



CRWC Traveling Allowance Rules, 2012

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Central Railside Warehouse Company Ltd.

CRWC Traveling Allowance Rules, 2012

1.0 Title and commencement

- 1.1 These rules shall be called the “CRWC Traveling Allowance Rules, 2012.
- 1.2 These rules shall come into force with effect from the date of issue of circular.

2.0 Scope and Application

- 2.1 These rules shall be applicable to ---
 - a. All regular full time employees
 - b. Trainees (other than apprentices under the Apprenticeship Act, 1961);
 - c. Employees of the other organizations working with the Company on deputation/Foreign Service terms;
 - d. Persons working on ad hoc/contract basis unless otherwise specified in the terms of their contract; and,
 - e. Any other person or class of persons to whom these rules are so extended by the specific orders of the Managing Director.

3.0 Definitions:

For the purpose of these rules, unless there is anything repugnant in the statement or context, the words used shall be defined as follows:-

- 3.1 "Company" means Central Railside Warehouse Company Ltd. and it includes its Corporate office, various Zonal / Regional offices, Project offices, or Field units functioning under its administrative control in any part of the country or abroad.
- 3.2 "Board" means the Board of Directors of the Company.
- 3.3 "Managing Director" means Managing Director of the Company.
- 3.4 "Management" means the Board of Directors and if authorized by the Board, the Managing Director or any other Executive of the Company so authorized.
- 3.5 "Competent Authority" with reference to the exercise of any powers under the rules means the Executive or authority to whom such powers are delegated by the management either in general or in particular.
- 3.6 "Employee" means a person, who is holding a post in a regular scale of pay.
- 3.7 "Day" means a calendar day beginning and ending at midnight.

- 3.8 “Family” means an employee’s spouse residing with the employee, legitimate children and step children, residing with and wholly dependent upon the employee. The term “family” shall also include parents, unmarried sisters, widowed sister, minor brothers and stepmother residing with and wholly dependent upon the employee, provided that in the case of widowed sister, her father is either not alive or is himself wholly dependent on the employee concerned.

With a view to encouraging the adoption of small family norms by the employees, Traveling Allowance on transfer shall be restricted to only two dependent children of an employee. This restriction shall not, however, be applicable in respect of those employees who already have more than two children prior to the issue of these orders.

Note. (1) Not more than one wife is included in the term ‘family’ for the purpose of these rules.

- (2) An adopted child shall be considered to be a legitimate child, if under the personal law applicable to the employee, adoption is legally recognized as conferring on it the status of a natural child.
- (3) Children (whether legitimate or step or adopted) who are studying in educational institutions at a place other than the Headquarters of the employee and stay elsewhere (other than the residence of the employee) but come and stay at the employee’s residence during vacations etc. will be deemed as residing with the employee for purpose of these rules.
- (4) The married daughter of an employee, who has been divorced, or separated from her husband shall be treated as member of his family, if she is normally residing either with the employee or with rest of his family members, in case his family members reside at a place other than his duty place, and is wholly dependent upon him.
- (5) Legitimate children / step-children / parents / step-mother / Unmarried, divorced or separated from their husbands or widowed sisters / minor brothers, who reside with the employee may be deemed to be wholly dependent upon the employee, provided their income from all sources, including stipend, scholarship in case of a student member of the family, and/or pension (inclusive of temporary increase in pension but excluding dearness relief) does not exceed Rs.6000 per month.
- (6) In case of pensioners, pension before commutation is taken as income but dearness relief on pension is excluded. Recurring monthly income from sources such as houses, landholdings, pension / family pension, etc. etc. are taken into account for the purposes of assessing income.

- 3.9 “Pay” means basic pay including stagnation increment.

- 3.10 "Stipend" paid to a trainee shall be treated as "Pay" for purpose of these rules.
- 3.11 "Transfer" means the movement of the employee from one headquarter station at which he is posted to another such station, either (a) to take up the duties of a new post, or (b) in consequence of a change of his headquarters.
- 3.12 "Traveling Allowance" means an allowance which the employee draws to cover his traveling expenses as well as the expenses on contingent charges arising out of the tour or transfer in connection with Company's work.
- 3.13 In case of the female employees, the words "he", "him", and "his" where appearing in these rules, may be read as "she", "her" and "her" respectively.

4.0 Controlling Authorities

- 4.1 Heads of Divisions and above will act as controlling officers for all officers and staff working in their respective Division/Project etc. but, in case an HOD undertakes a tour, it will require prior approval of the Managing Director.

Note:- This will be applicable in case of tours within India only. Prior approval will invariably be required for all travels abroad.

5.0 When Traveling Allowance is admissible:

- 5.1 Traveling allowance is admissible for journeys authorized in connection with the bona fide work of the Company or any other purpose specified in these rules. All journeys will be authorized in writing by the appropriate controlling authorities nominated for the purpose.
- 5.2 Traveling allowance are not intended to be a source of profit but these should be sufficient to meet with the reasonable expenses incurred during travel. In incurring expenditure during travel, every employee shall use the same discretion and judgment in effecting economy as a person of ordinary prudence would have done had he undertaken the travel at his own expense.
- 5.3 An employee at an outstation shall devote his full time and talent to the assignment in connection with which he is deputed.
- 5.4 **Tour Advance:** An employee, who is required to proceed on tour to an outstation, may be granted an advance to cover his personal traveling expenses as well as his expenses on contingent charges arising out of the tour.
- 5.4.1 The Tour advance should be settled **within fifteen days of completion of the tour/** rejoining duty if gone on leave immediately on completion of tour. A second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first, leaving no time for the employee to prefer his TA Bill in respect of the first advance.

5.4.2 If an employee fails to submit tour bill within the stipulated period of 15 days, penal interest @ 1% per month on the unspent amount shall be charged from him. This would be in addition to the departmental disciplinary action, as may be deemed fit by the competent authority, being taken against him.

6.0 Categories of travel:

6.1 Traveling allowance will be payable for travels of the following nature:

(i) Local travels within the headquarters station/outstation in India.

