 Rail Fare
For each dependent child/brother/ sister below 12 years but above 5 years	One Half Rail Fare

## 11. Transfer TA on Retirement/Death:

Air/rail fare, cost of transportation of baggage, incidental TA etc to a retiring Company employee from place of duty to any other place may be paid on the same terms as for serving employees on transfer. These concessions will also be admissible to the family of any employee who dies while in service. However, no disturbance Expense is admissible in such cases.

- 11.1 The cost of transportation of conveyance viz. motor car, motor cycle, scooter etc. will not be admissible for retirement, as the conveyance cannot be deemed to be required for the performance of official duties after retirement.
- 11.2 The concession under this rule can be availed of within one year of retirement/death of the employee. The concession is also admissible in respect of retired employees who die within one year from the date of retirement before availing this benefit.
- 11.3 The term 'any other place' is to be construed as the hometown of the employee or any other place where he wants to settle after retirement. In case such a place happens to be out of India, TA is to be paid upto the last port of embarkation in India.

## **12. Entitlement of TA for joining duty on fresh Appointment:**

**12.1** Air/rail fare and baggage Expense as admissible under this rule according to the grade and pay offered in AYCL will be paid to Executives of E2 and above only.

## **12.2 Other Employees**

They will be paid train fare for self and members of their family as per the entitled class governing the grade and pay offered in AYCL. Provided that, where a fresh appointee who has availed himself of the benefit of these provisions, resigns within one year of his joining duty in AYCL, he will be liable to refund the amount paid to him by way of TA, baggage Expense, fare etc.

## **13. Entitlement for training/refresher courses at outstations**

### **13.1 Classification of Courses:**

Training/refresher courses are classified into the following categories depending upon whether:

- a) Training Fee includes cost of boarding and lodging
- b) Training Fee does not include cost of boarding or lodging but accommodation is provided at nominal rates
- c) Training Fee includes lodging charges or lodging is provided free of cost
- d) Employees make their own arrangements for lodging and boarding

### **13.2 Entitlement for courses upto 90 days:**

The entitlement for DA etc. will be as under:

- a) In the cases falling under 13.1 (a) above, the employees will be paid DA at 25% of rate specified under Col. 3 or 4 under Rule 6.3 of these Rules, as the case may be.
- b) In the cases of 13.1 (b) above, DA will be paid at 60% of the rate specified under Col. 3 or 4 under rule 6.3 of these rules, as the case may be. In addition, reimbursement for accommodation at actuals will be made.
- c) In the cases of 13.1 (c) above, DA will be paid at 50% of the rate specified under Col.4 under rules 6.3 of these rules, as the case may be.
- d) In the cases of 13.1 (d) above, Composite DA as admissible under TA Rules will be made, as the case may be.

NOTE: The employees participating in the local residential programmes where the boarding and lodging is compulsory and is provided free will also be entitled to DA as per rates indicated in Clause (a) above.

**13.3 Entitlement for courses above 90 days duration:**

In cases where the training/refresher course is for a period of more than 90 days, the entitlement will be governed as per Rule 13.2 above for the first 90 days. As regards the period beyond 90 days except in the cases covered by Rule 13.1 (a) DA will be paid at half the rates referred to in Rule 13.2 above. However, in respect of cases covered under 13.1 (a) and in cases of reimbursement for accommodation the provisions of Rule 13.2 will continue to be applicable even for the period beyond 90 days.

NOTE: The above provisions will not apply to employees sponsored for courses/training programmes, which lead to acquiring of additional qualifications.

**14.0. Summary of all entitlements are given at Annexure - 1**

## Annexure – II

### Baggage Allowance on Transfer

The entitlement for Baggage Allowance at various levels for transfer resulting in out station posting and dislocation of residence are as under:

#### 1. Carriage :

Actual freight charges subject to the following ceiling :

	<u>For Grade E4 &amp; above</u>	<u>For Grade E0 to E3</u>
<b>By Road</b>	Two Full Truck Load.	One Full Truck Load.
<b>By Container Service</b>	Double Containers	Single Container.
<b>By Goods Train</b>	One 8 Wheeler Wagon	One 4 Wheeler Wagon

In the event of transport by passenger train, reimbursement of actual freight charges will be limited to amount of chargeable for loads given against “Goods Train”.

#### 2. Packing & Forwarding:

At actual as per the following limits :

E4 and above      -   Rs.2,500/-  
E0 to E3            -   Rs.1,500/-

***All employees (staff and workmen, sub-staff) below the level of E0 will also be entitled to such transfer benefits while for them carriages, packing & forwarding will be as per entitlement equal to E0 level.***

In addition, the employee will be also be entitled to the cost of transport of his conveyance (Motor Car, Motor Cycle or Scooter provided the same is necessary for performing his duties).

In case where both husband and wife are employees of the Company and are transferred from old station to the same new station either at the same time or within six months, the transfer benefits will be admissible only to one of them as per the entitlement of transfer.



