



यात्रा भत्ता नियमावली : 1975

Travelling Allowance Rules :
1975



हिन्दुस्तान स्टीलवर्क्स कंस्ट्रक्शन लिमिटेड
Hindustan Steelworks Construction Limited
(A Govt. of India Undertaking)
Regd. Office : 1, Shakespeare Sarani (8th floor)
Calcutta-700 071

REFERENCE

This is a re-print of Travelling Allowance Rules, 1975. Efforts have been made to incorporate various amendments/clarifications issued so far.

This exercise was undertaken to meet the demand for up-to-date information on the subject at one place. However there is no doubt, reference should be made to the original documents.

Sd/- G. Tripathy
General Manager (P&A)

TRAVELLING ALLOWANCE RULES, 1975

**Approved by Board in the 78th Meeting
(7th-18th March, 1975)**

1.0 TENURE

These rules shall come into force with effect from 1st March, 1975 and shall apply to all journeys from 1st March, 1975 onwards. These rules shall supersede all orders issued prior to these.

2.0 SCOPE

2.1 These rules shall apply to all employees of the Company in the monthly scales of pay including those under contract or agreement.

2.2 Employees on deputation from Government or other Public Sector Undertakings shall also be governed by these rules to the extent not otherwise specified in their terms of deputation.

2.3 These rules shall not apply to daily rated, casual and other temporary employees who are not on monthly scales of pay.

3.0 The Company reserves the right to modify, cancel or amend all or any of the rules or any supplementary rules issued in connection therewith without notice.

4.0 The powers to interpret these rules shall vest in the Managing Director or any other authority to whom such powers are delegated by him.

5.0 DEFINITIONS

- 5.1 'Competent Authority' means the Managing Director or any authority empowered by him.
- 5.2 'Company' means the Board of Directors for the time being of Hindustan Steelworks Construction Limited.
- 5.3 'Employee' for the purpose of these rules means all those covered by rule 2.0 of the rules.
- 5.4 'Family' means the employee's wife or husband, as the case may be, residing with the employee, and legitimate children and step children residing with and wholly dependent upon the employee. It will also include parents, sisters and minor brothers residing with and wholly dependent upon the employee.
- 5.5 'Pay' means the amount drawn by an employee as basic pay in the grade applicable to the post held by him, deputation pay, special pay, personal pay and any other emoluments which may be classified as pay for purpose of these rules. In respect of retired re-employed persons, pension plus pensionary equivalent of the retirement benefits will be treated as pay provided that such pension or pensionary benefits have been taken into account while fixing the pay at the time of re-employment.
- 6.0 Travelling allowance is meant to cover out of pocket expenses normally incurred on travelling on Company's duty and is not intended to be a source of profit.

7.0 TRAVELLING ALLOWANCE

7.1 Eligibility

An employee shall be eligible for travelling allowance if journeys are undertaken for the following purpose :

- (i) On tour ;
- (ii) On transfer ;
- (iii) On medical examination/attendance/
treatment ;
- (iv) To appear in the Departmental Examination/
Interview or Selection/test conducted by
the Company ;
- (v) To receive national awards ;
- (vi) To participate in sports events representing
the Company ;
- (vii) To attend training programme, seminar or
conference ;
- (viii) To appear in Court as Jury Assessor or
witness (only for Company's work), to
appear in vigilance enquiries as accused ;
- (ix) On superannuation or voluntary retirement/
journey by family in the event of death of
employee ;
- (x) On termination/discharge of employee on
medical grounds.

7.2 Entitlement

Entitlement of employee in different pay ranges shall be as under subject to the specific circumstances relating to the purpose of journey as per Section 8 :

Pay range per month	Entitlement
A Drawing pay below Rs. 425/-	2nd Class by Rail, lowest Class by Steamer or 15 paise per KM by road.
B Drawing pay of Rs. 425/- and above but below Rs. 1100/-	1st Class by Rail. If there be only two classes on the Steamer, the higher class and if there be more than two classes, middle or 2nd class or 35 paise per KM by road.
C Drawing pay between Rs. 1100/- and Rs. 1799/-	1st Class by rail, highest class by Steamer or 45 paise per KM by road.
D (i) Drawing pay of Rs. 1800/- and above upto Rs. 2249/-	Air, First class by Rail or highest class by Steamer or 75 paise per KM by road.
(ii) Drawing pay of Rs. 2250/- and above.	Air, ACC by Rail or highest class by Steamer or 75 paise per KM by road.

Note: (i) The amount reimbursable for journeys by road en-route, at en-route touring stations will be the actual fare by state carriage or any mode of conveyance normally plying in between two places/stations (e.g. a bus), in case of employees drawing pay less than Rs. 1800/- per month or the entitlement whichever is lower. Employees drawing pay of Rs. 1800/- and above will be entitled to reimbursement of actual taxi fare during all journeys while on tour.

- (ii) In big cities, towns where luggage/bulky loads are not allowed to be carried in city service buses/ auto rickshaws, employees drawing pay less than Rs. 1800/- per month may also be allowed to travel by taxi or other mode of conveyance and the actual expenses, incurred thereon may be reimbursed at the discretion of the competent authority.
- (iii) Return tickets shall be purchased wherever possible. Reservation charges including sleeping accommodation shall be admissible if the journey is cancelled due to official reasons as certified and acceptable to the competent authority.
- (iv) Employees drawing Rs. 1800/- and above as pay per month may perform journey by road, rail or air at their discretion. In special circumstances employees drawing pay less than Rs. 1800/- per month may be permitted to travel by a class higher than their entitlement with the specific approval of competent authority.
- (v) An employee should travel by the shortest route, The term 'shortest route' has the normal meaning attached to it viz. "the route by which the destination could be reached earliest by ordinary modes of travelling". An employee may travel by any other convenient route if approved by the competent authority.

8.0 DAILY ALLOWANCE

8.1 Eligibility

An employee shall be eligible for daily allowance if journeys are undertaken for the following purposes :

- (i) On tour ;
- (ii) To appear in interview or selection/test conducted by the Company;
- (iii) To participate in sports events representing the Company;
- (iv) To attend training programme, seminar or conference ;
- (v) To receive national awards ;
- (vi) To appear in Court as Jury, Assessor or witness (only for Company's work) ;
- (vii) To accused employees for attending vigilance enquiries at outstation.