(ii) Travels on tour in India

(iii) Travels abroad

(iv) Travels on transfer

(v) Travels on retirement / death while in service

(vi) Travels for joining duty on first appointment

(vii) Travels of candidates called for interview

(viii) Travels to appear as witness in Departmental Inquiries held by Government Authorities, Public Sector Undertakings or Semi-Government organizations or in a criminal or civil case before a Court of Law to which a Government, a public sector undertaking or a semi-Government organization is a party or in an arbitration case.

(ix) Other miscellaneous travels in one's official capacity

7.0 Classification of employees

7.1 The gradation of employees for the purpose of determining their entitlement of traveling allowance in connection with the travels of the nature specified in Rule 6.0 will be as follows:

Grade I : Employees drawing basic pay equivalent to minimum basic pay of DGM (E-5) and above.

Grade II : Employees drawing basic pay from minimum of Executive (E-0) to less than minimum of DGM (E-5).

Note: The above pay-limits are in accordance with the current scales of pay and designation in vogue in the Company. Should there be any revision in the scales of pay in the Company, the gradation of the employees will be suitably amended by an appropriate order of the Managing Director.

8.0. Travelling Allowance for local travels within headquarters station / outstation in India

8.1 For journeys on the Company's duty undertaken within the municipal limits of (i) the headquarters station (in case of Mumbai, within the limits of Greater Mumbai UA), and (ii) an outstation in India, employees traveling by public transport may be reimbursed actual expenses subject to the following ceiling :-

(i)	Managing Director / Directors (Board level Executives).	Full Taxi (AC) on actual
(ii)	Grade I Executives - Other than those mentioned in (i) above.	Taxi (AC) Fare on point-to-point basis.
(iii)	Grade II.	Fare for auto/single seat in motorcycle rickshaw/train (I class) / train / bus / cycle rickshaw

Provided that Company's vehicle is not used and a certificate to this effect is given.

Note 1: Where heavy packets/record have to be carried or several places have to be visited on urgent errands or the prescribed mode of transport is not available for a place to be visited or in other exigencies where the journeys have to be undertaken quickly without any loss of time, employees may be permitted by the Controlling Officer to travel (either one way or both ways, depending on the requirement) by a mode different from or higher than that prescribed for them.

Note 2: Travel by special/luxury taxis or more than the entitlement will require prior approval of Managing Director.

Note 3: In respect of journey(s) within the city limits at the headquarters station of an employees, as in Rule 8.1, the intention is to reimburse charges in respect of only journeys between the normal place of duty (office) or place of residence from where he is required to proceed and a point of duty other than his normal place of duty to which an employee may be detailed on duty and/or vice-versa.

Note 4: Where more than one employee is to travel between two or more points of duty, the conveyance hired as far as possible should be shared and reimbursement of charges regulated accordingly.

8.2 For Journeys within the headquarters station at Delhi, the employees using their own vehicles may be reimbursed travel expenses at the following rates: -

Sr.	Type of vehicle used	Rates per kilometer payable
(i)	For using their cars, provided they are entitled to travel by taxi	As notified by Govt. of NCT of Delhi
(ii)	For using their cars/scooter/Motor cycle/ moped,	As notified by Govt.

	provided they are otherwise entitled to travel by auto rickshaw	of NCT of Delhi
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Note: These rates shall be subject to revision from time to time as notified by the concerned Directorate of Transport, for Taxi and Three-wheeler Scooters, respectively.

For officers other than Delhi and NCR the rates per Kilometer shall be regulated as per the notification issued by Directorate of Transport of the respective state Government.

9.0 Traveling Allowance for travels on tour in India

An employee detailed on temporary duty outside the limits of his headquarters station will be eligible for Traveling Allowance as under:-

9.0.1 **Travel Fare:** To cover actual expenses incurred on fare for the journey(s) by air/train/road (bus/taxi)/steamer as per the entitlement specified in clause 9.1. This would include inland air travel tax etc. in case of journeys by air.

9.0.2 **Daily allowance:** To cover cost of living while away from headquarters and also to cover expenses incidental to a journey, e.g., breakfast, lunch, dinner, tea, coffee, snacks, portage etc. at airport/railway station, etc.

9.0.3 **Conveyance Expenditure:** To cover local conveyance incurred solely in the interest of the Company while on outstation duty subject to a maximum of Rs.600/- (Travel by Taxi) for employees in Grade I and Rs. 300/- (Travel by Auto Rickshaw) for Grade II employees per calendar day at any one station.

In case of claim exceeding the above limit but up to Rs.1,500/- per day, General Managers have been authorized to approve such conveyance claims on case to case basis in respect of employees under their control. However, claims exceeding Rs.1500/- will require approval by Managing Director. Each employee seeking approval of General Manager or Managing Director, as the case may be, will invariably furnish full detail as mentioned in Note 2 below as well as complete justification in respect of expenses incurred on each such journey.

Note1: For purpose of rule 9.0.3 the conveyance charges incurred at an out station for journeys between Airport/Railway Station/Bus Stop and the place of halt /duty and vice-versa will be excluded from these ceilings.

Note 2: For conveyance claims exceeding the above per day limit, the claims should be duly supported by proper Taxi bills mentioning date & time of journey, vehicle No., type of vehicle hired, distance traveled in Kms., time spent in journey and the actual amount paid by the claimant.

Note 3: The conveyance bill will be submitted in the following proforma.

Date & time	Mode of Conveyance	Journey			Purpose & remarks	Amount (Rs.)
		From	To	Distance in Kms.		

9.1 Travel Fare: The entitlement to Travel Fare of employees of different grades traveling by various modes of transport shall be as under:

9.1.1 Travel by Air

Within India

- (i) Managing Director & Functional Directors (Board level) : Business/Club Class*
- (ii) Executives (DGM),
at E-3 and above : Economy Class
- (iii) In other cases, air travel by non-entitled employees may be permitted for exceptional reasons of public interest, with prior approval of the MD.

Note 1: Air taxes levied on air tickets are reimbursable. Similarly, cancellation charges on air tickets cancelled in Company's interest will be reimbursable both for journeys on tour as well as on transfer.

Note 2: If available, return air tickets at reduced rates should be purchased where an employee expects to perform the return journeys by air within a period during which a return ticket is available. Relaxation from this rule may be made with the approval of the Managing Director for reasons of Company's interest.

* Subject to instructions of Ministry of Finance from time to time.