## Tour & Travelling limits

	<b>Proposed Limit (now) (2011)</b>	<b>Clause Ref.</b>
<b><u>Travel Entitlements (Tour/Transfer/LTC) From place of posting to destination</u></b>		
Air:	Chairman / Director : Executive/"J" Class Chief Executive to DGM : Economy/"Y" Class E6 to E8 For North-Eastern States E1 and above : Economy/"Y" Class	3.1.1
Rail	E6 and above : AC 1st Class E5 & E4 : 1st Class/AC II Sleeper E3 to E1 : AC III Tier including E0/GET/MT/TMT/DET Unionized Employee : i) Staff : AC III Tier ii) Worker: II Class Sleeper	3.1.2
Other modes	E6 and above : At actuals E1 and above upto E5 : Actual Taxi Fare limited to AC 1st Class Rail fare E0/GET/MT/TMT/DET : Rs.3.00 per Km. Or cost of single seat in Shared Taxi or Auto fare, whichever is lower, limited to 1st class Rail Fare Unionized Employee i) Staff : Actual Bus Fare/Auto fair limited to AC III Tier ii) Worker: Actual Bus Fare/Auto fair limited to II Class Sleeper	3.1.3
<b><u>Lodging charges for stay in hotels (Rs. per day)</u></b>		
Delhi / Calcutta / Chennai / Bangalore / Hyderabad	CMD, Directors & E8 : At actual E7 to E6 : 3000 E5 to E4 : 2500 E3 to E1 : 1500 E0 : 900 Unionized : 550	4 (Col. 3)
Mumbai	CMD, Directors & E8 : At actual E7 to E6 : 3500 E5 to E4 : 2500 E3 to E1 : 2000 E0 : 1350 Unionized : 700	4(Col 4)
Other Places	CMD, Directors & E8 : At actual E7 to E0 : 80 % of Delhi rate Unionized : 80 % of Delhi rate	4 (Col. 5)

<b>Rate of Boarding Allowances (DA) - (Food) - While staying in a Hotel.</b>		
Delhi / Mumbai/ Calcutta / Chennai / Bangalore / Hyderabad	E6 and above : 700 E4 to E5 : 500 E1 to E3 : 500 E0 : 400 Unionized : 300	6.3 (Col. 1)
Other Places	E6 and above : 600 E4 to E5 : 450 E1 to E3 : 450 E0 : 350 Unionized : 250	6.3 (Col. 2)
<b>Composite Allowance (Staying other than in a Hotel)</b>		
Delhi / Mumbai/ Calcutta / Chennai / Bangalore / Hyderabad	E6 and above : 1000 E4 to E5 : 900 E1 to E3 : 800 E0 : 600 Unionized : 450	6.3 (Col. 4)
Other Places	E6 and above : 900 E4 to E5 : 800 E1 to E3 : 700 E0 : 500 Unionized : 400	6.3 (Col. 5)
<b>Daily Allowances rate may be drawn for broken periods of a "Day"</b>		
DE < 6 hrs.	25 % of the entitlement	6.7
6hrs>DE<12hrs	50 % of the entitlement	
DE>12hrs	Full	

<b>Lunch/Tea Expense &amp; Conveyance Reimbursement for journeys beyond 30kms upto 80 kms from place of posting</b>		
Entitlement for tea/snacks	E3 above : 80/- E1 to E2 : 50/- E0 : 30/- Unionized : 20/-	7.1 (Col. 2)
Entitlement for Lunch (Annexure - 1)	E3 above : 250 E1 to E2 : 100/- E0 : 80/- Unionized : 80/-	7.1 (Col. 3)

<b>Out of Pocket Expenses</b>		
	E6 to above : 100/- E4 to E5 : 80/- E1 to E3 : 60/- E0 : 30/- Unionized : 20/-	7.7
<b>Conveyance Charges at Outstations</b>		
Delhi / Mumbai/ Calcutta / Chennai / Bangalore	Normal entitlement ceiling E0 & above :600/- Unionized Staff : 300/- Entitlement ceiling with relaxation of Heads of Division in exceptional cases E0 & above :800/- Unionized Staff : 400/-	7.8 (Col. 2)
Other Places	Normal entitlement ceiling E0 & above :500/- Unionized Staff : 250/- Entitlement ceiling with relaxation of Heads of Division in exceptional cases E0 & above :700/- Unionized Staff : 350/-	7.8 (Col. 3)
<b>Baggage Allowance on Transfer</b>		
By Goods Train	E4 & above : One 8 Wheeler Wagon E3 to E0 : One 4 Wheeler Wagon	Annexure II Cl. 1
Passenger Train	E4 & above : Actual Freight Charges against Goods Train E3 to E0 : - Do -	Annexure II Cl. 1
Road	E4 & above : Two Full Truck Load E0 to E3 : One Full Truck Load	Annexure II Cl. 1
Container Service	E4 & above : Double Container E3 to E0 : Single Container	Annexure II Cl. 1
Packing & Forwarding	E4 & above : 2500/- E0 to E3 : 1500/-	Annexure II Cl. 2