8.2 Entitlement

8.2.1 Entitlement of daily allowance to the employees in different pay ranges shall be as under.

The entitlement of daily allowance is on the existing scales of pay for various categories of employees. As and when the scales of pay for various categories of employees are revised, the rates of daily allowance now prescribed will be made applicable to the corresponding revised scales of pay for such categories without any further revision in the rates of daily allowance.

The revised rates together with notes and clarifications will be effective from 1.12.1984.

Entitlement of Daily Allowance to the employees shall be as under to the specific circumstances relating to the purpose of journey as in the rules.

Pay Scale	Food & incidentals		Stay actual, limited to (on production of receipts)	
	Hotel	Guest House or own arrangement	Delhi, Calcutta, Bombay, All other Madras, Hyderabad & Places Bangalore	
	Rs.	Rs.	Rs.	Rs.
I. Employees in scales with maximum upto Rs. 640/-	30	25	20	15
II. Employees in scales with maximum upto Rs. 900/-	32	27	30	22
III. Employees in scales with maximum upto Rs. 1700/-	45	40	Three Star Hotel single AC Room charges limited to Rs. 125/-*	
IV. Employees in scales with maximum upto Rs. 3000/-	65	45	Four Star Hotel single AC Room charges limited to Rs. 150/-*	
V. Employees in scales with maximum upto Rs. 4500/-	75	50	Five Star Hotel single AC Room charges limited to Rs. 250/-*	

[*The monetary limits of Rs. 125/-, Rs. 150/-, Rs. 250/- indicated above will apply only in respect of cities/towns where there is no classification of hotels on the pattern of three/four/five star hotels or where officers do not stay in three/four/five star hotel. Where classification exists, charges for stay, actual will be limited to tariff prescribed by ITDC for their hotels. (Please also see clarification issued vide circular no. PER/RR/503 date 08.09.1987).]

Notes/Clarification

- i. Inclusion or exclusion of breakfast in hotel bill will be ignored.
- ii. When treated as Guest, the rate of DA (food and incidentals will be 50%).

When an employee is treated as guest in a Guest House, 50% of the admissible daily allowance would be related to the daily allowance for food and incidentals (guest house). However, in the case of employees who are deputed for training to outside institutes within India and where such training is residential in nature with boarding and lodging provided, the daily allowance admissible would be 50% of the daily allowance for food and incidentals corresponding to hotel. Except for the above there would not be any situation where employees would be offered a guest status in a hotel. In fact, no employee of the Company should expose himself to such situations.

- [iii. During the actual travel time, the rates (food and incidentals) shall be admissible as for Guest House.

While travelling by Rajdhani Express, the daily allowance admissible would be 50% of the rate applicable for Guest House.

- iv. An employee will be required to submit hotel bills for reimbursement of expenses.

No bills are required for claiming DA towards food and incidentals.

- v. Where bills do not separately indicate rates for boarding and lodging 30% of charges shall be reimbursed towards lodging subject to the ceiling prescribed, provided what are included in the bills are normal boarding charges as per all inclusive rates. Reimbursement of boarding charges shall be limited to entitlement.

- vi Those executives who are entitled to avail single room in hotels may also avail single occupancy in double room as per their eligibility.

- vii. Service charges levied by some hotels in addition to room rent charges may be reimbursed provided the room rent plus service charges are within the ceiling rates provided.
- viii. Lodging charges may be reimbursed on production of bills even if the employee has to pay lodging charges for more number of days than for which DA is admissible under the TA Rules on account of the checking in and checking out timings.
- ix. When during tour, an employee has to pay for hotel accommodation for the same day at two stations, hotel bills for stay in both the hotels may be reimbursed subject to ceiling rates.

8.2.2 Full daily allowance shall be admissible if stay in a locality is 12 hours or more. When the period of absence in tour extends beyond 24 hours, one full daily allowance shall be admissible for each completed period of 24 hours. For any additional period of absence which is less than 24 hours, full DA shall be admissible for 12 hours or more ; half DA for less than 12 hours subject to following exceptions :

- (a) Full DA shall be admissible if night halt is required irrespective of duration of halt subject to the distance travelled is not less than 32 KM.
- (b) When an employee stays in a hotel full DA shall be allowed for part of a day, irrespective of duration of halt, if the hotel booking are for full day, subject to distance travelled being not less than 32 KMs.

8.2.3 Full daily allowance shall be admissible upto 10 day's halt at any one place. For halts exceed-

ing 10 days, daily allowance at 75% of the full rate for the subsequent 20 days, and 50% of the full rate thereafter for a further maximum period of 60 days shall be admissible. The competent authority may, however, sanction full daily allowance for halts exceeding 10 days according to the circumstances of each case.

8.2.4 Daily allowance shall be admissible for holidays during tour, but not when an employee avails leave during tour.

8.2.5 If the period of absence is eight hours or more but less than 24 hours without night halt, and the distance travelled does not exceed 32 KMs from the Headquarters, an employee shall be entitled to an allowance for meal, tea etc., as under :—

Group & pay per month	Specified Locality	Ordinary Locality
1	2	3
A Less than Rs. 260/-	Rs. 2.25	Rs. 1.50
B Between Rs. 261 to 425/-	Rs. 3.37	Rs. 2.25
C „ Rs. 426 to 699/-	Rs. 5.62	Rs. 3.75
D „ Rs. 700 to 1499/-	Rs. 6.00	Rs. 4.50
E „ Rs. 1500 to 1799/-	Rs. 6.00	Rs. 5.50
F „ Rs. 1800 to 2499/-	Rs. 6.00	Rs. 6.00

Note : Specified localities shall include all capital cities where the company has its Office, Managing Directors may amend the list of specified localities as and when necessary at their discretion.