9.1.2 By Rail:

A. Entitlement by Trains other than Rajdhani or Shatabdi Express:

a.	All employees of Grade I and above	Ist Class AC
b.	Other employees of Grade II	Ist Class / AC II Tier / AC 3Tier

B. Entitlement by Rajdhani and Shatabdi Express trains:

	Grade/Wage Group of the employee	Rajdhani Express	Shatabdi Express
a	All employees of Grade I	Ist Class AC	Executive Class

	and above.		
b	All employees of Grade II and above.	AC 2 Tier Sleeper	AC Chair Car

Note 1: (a) In addition to rail fare, surcharge levied for certain fast trains, passenger tax, reservation charges (including sleeper and charges levied on Internet tickets/ E- Tickets) on all trains, actually paid, will also be reimbursed treating these charges as part of the fare. (b) “Tatkal Seva Charges” may be allowed only for such rail journeys which are undertaken for official purposes in extremely emergent circumstances. (c) Service charges levied by the travel agency may also be allowed for the journeys undertaken on tours/transfers, provided such agency is approved either by the Railways or by the Company.

Note 2: Where through booking involves payments for a part of journey of rates for accommodation of a class higher than that to which the employee concerned is entitled, the employee may draw a single rail fare for the whole journey at the rate at which he is actually required to have the through booking.

9.1.3 By Sea or by River Steamer

Entitlement of employees for travel by sea or by River Steamer shall be as follows:

a.	Grade I Employees		Highest Class
b.	Grade II Employees	i.	If there be two classes only on the steamer, the higher class
		ii.	If there be more than two classes, middle or second class

9.1.4 By Road

Entitlement of employees for journeys by road shall be as follows:

i.	Board Executives	level	AC Taxi/ AC coach
ii.	Grade I Employees		Actual Taxi Fare or by AC / Volvo / Deluxe bus / coach
iii.	Grade II		Cost of a single seat in a taxi if used or actual expenses by other modes of conveyance as specified in Rule 9.0 or by Deluxe bus / coach.

9.1.5 When road mileage is claimed for a journey performed by a motor car between places connected by rail, road mileage payable to the employee concerned is normally restricted to rail mileage by the entitled class but daily allowance for the entire absence from the Headquarters will be admissible whether the journey is performed by road or rail. However, where travel by road is in Company’s interest and permitted by the sanction of the competent authority, full road mileage may be allowed.

9.1.6 All employees shall travel inter-city by entitled class of travel. Where traveling by entitled class is not feasible or there are special reasons for not traveling by the entitled class, the following shall invariably be ensured:-

- (i) Travel shall be undertaken by the officials by such mode where proper receipts of travel indicating date and time of journey can be provided.
- (ii) Where proper receipts cannot be provided, employees must make all efforts to obtain *kucha receipt* from taxi / *pucca bill* from travel agency indicating vehicle number, vehicle type and time of start / close of journey.
- (iii) Where even the *kucha receipt* is not obtainable and in emergent situation, employees must certify the information sought for in (ii) above.
- (iv) In case of (ii) and (iii) above, the employee shall also furnish the details of travel by any other employee(s) of the Company on the same date from the same location.
- (v) All cases covered under (ii) and (iii) above shall require specific approval of Managing Director.

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

9.1.8 Managing Director may, as a special case in the administrative interest and for the reasons to be recorded, allow an employee or a class of employees to travel by a class higher than or a mode different from that prescribed above.

9.1.9 Travel fare in respect of journeys undertaken in connection with tour and other purposes specified in these rules will be calculated by the shortest route, viz. the route by which the traveler can most speedily reach his destination by the ordinary mode of travel. Determination of the shortest route in cases where more than one mode of conveyance are available e.g., where two places are connected by a direct bus as well as by a bus which plies by longer route and where other public conveyance are also available, and a doubt or difficulty is experienced in determining the shortest practicable route, the distance as ascertained from the local authorities concerned may be accepted for purpose of local journeys irrespective of the mode of conveyance used by the employees.

9.1.10 No travel fare will be admissible if the journey is undertaken by transport provided by the Company/client

9.1.11 Travel fare at the appropriate rate laid down in Rule 8.2 will be admissible if the journey to an outstation is undertaken by an employee by his own vehicle, with the prior approval of competent authority. It is not necessary that the vehicle (Car or motor Cycle/scooter) is registered in the name of the officer claiming the road mileage.

9.1.12 Actual travel expenses for journey between residence/duty point and airport/railway station/bus stop and vice-versa will also be allowed as laid down in Rule 8.1

9.2 **Daily Allowance & Lodging Charges:** It is a uniform allowance for each day of absence from headquarters while on tour, which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence. It covers the expenses incurred on account of traveling and staying at places other than at headquarters. It comprises - (i) Daily Allowance, and (ii) Hotel Allowance, (the prescribed rates for which are given in the tables below) and is admissible to traveling employees in accordance with the succeeding provisions.

9.2.1 Rates of Daily Allowance

S. No	Grade of Employees and Pay Range	Rates in Principal Cities * with lodging provided at Company expenses (Rs.)	Rates in other cities* with lodging provided at Company expenses (Rs.)
1	2	3	4
1.	Managing Director & Directors (Board level)	1000*	800*
2.	GM	800	600
2.	DGM & equivalent	600	500
3.	Below DGM	500	400

*or actual meal charges at Hotels if supported by vouchers + Taxes +Service charges etc.

Daily Allowance in Principal and Other cities without lodging provided at Company expenses, shall, respectively, be 50% extra on above rates.

Note:

1. An employee will become entitled to higher rates of Daily Allowance than the entitlement indicated as wage group wise above, if his basic pay gets increased equivalent to the minimum of the basic pay of the immediate next higher slab (i.e. NOT more than one slab higher).
2. For the time spent in journey while traveling by any mode, only ordinary rate of Daily Allowance as indicated in col. No. 4 of above table shall be admissible.

