

(Personnel & Administration Division)
Head Office

Ref: HO/Pers/Estt/71

8th September, 2005

CIRCULAR NO. : 1522

Sub : Domestic Travelling Allowance Rules - Amendment
to IFFCO Service Rule No. 14

The existing Travelling Allowance Rules have been revised and accordingly Rule No. 14 of IFFCO Service Rules stand substituted by the new rules attached hereto.

This will come into force with effect from 1st September 2005 and supersedes all Rules and Circulars on the subject.

This issues with the approval of the Competent Authority.


(S.K. MISHRA) 8/9/05
EXECUTIVE DIRECTOR(P&A)

DISTRIBUTION

- i) MD
- ii) MKD/FD/CVO/Sr.ED(T)
- iii) All EDs/SGM/GMs/JGMs
- iv) HODs of P&A and F&A of all unit
- v) All Zonal Heads/SMMs/AMs
- vi) All concerned

14.0 DOMESTIC TRAVELLING ALLOWANCE RULES

14.1 Travelling and Cash Allowance shall not be a source of profit to the employees.

14.1.1 Employees should plan their journeys in advance so that there is generally no necessity to deviate from the normal rules.

Explanation These rules will not apply to the persons engaged/employed in the category of sportsman or by virtue of their being sportsman, or under sports quota, as a preferential category and also to those who are required to travel as a part of any sports team/cultural team; such persons will be governed by such special rules and regulations as may be issued from time to time.

14.2 Sanction for Travel

Every employee proceeding on tour shall get his tour programme approved by his controlling Officer before proceeding on tour. Executives in grade 'C' and above may draw-up their own tour programme but shall submit the same in advance to the Managing Director and/or to the respective Functional Director/Executive Director.

14.3 Class and Mode of Travel

14.3.1 All employees, while on tour, shall be entitled to travel by the mode or class as provided in Schedule-I, and shall be reimbursed the actual air fare/rail fare/bus fare, including surcharge/reservation and sleeper charges, by the shortest route.

14.3.2 If an employee travels by a class lower than his entitlement, he will be reimbursed only the actual expenses incurred by him. If he travels by a class higher than his entitlement, the reimbursement of cost of travel will be limited as per his entitlement.

14.3.3 In emergent, special circumstances and in the exigencies of work, the Controlling Officer may, for specific and justifiable reasons, permit an employee to travel by a mode/class other than that to which he is ordinarily entitled to as laid down in Schedule - 1, provided that no officer other than Managing Director is authorised to permit relaxation for travel by 1st AC Rail and Executive Class - Air.

- 14.3.4 The employee shall travel by the shortest and most usual route. The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt the matter may be referred to ED(P&A) who will decide which shall be regarded as the shortest of two or more routes.
- 14.3.5 Employees deputed for seminars etc. should travel by the entitled mode/class only as no special exigencies are involved and journeys can be planned in advance.
- 14.3.6 Where more than one person is deputed for the same job and they are required to be together, they should combine their road travels so as to engage only one conveyance.

14.4 Cash Allowance & Lodging Charges

- 14.4.1 For the purpose of Cash Allowance and Lodging Charges, the employees have been classified into various categories as given in Schedule - 2.
- 14.4.2 Cash Allowance and Lodging charges will be subject to revision from time to time, as determined by the Management.
- 14.4.3 Cash Allowance is to be calculated for the period of absence of an employee from the Headquarters. For working out the time of departure/arrival of an employee from/to the Headquarters, the scheduled time or the actual time of departure/arrival respectively, whichever is later, of bus/train/flight, shall be taken into account. The duration of time spent in travel between the actual place of residence/office and the place of boarding the train/bus/flight shall be ignored for the purpose of cash allowance. Cash allowance will be calculated on the basis of a calendar day beginning and ending at midnight.
- 14.4.4 If an employee proceeds on official tour does not return to the Headquarters on the same day, Cash Allowance for the broken period will be calculated on the following rates:

Upto 6 hours	25%
More than 6 hours & upto 12 hours	50%
More than 12 hours	100%

If an employee proceeds on official tour and returns to the Headquarters on the same day, Cash Allowance for the broken period will be calculated on the following rates:

Upto 6 hours	Nil
More than 6 hours & upto 12 hours	50%
More than 12 hours	100%

- 14.4.5 Headquarters shall mean the place of work where an employee is posted and shall include the area covered by the project site/ plant/other offices, the related township and the adjacent urban agglomeration/Airport/ Railway Station, if any. Therefore, an employee deputed on duty from his usual place of work to the connected township stated above and vice-versa will not be entitled to any Cash Allowance. For example, if an employee working at Kalol Plant goes to Ahmedabad or working at Phulpur Plant goes to Allahabad or working at Delhi goes to Gurgaon or Faridabad or Noida/Greater Noida/Ghaziabad or working at Kandla goes to Gandhidham or working at Aonla goes to Bareilly or goes to any airport from the main city and vice versa even if these are outside municipal limits for official purposes, he will not be treated as on tour and will not be entitled to any Cash Allowance/Lodging charges.
- 14.4.6 Normally no break in journey is allowed to the employee unless he has to perform an official work at the intervening station. In case the employee plans to break the journey on way to the destination or on return journey, details regarding break of journey and halt at intervening station shall be mentioned specifically, alongwith justification, in the tour programme and TA Bill, otherwise no claim for boarding, lodging and conveyance for that period will be admissible.
- 14.4.7. The Cash Allowance rates includes local conveyance expenses which an employee may be required to incur while on tour. However, where an employee has to incur onerous expenses on local conveyance, the Controlling Officer may sanction reasonable actual conveyance expenses on submission of full details by the touring official and a recovery @ 15% of the Cash Allowance shall be made from the employee.
- 14.4.8. Reasonable conveyance expenses to and from airport, railway station, bus-terminal at Headquarter and out-stations shall be reimbursed as per

entitlement of the employees in terms of Schedule - 1, and shall not form part of the Cash Allowance and will be allowed additionally.

- 14.4.9 Where official conveyance at the station of halt has been provided by IFFCO or any other organisation for purposes other than those mentioned in para 14.4.8, then a deduction @ 10% will be made from the Cash Allowance. Deduction @ 10% of Cash Allowance will also apply to cases where IFFCO's transport is used for the purpose of travelling by the employee (including driver) or where the employee uses his own conveyance while on tour and claims mileage as per rules. In case an employee claims conveyance at actuals, deduction @ 15% will be made from the Cash Allowance. The reimbursement of such expenses for coming to place of duty and going back to place of stay is to be restricted to 50% of Cash Allowance. Deduction of Cash Allowance will not be made from the Drivers when they are required to drive the vehicle of the touring officials not as their personal tour but as a part of their normal duties.
- 14.4.10 Where an employee claims lodging charges or stays in IFFCO Guest House without boarding facilities, he will be entitled to claim only the Cash Allowance. When an employee stays in IFFCO Guest House and avails both lodging and boarding facilities, he will not have the option of payment of the boarding charges to the guest house and claim cash allowance. He will be governed by the provisions as contained at para 14.4.11.
- 14.4.11 (a) Where an employee stays in the IFFCO Guest House and avails boarding & lodging facilities, he will be entitled to only 35% of the Cash Allowance admissible to him. If a vehicle is also provided to the employee, in addition to the boarding & lodging facilities availed by him, he will be entitled to only 25% of the Cash Allowance admissible to him.
- (b) For the day of checkout from the Guest House, the touring official will be entitled to 100% cash allowance admissible to him irrespective of the checkout time.
- 14.4.12 An employee staying in any IFFCO premises will be treated to have stayed in IFFCO Guest House whether same is declared as Guest House or not. In such case he will not be entitled to claim any lodging charges.
- 14.4.13 Where an employee is sponsored for attending residential seminars and the fee paid for the participation in the seminar includes lodging and boarding the employee shall be eligible to 25% of the Cash Allowance admissible to him.

- 14.4.14 If an employee while on tour spends the night or day in travel, he will be entitled only for the Cash Allowance and not for any lodging charges for such period. Lodging charges shall be paid only from the time of reaching the destination station.
- 14.4.15 The employee will not be treated on official tour and would not be eligible for Travelling Allowance/Cash Allowance, conveyance and hotel/guest house expenses for the days of leave whether spent at the touring station or otherwise and for intervening/preceding and succeeding holidays/weekly off days spent away from the touring station.
- 14.4.16 The ceiling limits of accommodation charges should be adhered to strictly; if any relaxation is allowed, the extended limit should be specified in the tour programme itself which is prepared in advance.
- 14.4.17 Bed Roll charges incurred by the employee will be reimbursed to him subject to his production of receipt issued by Railways.

14.5 Actual Expenses

- 14.5.1 Officers delegated with power under 'Powers of Officers' may sanction claims on the basis of actual expenses in excess of these rules in special cases, subject to the condition that departure from rules is justified and necessary in the exigencies of work and expenses incurred are reasonable. However, if any relaxation is required in case of transfer of an employee, the same will require MD's specific prior approval.
- 14.5.2 The boarding charges and conveyance charges if claimed at actuals, the same have to be within reasonable limits depending on the grade of the employee and the limits may be fixed in advance.

14.6 Travel on Transfer

- 14.6.1 If an employee is transferred from one station to another he shall be entitled to the actual fare for the employee and his family by the same class and mode of travel to which he is entitled to travel for his official journeys. However, if he travels by a class lower than his entitlement, he will be reimbursed only the actual expenses.