9.0 SPECIFIC CIRCUMSTANCES RELATIVE TO PURPOSE OF JOURNEY

9A TRANSFER

9A.1 Transfer Expenses

An employee on transfer shall be entitled to reimbursement of expenses subject to Section 7.2 under. No-air-travelling will be permitted on transfer.

- (a) For rail or steamer journey—Three (*2) fare for self, one each for wife and dependent children over 12 year of age and half fare each for dependent children between 5 (*2) and 12 years.
- (b) For road (*2) journey—Two road mileage for self (ii) one additional mileage or half additional mileage as provided in Section 9A.1 (a) above per family members subject to a maximum of two.
- (c) If an employee travels by his own car/motorcycle/scooter between places which are connected by rail he shall be entitled to travel expenses for rail journey as per Sub-Section 9A.1 (a) ; road mileage shall not be applicalbe in addition to the transportation of car/scooter as provided in Sub-Section 9.A.3.
- (d) In addition to the above, an employee shall be entitled to road mileage as per Section 7.2 between residence and railway station/ bus stand.

9A.2 Transportation of Personal Effects.

9A.2.1(a) An employee shall be entitled to reimbursement of actual expenses subject to the limit as under for transportation of personal effects by goods train.

Pay Per month of employee	Transport cost by Goods Train	
	With family	Without family
Drawing Rs. 700/- and above	2500 Kgs.	1500 Kgs.
Drawing less than Rs. 700/- but not below (X2) Rs. 425/-	1200 Kgs.	800 Kgs.
Drawing less than Rs. 425/-	500 Kgs.	200 Kgs.

Note : In addition to the above an employee shall be entitled to reimbursement of transportation charges of personal effects at the rates of 10 paise per 20 Kgs. per Km from residence to Railway Station and vice versa.

9A.2.1(b) However, if an employee transports personal effects by road he shall be entitled to reimbursement of actual expenses or twice the amount admissible as per 9A.2.1(a) above whichever is lower.

9A.3 Transportation of vehicle

An employee shall be entitled to reimbursement of transportation cost of his vehicle (one motor car, motor cycle, scooter or bicycle) as under :

- (a) If transported by goods train-actual cost of packing and freight between these two stations.
- (b) If transported by passenger train actual freight charged by the railways.
- (c) If transported by Road-Freight admissible had the vehicles been transported by goods train.

9A.4 Settling-in-allowance.

An employee on transfer shall be entitled to a settling-in-allowance of one month's pay subject to a maximum of Rs. 500/-

9A.5 If both husband and wife are employees of the Company, working at the same Headquarters and are transferred within six months from one place to another, only one of them shall be entitled to the above transfer benefits and settling-in-allowance.

9B MEDICAL EXAMINATION/TREATMENT

9B.1 If the journey/is approved by an authorised medical attendant for medical examination and/or treatment in India, travelling allowance shall be admissible to (i) an employee/any member of his family who is entitled to free medical facilities of the Company an (ii) and attendant to accompany the patient if so recommended by the authorised medical attendant.

9B.2 The entitlement to travel shall be as follows :

- (a) Journey by road-As per Section 7.2 but not exceeding first class.

- (b) Journey by road and steamer—As per Section 7.2.
- (c) Journey by air shall not be permitted except in very genuine and emergent cases with the approval of Managing Director.
- (d) Journeys undertaken for medical treatment and attendance within the municipal corporation or any other local authority—Employees and members of their family will be entitled to Travelling allowance at the above rates if the distance travelled is more than 8 KM each way.
- (e) Ambulance charges will be reimbursed on a certificate from the authorised medical attendant.

9B.3 Travelling allowance for an attendant or an escort to an employee or a member of his family will be allowed both ways at the rates admissible to the employee if it is certified by the medical attendant that it is necessary for an attendant/escort to accompany the patient. Travelling allowance will also be admissible on a certificate from the medical attendant for an attendant/escort to travel again to fetch the patient.

9C PARTICIPATION IN SPORTS EVENTS REPRESENTING THE COMPANY

9C.1 Travelling allowance by the entitled class shall be applicalbe.

9C.2 During travel, daily allowance shall be as admissible for Group B Guest House Utilised, Ordinary Locality. During stay at outstation :

- (a) If board and lodging are not met by the Company, daily allowance shall be admissible for Group B Guest House Utilised.
- (b) If board and lodging are met by the Company, daily allowance shall be admissible at 1/4th (one fourth) rate for Group B-Guest House Utilised.
- (c) If board or lodging are met by the Company, daily allowance shall be admissible at 1/2 (one half) rate for Group B-Guest house utilised.

Note : Group B Guest House Utilised DA specified locality Rs. 12/- ordinary locality Rs 10/-

9C.3 If participation is for any National/International event daily allowance as on tour may be granted at the discretion of the competent authority.

9D PARTICIPATION IN TRAINING PROGRAMME, SEMINAR AND CONFERENCE

9D.1 The competent authority may sanction a lumpsum amount as entertainment allowance to executives in grades Rs. 1100/- 1600/- and above, depending on the duration of the training programme/ seminar/conference.

Duration of training	Amount
Upto—6 days	Rs. 75/-
06.15 days	Rs. 100/-
16-30 days	Rs. 150/-
31-60 days	Rs. 200/-
More than 60 days	Rs. 250/-

9D.2 An employee sponsored for six months Diploma in Social Welfare Course of All India Institute of Social Welfare and Business Management, Calcutta from outstation, shall be entitled to city compensatory and house rent allowance at prescribed rates, and an amount equal to 25% of basic pay (subject to a maximum of Rs. 150/-) but shall not be entitled to daily allowance.

9D.3 If an employee who is not sponsored by the Company, attends training programme, seminar, conference etc. travelling allowance may be approved (limited to 1st class) by the competent authority provided the employee's participation would be useful to the Company.

9E TO APPEAR IN COURT AS JURY, ASSESSOR, WITNESS (ONLY FOR COMPANY'S WORK) DEPARTMENTAL OR VIGILANCE INQUIRY

9E.1 Any amount received by an employee from the Court for attending for board and lodging etc. shall be refunded to the Company if he claims his travelling and daily allowance entitlement from the Company.