9.2.2 Hotel Allowance

Employees can stay in hotels on their own and produce receipts/hotel bills for reimbursement of lodging expenses, subject to the limit prescribed below:

S. No.	Grade of Employees and Pay Range	Hotel Allowance Rates (in Rupees)	
		Principal Cities#	Other Cities@
1	2	3	4
1.	Managing Director and Directors (Board level)	*See note below	*See note below
2.	General Manager	8,300	6700
3.	DGM	6,500	5200
4.	Dy. Manager /Company Secy.	3,000	2300
5.	Assistant Manager & below	2,100	1700

***Note:** The reimbursement of lodging charges for room accommodation in respect of Managing Director and Board level executive shall be regulated on the basis of actual expenses incurred by them on production of vouchers / bills etc.

#Principal cities:

Bangalore , Delhi , Mumbai, Kolkata, Chennai, Hyderabad, Ahmedabad, Lucknow, Nagpur, Kanpur, Jaipur

@Other Cities:

All other cities and towns, which have not been included in "**Principal cities**".

Note:

1. The rates of Hotel Allowance as indicated above, are exclusive of service charges and all taxes as applicable.
2. An employee will become entitled to higher class of accommodation than the entitlement indicated as wage group wise above, if his basic pay gets increased equivalent to the minimum of the basic pay of the immediate next higher slab (i.e. NOT more than one slab higher).
3. An employee, who stays in a hotel of lower category than his entitlement, shall also be entitled to breakfast charges, subject to the condition that expenses on breakfast shall not exceed 10% of the room tariff, and also that the total amount of room tariff plus breakfast expenses shall not exceed his entitlement of Hotel Allowance as indicated above.
4. Employees on tour to outstation and staying in Company's Guest House (s) will be entitled for an allowance up to 10% of Hotel entitlement to offset the breakfast charges for days of stay in Guest House only. This will be admissible without

production of vouchers and will be in addition to the normal Daily Allowance admissible on tour to outstation.

9.2.3 Daily Allowance shall **not** be admissible for the days of leave, whether spent at the tour station or elsewhere, and for holiday/weekly off days spent away from the tour station.

9.2.4 (a) After a continuous halt of 180 days' duration the halting place shall normally be regarded as the employee's headquarters.

(b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 8 kms. for a period not less than three nights.

(c) In calculating the duration of a halt, any day on which the employee travels or halts at a distance from the halting place exceeding 8 kms. shall be excluded. On such a day the employee may draw daily allowance and/or mileage allowance as admissible.

(d) Daily allowance at a place outside the headquarters of the Company for a continuous halt up to 180 days or more during tour and temporary transfer, etc. shall be as follows:

- i. First 30 days, full daily allowance
- ii. Beyond 30 days, and up to 180 days, half daily allowance
- iii. Beyond 180 days, nil.

Note:-

1. The intention of the above rule is to relate the 30 days limit to 'halt' and not to the entire absence. Full daily allowance will be admissible for first 30 days of continuous halt at any one place.
2. A period of leave (including casual), for which no daily allowance will be admissible, availed of by an employee while on tour will not constitute a break in continuity of a halt for purpose of computing the first 30 days or 180 days of a halt at any one place and grant of daily allowance.
3. If leave intervenes during the first 30 days of halt, daily allowance at full rate will be admissible only for a period of 30 days following the day of arrival less the number of days of leave (including casual leave).

9.2.5 No employee will normally be detailed on tour for a period exceeding 180 days at any one station, computed in the manner laid down in Rule 9.2.3 except in very special circumstances with the prior approval of the Managing Director.

- 9.2.6 (a) Employees staying in a hotel/guest house will be eligible for reimbursement of actual accommodation charges (including service charges) subject to the limit of Hotel Allowance, on production of hotel/guest house receipt.
- (b) Where the hotel/guest house bills are for a consolidated amount towards accommodation and breakfast, no deduction will be made on account of breakfast, and the entire amount will be treated as accommodation charges.
- (c) Where the hotel/guest house bills are for a consolidated amount towards accommodation and full board, reimbursement shall be admissible as under:-
- (i) Actual expenses, or the hotel allowance plus 50% of daily allowance rates as indicated the table under Rule 9.2.1, as the case may be depending on the classification of that city, whichever amount may be less, and,
- (ii) In addition, 25% of daily allowance rates as indicated the table under Rule 9.2.1, as the case may be depending on the classification of that city.

9.2.7 An employee, who has been allowed to receive house rent allowance for his family at a station other than his headquarters station, will not be entitled to the Daily Allowance while on tour to that station.

Note: The claimant shall furnish a certificate whether he was provided lodging or full board only or both.

9.2.8 Daily allowance may be drawn for broken periods of a 'Day' on the following scale (day being calculated from midnight to midnight).

- | | |
|---|------|
| (i) For absence up to six hours | NIL |
| (ii) For absence exceeding 6 hours but not exceeding 12 hours | 70% |
| (iii) For absence exceeding 12 hours | Full |

- 9.2.9 (i) If an employee is provided with boarding and lodging free of cost, he will be entitled to draw 1/4th of the daily allowance rate as indicated in the table on Daily Allowance under Rule 9.2.1, as the case may be, depending on the classification of that city.
- (ii) If only lodging is provided free of cost for the entire period of stay at an outstation, the employee is entitled to draw full Daily Allowance as in

the table on Daily Allowance under Rule 9.2.1, as the case may be, depending on the classification of that city.

- (iii) If only boarding is provided free of cost, he, at his option, can get either –
 - (a) The actual lodging expenses (restricted to the amount of hotel allowance as per rates shown in the table under Rule 9.2.2) plus 1/4th of Daily Allowance rate as shown in the table under Rule 9.2.1, as the case may be, depending on the classification of that city, or,
 - (b) ½ of the Daily Allowance as indicated in the said table, as the case may be, depending on the classification of that city.

9.2.10 Where more than one employee share the same room for stay in a hotel / Guest House /Railway Retiring Room etc., the proportionate share of lodging charges for each shall be treated as his lodging charges, and the daily allowance for him shall be calculated at the prescribed rates as shown in the table under Rule 9.2.1, as the case may be, depending on the classification of that city.

9.2.11 The absence from headquarters for calculation of Daily Allowance shall be determined as under:

- (i) In the case of tour within India, from the time of departure from headquarters to the time of arrival back at the headquarters.
- (ii) In the case of transfer, from the time of departure from old headquarters up to the time of arrival at new headquarters.
- (iii) The scheduled time of departure of plane/train/bus/steamer and the actual time of arrival of plane/train/bus/steamer will be reckoned.
- (iv) The period of absence from headquarters will not include:
 - (a) The period of leave of any kind availed of;
 - (b) Company's holiday/weekly off days spent away from the tour station; and
 - (c) The time spent on journeys in excess of the time required for performing the journey by the shortest route or for breaking journey route for personal reasons.