9E.2 If the departmental or vigilance inquiry is held at an outstation at the request of an employee, no travelling allowance and Daily allowance shall be admissible.

9F SUPERANNUATION/RETIREMENT OR JOURNEY OF FAMILY IN THE EVENT OF DEATH OF EMPLOYEE OR JOURNEY ON DISCHARGE/TERMINATION ON MEDICAL GROUNDS :

9F.1 If an employee retires after reaching the age of superannuation or voluntarily retires, is discharged/terminated or retires on medical grounds, he shall

be entitled to the following allowances, provided the amount is drawn within six months from the date of retirement/discharge/termination.

- (a) Travelling allowance (limited to 1st Class) by the shortest route for himself and family for proceeding to home town or to the place where he intends to settle in India ; and
- (b) The actual transportation charges of his personal effects and vehicles as on transfer.

9F.2 In case of death of an employee, his family may be allowed travelling allowance and transportation cost of personal effects including vehicle for proceeding to any place or destination in India according to the entitlement of the deceased employee.

10.0 ADVANCE

10.1 Advance for travelling and daily allowance :

- (a) An employee proceeding on journeys may be granted an advance to meet travel and other expenses to the extent of his entitlement including settling-in-allowance.
- (b) An employee shall be required to submit travelling allowance bill on completion of the journey. If the bill is not submitted within two months, the advance sanctioned shall be recovered from his salary in full without notice.

10.2 Advance of pay on transfer.

- (a) An employee on transfer may be allowed an advance not exceeding two months' pay.

- (b) The advance shall be interest free and recoverable in 12 monthly equal instalments from the salary of the employee.

- Note :**
- *1. Approved by Board of Directors in their 137th Board Meeting and Circulated Vide Circular No. GM(P&A)/ESTT/12 dated 30.11.84.
 - *2. Modified Vide Circular No. GM(P&A)/ESTT/15/79 dt. 9.8.79.
 - *3. Clarified Vide Circular No. GM(P&A)/ESTT/32/77 dt. 27.7.77.
 - *4. Clarified Vide Circular No. P&R/RR/503 dt. 8.9.87.

HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

<i>Circular No. GM(P&A) Estt/-13/-1984</i>	<i>Issued by General Manager (P&A)</i>	<i>Date of issue 18.12.1984</i>
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Effective from

*Distribution
Standard*

**Sub : Revision in the entitlement of daily allowance
under the travelling allowance rules—
Clarification**

1. The revised entitlement of daily allowance to the employees of the Company as circulated vide Circular No. GM (P & A)/Estt/12/1984 dated 30.11.84, together with notes and clarifications as issued are effective from 1.12.84.
 2. A point has been raised as to the manner in which the reimbursement for actual stay (lodging charges) is to be made when employees stay on tour in a guest house maintained by the Company or Govt. or other public Sector Undertakings/or State Government.
 3. It is clarified that the daily allowance for food and incidentals in respect of stay in such guest houses in exclusive of the actual lodging charges upto limits prescribed. The lodging receipt will have to be produced by the employees for claiming reimbursement on account of stay actual upto limits prescribed in such guest houses.
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HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

<i>Circular No. GM(P&A)</i> <i>Estt/12/1984</i>	<i>Issued by</i> <i>General Manager (P&A)</i>	<i>Date of issue</i> <i>30.11.1984</i>
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<i>Effective from</i> <i>1st December, 1984</i>	<i>Approved by</i> <i>Board of Directors</i>	<i>Distribution</i> <i>Standard</i>
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**Sub: Revision in the entitlement of daily allowance
under the travelling allowance rules**

1. The Board of Directors of the Company in their 137th Board Meeting held on 25.9.1984 at Calcutta have approved the entitlement of Daily Allowance together with notes and clarifications as at Annexure-I enclosed.
 2. These shall substitute Clause 8.2.1 under Rule 8.0 of the Travelling Allowance Rules, 1975 of the Company. The entitlement of daily allowance is on the existing scales of pay for various categories of employees. As and when the scales of pay for various categories of employees are revised, the rates of daily allowance now prescribed will be made applicable to the corresponding revised scales of pay for such categories without any further revision in the rates of daily allowance.
 3. The revised rates as at Annexure-I together with notes and clarifications will be effective from 1.12.1984.
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ANNEXURE-I

Entitlement of Daily Allowance to the employees shall be as under to the specific circumstances relating to the purpose of journey as in the rules.

Pay Scale	Food & incidentals		Stay actual, limited to (on production of receipts)	
	Hotel	Guest house or own arrangement	Delhi, Calcutta, Bombay Madras, Hyderabad and Bangalore	All other Place:
	Rs.	Rs.	Rs.	Rs.
I. Employees in scales with maximum upto Rs. 640/-	30	25	20	15
II. Employees in scales with maximum upto Rs. 900/-	32	27	30	22
III. Employees in scales with maximum upto Rs. 1700/-	45	40	Three Star Hotel single AC Room charges limited to Rs. 125/-.*	
IV. Employees in scales with maximum upto Rs. 3000/-	65	45	Four Star Hotel single AC Room charges limited to Rs. 150/-.*	
V. Employees in scales with maximum upto Rs. 4500/-	75	50	Five Star Hotel single AC Room charges limited to Rs. 250/-.*	

*The monetary limits of Rs. 125/-, Rs. 150/-, Rs. 250/- indicated above will apply only in respect of cities/towns where there is no classification of hotels on the pattern of three/four/five star hotels or where officers do not stay in three/four/five star hotel, where classification exists, charges for stay, actual will be limited to tariff prescribed by ITDC for their hotels.

NOTES/CLARIFICATIONS

- i. Inclusion or exclusion of breakfast in hotel bill will be ignored.
- ii. When treated as guest, the rate of DA (Food and incidentals) will be 50%.
- iii. When an employee is treated as guest in a Guest House, 50% of the admissible daily allowance would be related to the daily allowance for Food and incidentals (guest house). However, in the case of employees who are deputed for training to outside institutes within India and where such training is residential in nature with boarding and lodging provided, the daily allowance admissible would be 50% of the daily allowance for Food and incidentals corresponding to hotel. Except for the above, there would not be any situation where employees would be offered a guest status in a hotel. In fact, no employee of the Company should expose himself to such situations.