9.3 **Contingent expenditure:** The expenses on the following accounts will be reimbursable under the special sanction of the controlling officer on production of the requisite details/vouchers/certificates as stated below:

9.3.1 **Telephone (Trunk and Local Calls) ***

Date	Station	Phone	Party	Purpose	Duration	Amount	Job
------	---------	-------	-------	---------	----------	--------	-----

		No.	Called				No.

9.3.2 Telegrams/Phonograms/Fax/e-mail *

Date	Station	Party with Address	Purpose	Amount

(* To be supported by some documentary evidence, or on self certification basis)

9.3.3 Local Travel

Mode of conveyance actually used	Journey		Party visited etc	Amount	Purpose
	From	To			

9.4 Entertainment Expenses

The entertainment expenses will not be included in the Travel Expenses bill but will be claimed separately subject to prior approval of the Managing Director.

10.0 Traveling Allowance for travels on transfer between two stations or within the same station

A. Transfers between two stations

10.1.1 An employee is entitled to Traveling Allowance for self and members of his family on his transfer from one station to another provided that such transfer is in the interest of the Company and not at one's own request.

Note 1: For journeys on transfer on joining/leaving the Company an employee on deputation/foreign service will be eligible for traveling allowance under these rules or the rules of the lending organization as provided in the terms of his deputation/foreign service.

2: No transfer TA shall be admissible, if the employee has been transferred at his request.

10.1.2 Transfer Traveling Allowance comprises of the following elements:-

- (i) Composite Transfer Grant;
- (ii) Actual fares for self and family for journey by rail/air/steamer;
- (iii) Road mileage for journey by road between places not connected by rail;
- (iv) Cost of transportation of personal effects from residence at the old Headquarter station to residence at the new Headquarter station; and,
- (v) Cost of transportation of conveyance possessed by the employee.

10.2 **Travel Fare:** This is intended to cover actual expenses incurred on journey from the old station to the new station.

10.2.1 **Transfer journey by Air**

An employee and his family are entitled to travel by the class as per his entitlement under Rule 9.1.1

10.2.2 **Transfer Journey by Rail**

An employee and his family are entitled to travel by the class to which he is entitled to travel under Rule 9.1.2

Note 1: If an employee or his family members travel by a class lower than the class which he is entitled to, the travel fare will be restricted to the class actually traveled in. If they travel by higher class, the travel fare will be regulated as per entitled class.

2: An employee is expected to move his family members along with him when he proceeds to the new station, but, if for unavoidable reasons this is not possible, he is permitted to take them to the new station either one month before his own movement or within six months of his reporting for duty at the new station. Traveling Allowance for families for journeys beyond this period will be allowed only with the prior sanction of the Managing Director.

3: The above permission for moving family within six months does not imply approval for drawl of HRA in respect of the family accommodation at the old station.

10.2.3 **Transfer Journey by Road**

Where the employee himself and/or with members of his family travels by road, on transfer, the entitlement will be as follows:

(i) **Between places connected by rail**

Road mileage payable to the employee shall be restricted to rail mileage by the entitled class.

(ii) **Between places connected by road only**

(a) For journeys in full taxi or owner's car (if the employee is entitled to undertake journey by Taxi under Rule 8.1):

Road mileage at Rs. 10.00 per km. as under, notwithstanding how the employee and members of his family traveled.

For self = One road mileage at Rs. 10.00 per km.

One additional member of the family = Nil

For two additional members of the family = One additional road mileage at Rs.10.00 per km.

For more than two additional members = two additional road Mileage (instead of one road mileage at Rs.10.00 per km)

(b) For Journeys by bus (for those who are not entitled to travel by Taxi under Rule 8.1)

Actual bus fare for self and each member of family shall be payable.

Note 1: In case of transfer journeys, the employee will be entitled to draw road mileage as prescribed under these rules for travel by road from residence to railway station/bus stand at the old headquarters and railway station/bus stand to his/her residence at the new headquarters to the extent of actual expenditure incurred, for self and each member of the family. Road mileage rates shall be subject to revision from time to time on the basis of notification by the concerned Directorate of Transport.

10.2.4 Transfer journey by sea/river

Actual steamer fare by the entitled class as indicated in Rule 9.1.3 above, shall be payable.

10.3 Baggage Allowance

10.3.1 Baggage Allowance is granted to an employee for carriage of personal effects on his transfer from one station to another station at the following rates:-

10.3.2 By Rail

An employee is entitled to transport his personal effects by train as indicated below:

Grade of the employee	Personal effects that can be carried
Grade I :	Full four wheeler wagon, or 6,000 kg. by goods train, or one Double Container.
Grade II :	3000 kg. by goods train,

10.3.3 An employee carrying goods by road, between places connected by rail can draw actual expenditure on transportation of personal effects by road or the amount admissible on transportation of the maximum admissible quantity by rail and an additional amount of not more than 25% thereof, whichever is less.

10.3.4 Between places connected by road only: (including transportation by road within the limits of the city of old Headquarters and the new Head- quarters.)

Baggage allowance for carriage of personal effects between places connected by road only will be at the following uniform rates, subject to existing conditions:

Grade of the employee	A-1 & other principal cities Rs. per km	Other cities Rs. per km
Grade I	30.00	18.00
Grade II	15.00	9.00

10.4 Transportation of Conveyance on transfer

10.4.1 Eligibility for various types of vehicles shall be as under:--

Designation	Type of vehicle
All Executives (Asstt. Managers & above)	One motor car, or one motor cycle/scooter/moped
All Supervisors, equivalent and Non-Executives	One motor cycle/scooter/moped, or one bicycle

10.4.2 The rates of allowance for transportation of Conveyance shall be as under:--

Mode of Transportation	Motor Car	Motor-cycle/ Moped	Scooter/
<u>a. Places connected by Rail</u>			
When conveyance is sent under its own propulsion	Rs.10.00* per km. limited to expenditure on transportation by passenger train.	Rs. 6.00* per km. Limited to expenditure on transportation by passenger train.	
When conveyance is sent loaded on a truck	Actual expenses limited to the amount calculated @ Rs.10.00* per km or expenditure on transportation by passenger train, whichever is least	Actual expenses limited to the amount calculated @ Rs.6.00* per km., or expenditure on transportation by passenger train, whichever is least.	
<u>b. Places not connected by rail</u>			
When the conveyance is sent under its own propulsion	Rs. 10.00* per k.m	Rs. 6.00* per k.m.	
When the conveyance is sent loaded on a truck	Actual expenses limited to the amount calculated @ Rs.10.00* per km.	Actual expenses limited to the amount calculated @Rs.6.00* per km.	

Note: If conveyance owned by the employee is sent under its own propulsion, the employee will not be entitled to separate fare by rail/air or separate road mileage for himself. Appropriate traveling allowance will be admissible for members of his family, if they travel otherwise than by the conveyance being transported under its own propulsion.

* The rates are subject to revision from time to time on the basis of notification by the concerned Directorate of Transport.

10.5 Composite Transfer Grant

10.5.1 This is intended to cover all incidental expenditure involved in upsetting establishment at the old station and setting it up at the new station. In case of transfers involving a change of station located at a distance of 20 kilometers or more from each other, Composite Transfer Grant equal to one month's basic pay shall be payable to the concerned employee.

10.5.2 In case of transfer to stations which are at a distance of less than 20 km. from the old station and of transfers within the same town/city, the Composite Transfer Grant will be restricted to one-third of the basic pay, provided a change of residence is compulsorily involved.

10.5.3 No Composite Transfer Grant shall be allowed if there is no change of residence as a result of transfer of an employee from one station to another station.

10.5.4 Composite Transfer Grant is not admissible in case of transfer on request of an employee.

10.5.5 Transfer incidentals for the employees and the members of his family as well as road mileage for journeys between the residence and the Railway Station/Bus Stand/Airport at the old and new stations of posting shall not be admissible, as these expenses are included in the Composite Transfer Grant.

10.6 If a Driver of the Company is transferred from one station to another with Car/Jeep, he would not normally incur any expenditure on travel or on conveyance of personal effects and, therefore, the question of reimbursing these expenses would not arise. However, in case the members of the Driver's family who travel by rail etc., and/or personal effects which are carried by rail/public road transport, reimbursement of actual expenses on these accounts as per rules shall be permissible.

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

B. Transfers within the same station

10.7 No Traveling Allowance will be admissible if no change of residence is involved.

10.7.1 If there is change of residence as a result of transfer, traveling allowance shall be admissible as under:

- (a) Actual cost of conveyance not exceeding the travel fare admissible for self and family,
- (b) Actual cost of transportation of personal effects but not exceeding the maximum entitlement under these rules.
- (c) One-third of the Composite Transfer Grant will be admissible.

Note: For the purpose of this rule, the terms “same station” will mean the area falling within the jurisdiction of the Municipality or Corporation including such of the suburban Municipalities, notified area committees or cantonments as are contiguous to the named municipality etc.

10.8 An employee transferred from one post to another, if permitted to hand Over the charge of his old post or to take over charge of the new post at a place other than the old/new headquarters, is entitled to the following concessions:--

(a) Traveling allowance at tour rates for the employee's actual journeys –

- (i) From the old headquarters to the place of handling/taking over charge;
- (ii) From the place of handing over charge to the place of taking over, and,
- (iii) From the place of handing/taking over charge to the new headquarters.

(b) In addition, transfer traveling allowance for the conveyance of his family and personal effects will be admissible from the old headquarters to the new headquarters at the prescribed rates and conditions.

10.9 An employee, whose headquarters is changed while he is on tour and who proceeds to his new headquarters without returning to his old headquarters, is entitled to traveling allowance at tour rates from the old headquarters to the tour outstation and from the tour outstation to the new headquarters, plus the concession referred to in Clauses (b) of Rule 10.8 above.

10.10 If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, traveling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the traveling allowance that would have been admissible if the family had proceeded to the new headquarters station.

10.11 When both husband and wife are employed, and transferred from one and the same old station to one and the same new station

In cases where wife of an employee is also the employee of the Company, or is an employee of Central/State Government, or that of another PSU/Autonomous Body/any body owned / financed by Government, etc., and both of them are transferred at the same time or within six months of his

transfer, from one and the same old station to one and the same new station, transfer traveling allowance shall **NOT** be admissible to both of them as independent employees. Either of them may claim transfer traveling allowance, the other being treated as a member of his/her family.

11.0 The Company also employs Consultants/Advisors for furtherance of its objectives. For the purpose of Traveling Allowance Rules, these Consultants will be entitled to the scale of traveling allowance/D.A./Hotel Charges for undertaking official journeys at their headquarters or to outstations as decided by the Managing Director as per Action Plan of the Project on which they are engaged.

12.0 Traveling Allowance on Retirement / Death

On Retirement

12.1 An employee on retirement shall be eligible for traveling allowance in respect of the journey of the employee and members of his family from his last headquarters to his home-town or to the place in India where he and his family is to settle down permanently even if it is other than his declared home town and in respect of transportation of his personal effects between the same places.

12.2 The employee shall be eligible to Air/rail/bus fare, composite transfer grant, cost of transportation of personal effects and conveyance on the same scale and terms as applicable in case of transfer of serving employees under these rules.

12.3 In case of an employee whose domicile is elsewhere than in India or who intends to settle outside India after retirement, the concession shall be admissible up to the railway station nearest to the port of his disembarkation. In the case of such a person who travels by air, the concession of traveling allowance by rail/road shall be admissible up to the airport of empanelment for himself and members of his family and up to the port of dispatch for his personal effects.

12.4 The concession may be availed of by an employee, who is otherwise eligible for it, within one year of the date of his retirement. However, Managing Director may, on the request of the retiring employee, extend the time-limit of one year in deserving cases under special circumstances.

12.5 The concession is not admissible to such employees -

- (a) Who quit service by resignation; or
- (b) Who are dismissed or removed from service; or
- (c) Who are compulsorily retired as a measure of punishment; or
- (d) Who retire from service on superannuation/ invalidation/ or are retrenched before completing ten years of service in the Company.