During the actual travel time, the rates (Food and incidentals) shall be admissible as for Guest House.

While travelling by Rajdhani Express, the daily allowance admissible would be 50% of the rate applicable for Guest House.

- iv. An employee will be required to submit hotel bills for reimbursement of expenses.

No bills are required for claiming DA towards Food and incidentals.

- v. Where bills do not separately indicate rates for boarding and lodging 30% of charges shall be reimbursed towards lodging subject to the ceiling prescribed, provided what are included in the bills are normal boarding charges as

per all inclusive rates. Reimbursement of boarding charges shall be limited to entitlement.

- vi. Those executives who are entitled to avail single room in hotels may also avail single occupancy in double room, as per their eligibility.
- vii. Service charges levied by some hotels in addition to room rent charges may be reimbursed provided the room rent plus service charges are within the ceiling rates provided.
- viii. Lodging charges may be reimbursed on production of bills even if the employee has to pay lodging charges for more number of days than for which DA is admissible under the TA Rules on account of the checking in and checking out timings.
- ix. When during tour, an employee has to pay for hotel accommodation for the same day at two stations, hotel bills for stay in both the hotels may be reimbursed subject to ceiling rates.

HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

Circular No. PER/RR/503

Date : 29.10.1984

Sub : Production of ticket numbers for official journeys

The following clarifications are hereby made with regard to the production of ticket numbers for official journeys in partial modification of clarification issued vide this office circular No. GM (P & A)/Estt/10/80/M-5639 dated 30.4.1980 on the subject.

Point raised :

Employees entitled to travel in first class, if they travel in 2nd class by rail, whether they should produce the ticket numbers for the journeys performed.

Clarification :

It is clarified that employees entitled to travel in first class on official journeys, if they perform their journeys in the lowest class i.e. 2nd class, need not produce the ticket numbers but in such cases, the employees should certify that he has performed the journeys by rail and the same is accepted by the Controlling Authority.

Pending cases may be dealt with accordingly.

OFFICE ORDER

Sub : Sanction for travel in higher class by train

In partial modification to Circular No. PER/CO-ORD/ 550 dated 2.2.1979, it has now been decided that travel by Second Class AC Sleeper in case of those who are entitled to travel in first class by train, may be approved by the Controlling Officers. In other words, the authority competent to grant tour as per Circular No. GM (P & A)/Estt/I/81 dated 24.3.1981 will be the authority to approve travel by Second Class AC Sleeper in train for those who are entitled to travel in first class.

This has the concurrence of Finance and approval of Competent Authority.

CIRCULAR

Sub: Economy on Travelling Expenses

1. Attention is invited to the Circular No. HO/PER/RR/521 dated 1.12.1982 (copy enclosed) on the above subject. The necessity of economising on travelling expenditure was stressed vide Circular No. Estt/1/81 dated 24.3.1981. An advice was also sent subsequently mentioning that tour programmes of Unit Heads and their immediate Deputies are to be sent to ED/CMD adequately in advance vide Circular No. ED (F)/10/ADMN/81/6760 dated 5.8.1981.

2. It is noted that instructions issued are not being followed strictly. considering the above communication and also with a view to effect economy on tour expenses, all GMs/PMs/Unit Heads should send their tour programmes to me adequately in advance and in case of immediate necessity or shortage of time, the same must be sent by telex. Unit Heads/GMs/PMs must not proceed on tour without intimating their tour programmes to the undersigned.

3. The above is also applicable to the Direct Reporting Officers at Head Office, who will obtain a written tour approval from me in advance whenever they are required to proceed on tour in connection with official work.

4. A proforma for obtaining Tour Programme Approval is enclosed. Tours will be performed by an employee only after obtaining an approval of the tour programme in the prescribed proforma from the respective Controlling Officer. Finance & Accounts Department will not pass any bill not accompanied with the approval of the tour programme.

5. I would also like to have a report on amount of expenditure incurred on TA and DA in the proforma enclosed by 15th February, 1984. Subsequently, a monthly report should also be sent to GM (P & A) by 15th of the succeeding month from January, 1984 onwards.

The above instructions must be complied with very strictly.

CIRCULAR

The necessity of economising on travelling expenditure was stressed vide circular no. Esst/1/81 dated 24.3.81. Subsequently also an advice was sent saying that tour programmes of Unit Heads and their immediate Deputies are to be sent to ED/CMD adequately in advance, vide Circular No. ED(F)/10/ADMN/81/6760 dt. 5.8.81.

It is seen that these instructions are not being followed strictly.

It is considered advisable that all tour programmes of Unit Heads and their immediate Deputies are sent to ED/CMD adequately in advance. In case of immediate necessity or shortage of time, the same may be sent by telex.

The above is also applicable to Direct Reporting Officers at Head Quarters. Further, these Officers at Head Office will intimate ED/CMD in advance whenever they are calling any other officer from outstation for discussions at Calcutta.

This issues with the approval of Competent Authority.

CIRCULAR

Sub: Transfer benefits in case of mutual transfer

It has been decided that no transfer benefits will be allowed to the employees covered under the T.A. Rules of the Company in case of mutual transfer on request from one Project/Units to another involving change of establishment. The circular is applicable with immediate effect.

This issues with the concurrence of Finance and approval of the Competent Authority.

CIRCULAR

Appended below is a copy of letter No. SCOPE-8/ITDC dated 03.11.81 from SCOPE regarding concessions granted for stay on duty or on leave to the employees of public Sector Undertakings by ITDC Hotels. All Heads of the Projects/ Units are requested to kindly bring the contents of this letter to the notice of the employees in their Projects/Units under their control.

SCOPE-81/ITDC/
November 3, 1981

To All Chief Executives of Public Enterprises

Dear Sir,

A communication has been received from Shri S. K. Misra, Chairman, ITDC that ITDC hotels, travellers lodges etc., give the following concessions to the Central Government Public Sector employees whether on duty or on leave, on production of authorisation letter from their undertakings :-

- (i) 20 per cent discount on room rent.
- (ii) Additional discount of 15 percent by selected hotels of ITDC which will be notified by their Marketing Division from time to time : applicable for summer season from April to September. For this bookings would have to be done direct with the hotels and the bills would have to be settled within 15 days of the receipt by the undertakings.
- (iii) ITDC would issue credit cards for a few senior officers of each undertaking as recommended by the Chief Executive concerned.

Above concessions which have been agreed to by ITDC on SCOPE's representation are notified for information of all concerned with the request that they may like to avail of these facilities and patronise ITDC hotels only.

We are sure that the ITDC hotels will provide good service.

Yours faithfully,
Sd/-
(Waris R Kidwai)
Secretary

Enclo : ITDC letter

INDIA TOURISM DEVELOPMENT CORPORATION LTD.
(A Govt. of India Undertaking)

S. K. Misra
Chairman & Managing Director

Date : 22, Oct., 81

Reference

Dear Dr. Wadehra,

ITDC has been allowing a discount of 10% to 20% on room rent to the employees of Public Sector Undertakings in its 2-3 star hotels. As a gesture of goodwill and with a view to enabling the officers of the public sector undertakings to use our facilities, we have now decided to allow a discount of 20% on room rent uniformly to all Central Govt. public sector undertakings in all our hotels, travellers lodges, etc. This concession will be available to the employees while on leave also on production of an authorisation letter from their undertakings.

2. During summer months, that is from April to Sept., additional discount of 15% would be granted in a few selected hotels of ITDC which our Marketing Division will notify from time to time. This is subject to the condition that the bookings

would be direct and that the bills would be settled within 15 days of their receipt by the undertakings. To facilitate and settlement of bills, we will be issuing credit cards to a few senior officers of undertakings as recommended by the Chief Executives of each undertakings.

3. I shall be grateful if SCOPE could issue a circular to all public sector undertakings notifying the concessions and also urging upon them to patronise ITDC hotels only.

Dr. B L Wadehra
Chairman/SCOPE
Chandralok/New Delhi

Yours sincerely,

Sd/-
S. K. Misra

<i>Circular No. GM(P&A) Estt/1/81</i>	<i>Issued by General Manager(P&A)</i>	<i>Date of issue 24.3.1981</i>
<i>Effective from Immediate</i>	<i>Approved by Managing Director</i>	<i>Distribution Standard</i>

Sub : Approval for tours

As a measure of economy, it has been decided that expenditure on travelling should be reduced to the utmost. In pursuance of this, approvals for tours in the case of Executives shall be accorded only by an officer not lower than the rank of a Chief Engineer. Similarly, in respect of non-executive categories, tour approvals shall be accorded by an officer not lower in rank than a Dy. Chief Engineer under whose control the employees are working.

Powers delegated earlier to officers in this regard shall be kept in abeyance till further orders. Further, Officers and staff shall travel only within the areas of their jurisdiction and places of work. In case of unavoidable travels outside the jurisdiction due to extreme necessity and importance, prior approval of General Manager/Addl. FA & CAO/Project Manager shall be obtained who would submit detailed monthly statement of such travels.

This issues with the approval of Managing Director.

<i>Circular No. GM(P&A) Estt/16/80/M-1151</i>	<i>Issued by General Manager (P&A)</i>	<i>Date of Issue 1.9.1980</i>
<i>Effective from 1.9.80</i>	<i>Approved by Managing Director</i>	<i>Distribution Standard</i>

**Sub : Transportation of personal effects by road
(clarification under T. A. Rules)**

1. In terms of administrative circular No. CPM/ESTT/23/76 dt. 3.5.76 when the personal effects are transported entirely by road on transfer, the corresponding railway fare for the transportation of personal effects is calculated for the total distance from the residence of the employee at his old Headquarters to his residence at the new Headquarters as per Rule 9A.2.1 (a) and twice the amount so calculated, is the amount permissible for reimbursement subject to the condition that actual expenses are reimbursed if the same incurred are less than the amount so calculated.

2. In partial modification of the above clarifications, it has now been decided that for transportation of personal effects entirely by road on transfer ; in addition to the amount reimburseable as above for actual railway distance the employee shall be entitled to reimbursement of transportation charges of personal effects as permissible under note to Rule 9A.2.1(a) of the Travelling Allowance Rules i.e. @ 10 p. per 20 KG per kilometre from residence to railway station and vice versa. In case an employee prefers the entire claim based on the actuals and the same are less than amount admissible, the actual amount claimed will be reimbursed.

This issues with the concurrence of Finance.

CIRCULAR

Sub : Stay at outstation while on Company's work

In accordance with the decision taken by the Govt. of India with regard to stay at outstation on tour for Company's work, the following procedure is to be followed by all Executives of the Company.

All efforts should be made to stay in the Guest Houses wherever maintained by the Company. In case, such accommodation is not available, efforts should be made through the HSCL Officers/Units at outstation to get accommodation in the Guest House of other Public Sector Undertakings including nationalised banks, Port Trust etc. Only in the circumstances when the Guest House accommodation in the Guest Houses maintained by the Govt. and also other Public Sector Undertakings is not available, the Executives can stay in Hotels. No non-Public Sector Hotel accommodation in any case, should be booked/patronised in stations/cities where Public Sector Hotel accommodation is available.

The entitlement of D.A. shall, however, remain same as admissible under the existing T.A. Rules of the Company.

HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

<i>Circular No. GM(P&A) Estt/15/79</i>	<i>Issued by General Manager (P&A)</i>	<i>Date of issue 9.8.1979</i>
<i>Effective from 12.7.1979</i>	<i>Approved by Board of Directors</i>	<i>Distribution Standard</i>

Sub : Transfer expenses and amendment of Travelling Allowance rules

As approved by the Board of Directors in their 108th Board Meeting held on 12.7.79 at Calcutta, the existing Rule 9A.1(a) & (b) of the Travelling Allowance Rules of the Company governing the entitlement of reimbursement of expenses on transfer to an employee is hereby amended as below :

- 9A.1 : (a) For Rail or Steamer Journey : Three fares for self, one each for wife and dependent children over 12 years of age and half fare each for dependent children between 5 & 12 years ;
- (b) For Road Journey (1) Two road mileage for self ; (ii) one additional mileage of half additional mileage as provided in Section 9A.1(a) above, per family members subject to a maximum of two.