On Death

- 12.6 The family of an employee, who is getting salary in the regular scale of pay and who dies while in service, would be entitled to the same traveling allowance as admissible to the family of an employee on his retirement.
- 12.7 The amount of Traveling Allowance admissible to the families of deceased employees shall be paid in the order of precedence given below:-
- (i) The surviving widow or the eldest among them, if there be more than one surviving widows (not being a minor) if the deceased was a male employee, or the husband if the deceased was a female employee.
 - (ii) The eldest surviving (dependent) child of the deceased employee provided that he/she has attained the age of majority.
 - (iii) Any person who, in the opinion of the Managing Director, is fit to receive the payment on behalf of the minor(s), subject to the execution of by such person of a bond, duly signed by two sureties, agreeing to indemnify Company against any subsequent claim. The two sureties mentioned above should be the permanent employees whose status should be equivalent or higher than the deceased employee, provided that such a bond may be dispensed with when payment is made to a legal guardian.

13.0 Traveling Allowance (Travel Grant) for joining duty on first appointment:

- 13.1 Indian Scientists/Technical Officers working abroad may, on their selection, for appointment under the Company and members of their families be allowed air passage by economy (tourist) class as defined in these rules from the country where he is working to the port of disembarkation in India and rail fare of the class to which he shall be entitled after joining the post under the Company or the class by which the journey is actually performed, whichever is less, from the port of disembarkation to the place of duty provided he undertakes to serve the Company for a minimum period of three years from the date of joining duty in the Company in India.
- 13.2 The cost of passage including the cost of travel by rail in a foreign country is reimbursable by the Company to the concerned Scientists/Technical Officers.
- 13.3 The form in which the bond is to be executed after joining duty in India is appended vide Appendix I.
- 13.4 The facility of grant of passage should not normally be made available to Indian Scientists/Technical Officers abroad, who are not actually employed at the time of their selection or at the time the offer is sent to them. However, the Managing Director may, at his discretion, extend this facility to any particular Scientist/Technical Officer, not as a matter of course but only in special cases and for reasons to be recorded.

14.0. Traveling Allowance for attending interviews/written tests in connection with appointments in the Company

14.1 Candidates from outstations called for interviews/written tests in connection with appointment in the Company will be paid as under:

14.1.1	Candidates being considered for posts with a minimum basic pay of Rs. 32,900/- p.m. in the scale of Rs. 32,900-58000 or higher scale	Single first class / AC 3 Tier / AC 2 Tier rail fare by the shortest route each for onward and return journeys by other than Rajdhani/ Shatabdi Express trains.
14.1.2	Candidates being considered for posts with a minimum basic pay below Rs. 32900/- p.m.	Single Sleeper / II class rail fare by the shortest route each for onward and return journeys.

Note1: In exceptional cases, such candidates called for interview for posts carrying a basic pay of Rs. 32900/- and above may be allowed air fare (economy class), or rail fare of AC 3 Tier in Rajdhani Express or AC Chair Car in Shatabdi Express with the approval of Managing Director.

- 2: The journey may be performed by mail/express/passenger train. In the event of journeys undertaken by Rajdhani Express trains, the reimbursement shall be restricted to AC 3 tier only.
- 3: The surcharge levied for certain fast trains and reservation charges (including sleeper charges) on all trains actually paid will be reimbursed.
- 4: Where a candidate travels by road/steamer from a station connected by rail, he will be paid an amount equal to the rail fare of the entitled class as indicated above, or the fare actually paid for traveling by road/steamer, whichever is less.
- 5: Where a candidate actually travels by a class in rail lower than the entitled class as shown above, he will be paid single rail fare by the shortest route by the lower class, for both the onward and return journeys, subject to production of copy of ticket for the onward journeys.
- 6: Where a candidate travels by bus between two points not connected by rail, he will be reimbursed actual bus fare, provided the same does not exceed the rail fare of Sleeper Class by mail/express train equivalent to the distance traveled by bus. The reimbursement will, however, be allowed on production of the bus ticket.
- 7: Where the two stations are connected by rail and the candidate performs the onward journey by rail but is not able to produce PNR and ticket number, he shall be paid second class rail fare for both onward and return journeys. However, if the candidate performs the return journey by rail and produces copy of ticket for return journey, he will be reimbursed the difference in fares for second class and the class of travel for which ticket number is produced subject to entitlement.

- 8: Where journey is performed from a station outside India, reimbursement will be admissible for the journeys between the port of disembarkation in India and the station where the candidate appears for interview, subject to this having been specially agreed to.
- 9: Traveling allowance for interview, etc. will be restricted to the rail fare or bus fare, as the case may be, chargeable by the shortest route from railway station/bus stand nearest to the normal place of residence or from which the candidate actually performs the journey, whichever is nearer to the place of interview/test and back to the same station.
- 14.2 Departmental candidates called for interview along with outside candidates will be treated as on duty for the period of journey and interview and paid traveling allowance as on tour.
- 15.0. Travel Allowance for travels to appear as witness in Departmental inquiries held by Government Authorities, Public Sector Undertakings or Semi-Government Organizations or in a criminal/ civil case before a court of law to which a Government, a Public Sector Undertaking or a Semi-Government organization is a party or in any arbitration case:**
- 15.1 An employee shall be entitled to receive from the Company in respect of his attendance before an Authority holding a departmental inquiry or arbitration (in the organizations/departments mentioned above) or a Court of Law, payment of traveling allowance as on tour.
- 15.2 Where an employee is called to an inquiry/arbitration or before a Court of Law (whether criminal or civil) to give evidence as to facts which have come to his knowledge in the discharge of his official duties, minimum time required for the journey to be undertaken by him for the purpose, and days on which he is required to remain present before the authority holding the inquiry/arbitration, or to appear in the court of law, shall be considered as having been spent on duty:
- PROVIDED that if an employee appears to give evidence while he is on leave, the entire time spent shall be treated as part of the leave and he shall not be deemed to have been recalled to duty.
- 15.3 Where an employee is called by any authority holding the departmental inquiry or arbitration or a court of law to give evidence as to facts which have come to his knowledge at a time when he was not in Company's service, he shall be paid traveling allowance as on tour.
- 15.4 Reimbursements received from courts/Organizations/ Departments etc. as mentioned above, if any, shall be deposited with the Company.
- 16.0 Traveling Allowance to employees under suspension**
- 16.1 An employee under suspension, who is required to perform journey to attend the departmental enquiry shall be allowed traveling allowance as for a journey on tour from his headquarters to the place where the departmental enquiry is held or

from the place where at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. No traveling allowance shall, however, be admissible if the enquiry is held at the outstation at his own request.