This is for information and necessary action by all concerned.

HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

No. PER/CO-Ord/550

Date : 2.2.1979

CIRCULAR

**Sub: Economy in Administrative Expenditure travel
on tour**

In the Management Co-ordination Meeting held on 5.1.79 at Calcutta, in order to have a strict economy in the above matter the following decisions have been taken ;

- (a) No one should as a rule, be allowed to travel by a class higher than their entitlement by rail on tour. The Accounts Branch will ensure that the bills, wherever deviated are not entertained.
- (b) For those who are not entitled for air travel, travel by Air should be permitted only with the approval of the CMD and only very genuine and extremely urgent cases will be put up to him for approval. Return journey should not normally be done by Air.
- (c) The concerned Accounts branch should not pass bills for journeys by classes higher than the entitlement unless the written approval of the CMD is enclosed with the bill in original. In the absence of this, the bill should be passed for entitled class.

The above is notified to all concerned for strict compliance.

HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

TOUR PROGRAMME

The undersigned is required to proceed on official tour
as per details given below :

1. Place(s) of tour :
2. Period of tour from.....to.....
(.....days approx.)
3. Purpose for tour to be performed :

The above may please be approved.

Signature :

Name :

Designation :

(Touring Officer)

Controlling Officer

**HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED**

HEAD OFFICE, CALCUTTA

<i>Circular No. GM (P&A)/Estt/32/77</i>	<i>Issued by General Manager(P&A)</i>	<i>Date of issue 21.7.1977</i>
<i>Effective from 18.7.-977</i>	<i>Distribution Standard</i>	

**Sub : Transportation of personal effects clarification
under Travelling Allowance Rules**

1. Rule 9A.2.1(a) of the Travelling Allowance Rules of 1975 provide for reimbursement of actual expenses for transportation of personal effects to the limit as under :

<i>Pay per month of employee</i>	<i>Transport cost by Goods train</i>	
	<i>With family</i>	<i>Without family</i>
Drawing Rs. 700/- and above.	2500 Kgs.	1500 Kgs.
Drawing less than Rs. 700/- but above Rs. 425/-	1200 Kgs.	800 Kgs.
Drawing less than Rs. 425/-	500 Kgs.	200 Kgs.

2. The eligibility of an employee drawing pay of Rs. 425/- exact is not clearly indicated.
3. It has, therefore, been decided that the employee drawing pay of Rs. 425/- exact will fall in the slab of below Rs. 700/- (category-II) and accordingly the same should be read as under :
- "Drawing less than Rs. 700/- but not below Rs. 425/-".
4. This issues with the concurrence of Finance and approval of Managing Director.

<i>Circular No.</i>	<i>Appearance before</i>	<i>Date of issue</i>
<i>CPM/Estt/39/76</i>	<i>Medical Boards</i>	<i>13th Dec. 1976</i>
<i>Effective from</i>		
<i>13.12.1976</i>		

1. A number of employees who have been appointed in HSCL, are being asked by their previous employers to appear before Medical Boards, arranged by the previous employers, for finalisation of pension and other benefits they are to receive from their previous employers. It has been noticed that in few cases, the employees have been paid Travelling Allowance and Daily Allowance for appearing before the Medical Boards, as if their journeys are official.
 2. It is clarified that employees of the Company who appear for examination before Medical Boards arranged by their previous employers, are not entitled for Travelling Allowance and Daily Allowance. Rule 9B.1 in Company's TA Rules will apply only in cases of medical examination arranged by the Company.
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Clarification on TA Rules

1. Employees transferred on promotion would be entitled to transfer TA at the basic pay drawn by them prior to promotion.
 2. Non-transferable categories of employees when promoted and posted to outstations, their posting will be treated as transfer and they will be allowed transfer benefits.
 3. Daily rated workers if and when sent on tour may be paid travelling allowance by 2nd Class by rail or lowest rate by road depending on the mode of travel.
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Sub : Payment of daily allowance to daily rated workers while on tour

Reference is invited to Rule 2.3 of the T.A. Rules 1975 under which Daily Rated Workers are not covered by the TA rule applicable to the employees of the Company. The matter regarding admissibility of Daily Allowance to the Daily Rated Workers, when they go on tour had been under consideration for some time past. The case was discussed in the last co-ordination meeting held in Calcutta on 30th June, 1976 and it was decided that the rates of Daily Allowance to the daily rated workers while on tour shall be as under :

1. All the daily rated workers whose corresponding monthly scale of pay as Field Workers, Maximum of which does not exceed. Rs. 400/- Rs. 5/- per day.
2. Other Daily Rated Workers other than those mentioned at 1 above Rs. 7.50 per day.

Full daily allowance shall be admissible if absence from H.Q. is 12 hours or more. When the period of absence out of H.Q. exceeds 24 hours, the full Daily Allowance will be admissible for each completed 24 hours. For any additional period of absence which is less than 24 hours, full DA shall be admissible for 12 hours or more and half DA for less than 12 hours.

<i>Circular No.</i>	<i>Issued by</i>	<i>Date of issue</i>
<i>CPM/Estt/20/76</i>	<i>Chief Personnel Manager</i>	<i>2nd April, 1976</i>

Approved by
Managing Director

1. A point of clarification has been raised as to whether production of money receipts or ticket numbers in Travelling Allowance claims submitted by the employees, is required.
2. It is clarified that as far as possible, money receipts issued by the Railway Booking Office should be submitted with the TA Bill. Wherever it is not possible to obtain money receipts, the number of the railway ticket should invariably be quoted in the TA Bills, failing which the TA claims shall not be passed for payment.
3. Heads of the Departments/Project Heads/Controlling Authorities are requested to bring this to the notice of employees working under them. Controlling Authorities should not certify and the Accounts Department should not pass TA Bills which do not satisfy the above requirements.