16.2 Where an employee, whether he is under suspension or not, performs journeys to attend Police/CBI/CVC enquiry in connection with a case in which he is suspected to be involved, he shall be entitled to the traveling allowance as for a journey on tour, provided that such journeys are performed with the prior approval of the competent authority.

16.3 Where an employee undertakes journeys during suspension for appearing in a Court of Law, as an accused, and is later on acquitted by the court and reinstated in service but for death or his having attained the age of compulsory retirement, traveling allowance as for the journey on tour shall be reimbursed to him.

16.4 The payment of traveling allowance of the employee under suspension shall be regulated by the grade /pay of the post held by him immediately prior to his suspension.

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

18.0 T.A. for employee accompanying Foreign Delegations/VIPs.

If an employee is deputed to accompany foreign delegation/VIPs for travel within India, the accompanying employee shall, as far as possible, travel by the class of accommodation to which he is entitled under these rules. In a case, however, where it is considered absolutely necessary for the employee to travel in a higher class of accommodation than his entitled class, along with members of the delegation, the employee may be allowed to do so with the prior sanction of the Managing Director. Similarly, the accompanying employee may, wherever considered necessary, travel by road and by air along with the members of the delegation/VIPs.

Expenditure on food in transit and other essential incidental expenditure such as hotel charges, etc. shall also be paid by the Company as for members of the delegation/VIPs. Similarly, wherever it is considered absolutely necessary that the accompanying employee should stay in the same hotel as members of the delegation/VIPs, accommodation appropriate to his status may be arranged in that hotel. In such cases the accompanying employee shall be entitled to daily allowance at 1/4th of the normal rate applicable as given in Rule 9.2.1, as the case may be, depending on the classification of that city.

19.0 The payment of traveling allowance shall be regulated in accordance with the Government's instructions contained in the relevant Supplementary Rules, for the journeys undertaken in the following type of cases:-

- (a) To the employees, who are nominated to function as an Enquiry Officer, or Presenting Officer, or those who are called to appear as defendant, defence assistant or to give evidence;
- (b) To retired employees, including those who are removed/dismissed or compulsorily retired from service :-
 - (i) for attending departmental enquiries against them;
 - (ii) for perusal of records/ inspection of documents;
 - (iii) for attending courts in judicial proceedings against them;
- (c) To outsiders, including the retired employees, who are nominated to function as an Enquiry Officer/Defence Assistant, or those who are called to give evidence in departmental proceedings

20.0 Joining Time

- 20.1 Joining time shall be granted to an employee on transfer in the interest of Company enabling him to join their new post either at the same or a new station.
- 20.2 In the case involving transfer from one station to another and also involving change of residence, the employee shall be allowed joining time with reference to the distance between the old headquarters and new headquarters by direct route and ordinary mode of travel as indicated below:

Distance between old headquarters and new headquarters.	Joining time admissible.
Up to 1 thousand Kms.	10 days
More than 1 thousand and up to 2 thousand Kms.	12 days
More than 2 thousand Kms.	15 days except in cases of travel by air for which the maximum will be 12 days.

Note: The period of joining time shall include the period spent on journeys.

- 20.3 The joining time shall commence from the date of relinquishment of charge of the old post, if charge is made over in the forenoon, or the following day if the charge is made over in the afternoon.
- 20.4 When holidays follow joining time the normal joining time shall be deemed to have been extended to cover such holidays. In other words, when holidays fall immediately on expiry of the permissible joining time, the period of joining time shall stand extended to cover the holidays.
- 20.5 Not more than one day's joining time shall be allowed to an employee for joining the new post within the same station which does not involve a change of residence from one station to another. The term 'same station' would mean the area falling within the jurisdiction of the municipality or corporation

including such of suburban municipalities, notified areas or cantonments which are contiguous to the main municipality / corporation.

- 20.6 No joining time is admissible in case of temporary transfer for a period not exceeding 180 days. Only the actual journey time, as admissible in case of journeys on tour, may be allowed.
- 20.7 **Leave in lieu of joining time:** When an employee joins the new post without availing of the full joining time, the number of days of joining time as admissible reduced by the number of days actually availed of shall be credited to his leave account as Earned Leave. The credit of joining time to the leave account will be subject to usual restriction on accumulation of Earned leave in the leave account.
- 20.8 **Joining Time Pay:** An employee on joining time shall be considered as on duty during that period and shall be entitled to be paid joining time pay equal to the pay which was drawn before relinquishment of charge of the old post. He will also be entitled to dearness allowance appropriate to the joining time pay. In addition, he can also draw compensatory allowances like HRA as applicable to the old station from which he was transferred.

21.0 Savings

- 21.1 T.A claims already settled before the commencement of these rules shall not be reopened.
- 21.2 TA claims, which are pending/ submitted hereinafter in respect of journeys already undertaken before the commencement of these rules, shall be regulated and settled under the rules in force on the dates of undertaking those journeys.
- 21.3 TA claims in respect of journeys undertaken after the commencement of these rules shall be regulated and settled in accordance with the provisions of these rules.

22.0 General

- 22.1 Instructions in the form of Government decision, explanation, or clarification contained in the corresponding / relevant Supplementary Rules regulating the payment of traveling allowance to the Central government servants and other non-officials may be considered as guiding principle for deciding an individual case on any such point, which is not covered by these rules, arising in the Company.
- 22.2 In an exceptional case where justification exists, the Managing Director may allow relaxation of any of these rules, on case to case basis, for reasons to be recorded.

22.3 Removal of doubts

Where a doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Managing Director for final decision.

22.4 Amendments

The Board may amend, modify or add to these rules, from time to time, and all such amendments, modifications or additions shall take effect from the date stated therein.