Sub: Travelling Allowance Rules, 1975

Under clause No. 7.2 (D) (iv) of the Travelling Allowance Rules, 1975 employees drawing Rs. 1800/- and above as pay per month may perform journey by road, rail or air at their discretion. Lately, it has been observed that discretion has been to perform journey by road even though they could avail of travel by rail/air more conveniently.

This discretion to use road journey instead of journey by rail/air should be governed by the following parameters :

- (i) As far as possible employees should make use of rail or air for journeys on duty instead of by road. The discretion for use of road journeys should be with a view to reduction of delay in travel.
- (ii) When an use of a taxi is made for road journeys, a voucher/taxi number may be given in support of the journey as is done in the case of rail journey where reference to ticket number etc. is given in the TA Bill.
- (iii) The discretion to use road journey by employees should have a prior approval of their respective controlling authorities. For officers at Head Office who are their own controlling authorities, they should have a prior approval from Managing Director before they use their discretion to use road journey. And for officers at various sites/projects who are their own controlling authorities, they should have a prior approval from their respective General Manager/Project Manager before they use their discretion to use road journey.

<i>Circular No.</i>	<i>Issued by</i>	<i>Date of issue</i>
CPM/Estt/27/76	Chief Personnel Manager	6.1.1976
<i>Approved by</i>		
Managing Director		

Sub : Payment of daily allowance when officers are deputed to attend seminars/training

According to rule 8.2.1(v) of the Travelling Allowance Rules when an employee is treated by the Company or other agency as guest or expenses are met for board and lodging, he shall be entitled to 1/4th of Daily Allowance as per Sp. II/or.II.

Further, clause 9D.1 of the TA Rules, 1975 states that the competent authority may sanction a lumpsum amount as entertainment allowance to executives in the grade of Rs. 1100-1600/- and above, depending on the duration of the training programme/seminar/conference. The Service Rules of the Company has laid down the amount in slabs depending on duration of training.

A point has been raised whether in cases where the cost of boarding and lodging for stay in a hotel/guest house while on seminar/training is borne by the Company, the payment of entertainment allowance as stipulated above under the rules will be made in addition to the DA admissible as per para 8.2.1 (v) of the TA Rules.

The payment of entertainment allowance is independent of the entitlement of the DA./payment of entertainment allowance is purely on the discretion of the Competent Authority depending upon the duration of training and should not be construed as a General Rule for everybody. Before sanctioning any payment of entertainment allowance, the Competent Authority must satisfy that the participants for seminar/training are required to entertain their colleagues in the interest of the business and the status of the Company.

It is, therefore, clarified that during seminar/training payment of DA will be governed by Rule 8.2.1 (v) of the TA Rules, and the payment of entertainment allowance will be independently admissible at the discretion of the Competent Authority.

TRAVELLING ALLOWANCE

<i>Circular No.</i> <i>CPM/MPR/1/75</i>	<i>Reimbursement of</i> <i>Railway fare to the</i> <i>candidates attending</i> <i>interviews</i>	<i>Date of issue</i> <i>June 5, 1975</i>
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Candidates attending interviews against open advertisements were being paid 2nd Class Railway fare so far for their journeys to attend interviews. It has now been decided to reimburse single to and fro Railway fare by the shortest route from the nearest Railway station of the residence/place of work of the candidate to the nearest Railway station of the place of interview at the following rates of actual expenses whichever is less :-

1. For posts carrying scale of pay below Rs. 1500-1800/-	2nd Class Railway fare
2. For posts carrying scale of pay of Rs. 1500-1800/- and above	1st Class Railway fare

Departmental candidates will, however, be governed by the relevant provisions in the HSCL Travelling Allowance Rules, 1975.

HINDUSTAN STEELWORKS CONSTRUCTION
LIMITED

HEAD OFFICE, CALCUTTA

No. PER/RR/503

Date : 8.9.1987

CIRCULAR

**Sub : Travelling Allowance Rules—clarification
on lodging charges for stay in hotel**

1. For stay in 3/4/5 Star hotels at touring stations, the entitlement for stay actuals in these hotels has been provided as under in the existing rules circulated vide circular No. GM/ (P&A)/Estt/121/984 dt. 30.11.1984.

- | | |
|--|---|
| (i) Employees in scales with maximum upto Rs. 1700/- | Three Star Hotel single AC room charges limited to Rs. 125/-* |
| (ii) Employees in scales with maximum upto Rs. 3000/- | Four Star Hotel single AC room charges limited to Rs. 150/-* |
| (iii) Employees in scales with maximum upto Rs. 4500/- | Five Star Hotel single AC room charges limited to Rs. 250/-* |

*The monetary limits of Rs. 125/-/Rs. 150/-/Rs. 250/- indicated above will apply only in respect of cities/towns where there is no classification of hotels on the pattern of three/four/five star hotels or where officers do not stay in three/four/five star hotel. Where classification exists, charges for stay, actual will be limited to tariff prescribed by ITDC for their hotels.

2. Since the issue of the above rule, various clarifications have been sought while implementing the rule. The clarifications sought mainly pertain to reimbursement of

lodging charges for stay in the hotels having the pattern of star ratings. All these points have since been examined and it is clarified as under :

- (a) The monetary limits of Rs. 125/- / Rs. 150/- / Rs. 250/- indicated above will apply only in respect of cities/towns where there is no classification of the hotels on the pattern of three/four/five star hotels or where officers do not stay in Three/four/five star hotels. Where classification exists, charges for stay, actuals will be limited to tariff prescribed by ITDC for their hotels, wherever such hotels exist. In other words in those cities where there are classified hotels alongwith ITDC hotel, the tariff will be limited to actuals of classified hotel or maximum of same classified ITDC hotel whichever is less. In locations where classifications exist without ITDC hotels, it will be on actuals, for stay in the entitled classified hotels.
- (b) It is also clarified that service charges and local taxes, if any, in the hotel bill will be treated as part of lodging charges and are to be reimbursed.

3. Past cases pending disposal will be regulated on the above lines.

This issues with the concurrence of Finance and approval of CMD.