14.6.2 The employee on transfer will be entitled to actual Baggage Allowance by passenger train/road, subject to the maximum limits as specified below:

SN	Grade	BAGGAGE ALLOWANCE	
		With Family (Kgs.)	Without Family (Kgs.)
1	E & above	6,000	3,000
2	F & F1	4,000	3,000
3	H1 to G	3,000	2,250
4	K to H2	2,000	1,500
5	L & below	1,500	1,000

14.6.3 The employees shall also be entitled for grant of Cash Allowance only for each day of travel for himself and for each member of his family at the same rates to which he is entitled to, while on tour for official business.

14.6.4 The employees on transfer will be entitled to transport their household goods by passenger train and cost for maximum permissible quantity will be reimbursed on production of receipt from railway. If the employee transports his household goods by road, reimbursement of cost to the extent of permissible quantity will be made at actuals or rates specified below, whichever is less, on production of receipt from a goods transport agency.

Group	Distance	Rates per Km. for 100 Kgs.	Remarks
A	Less than 400 Kms.	70 Paise	--
B	Less than 1400 Kms.	50 Paise	Amount not less than A
C	1400 Kms. & above	40 Paise	Amount not less than B

14.6.5 An employee on transfer will be entitled to transport the conveyance owned by him either a car or scooter or moped, as per his entitlement either by rail or by road. In case of transportation of conveyance by rail, the reimbursement will be on actuals, subject to entitlement of the type of conveyance, on production of receipt from the railways. In case of transportation of conveyance by road, transportation charges will be reimbursed at the following rates on self certification basis.

Type of Vehicle	Rate per Km.
Motor Car	Rs. 7.00 Per Km.
Motorcycle/Scooter	Rs. 3.00 Per Km.
Moped	Rs. 2.00 Per Km.

- 14.6.6 Employee will also be entitled to reimbursement of actual expenses on loading, unloading, cartage and packing charges on production of receipts subject to maximum of half month's basic pay. In addition, the employee will be reimbursed the cost of insurance of goods to be transported at actuals on production of receipts.
- 14.6.7 The employees on transfer will be paid half month basic pay towards Settling Allowance, after they have joined at the new place of posting on transfer.
- 14.6.8 Employees on transfer will be entitled to six days joining time excluding sundays, holidays and time taken in journey. The joining time should be availed within six months from the date of joining at the new place of posting.
- 14.6.9 If an employee on transfer is not able to arrange residential accommodation immediately on arrival to the new place of posting he will be entitled to claim Cash Allowance at his new place of posting for a period of upto 10 days or till the date of actual hiring the residential accommodation, whichever is earlier. No HRA will be admissible if the employee draws Cash Allowance for the said period.

14.7. Travel to Home Town on Superannuation/Retirement

- (a) If any permanent employee superannuates/retires from the services of IFFCO and desires to return to his declared Home Town, he shall be paid in advance i.e. on the date of his superannuation/retirement, the entire cost of his entitlement before the commencement of the journey on the basis of a certificate indicating the cost of travel for himself and his dependent family members, the cost of transporting his personal effects, packing, loading, unloading and insurance at such rates and entitlement as would have been entitled to him on his permanent transfer. Employees on contract service and the persons who have already availed such benefits from the previous employer before joining IFFCO will not be eligible to claim expenses on travelling to home town or transportation of baggage etc.

Travel to Home Town by dependent family members in the event of untimely death of the employee

- b) The dependent family members of an employee, in case of death of an employee while in the service of IFFCO, would also be entitled to return to the declared Home Town of the deceased employee and shall be paid



in advance, the entire cost of his entitlement before the commencement of the journey on the basis of a certificate indicating the cost of travel for dependent family members, the cost of transporting his personal effects, packing, loading, unloading and insurance at such rate and entitlement as would have been entitled to him on his permanent transfer.

- c) For the purpose of releasing the cost of journey etc. in advance, a certificate that the superannuated employee/the dependents of the deceased employee alongwith other dependent family members are undertaking the journey to the Home Town will be submitted by the claimant and no other documentary evidence/proof will be required for payment and the entire amount payable will be released on the date of superannuation of the employee and on submission of the certificate by the dependents in the case of untimely death of the employee. The certificate will be countersigned by the respective Controlling Officer.
- 14.8. Travel claims in terms of these rules shall be prepared in such form and with such details and supporting documents as may be required by IFFCO from time to time and shall be got countersigned from the Controlling Officer. Executives in grade 'C' and above may prepare their claims without counter signature by any other authority.
- 14.9. Controlling Officer for the administration of these rules shall be Managing Director and Officers delegated with powers under 'Powers of Officers'.
- 14.10. The Managing Director may at his discretion issue clarifications for the interpretation of these rules. Any question of doubt or interpretation should be referred to the Managing Director for clarification or interpretation whose decision shall be final and binding on all.



CLASS AND MODE OF TRAVEL

SN	Grades	Maximum entitled class to travel on tour and employee's family on transfer	Journey by Road
1	B & above	By Air Executive Class/1st AC Rail	Car/Taxi(A/C)
2	C1,C & B1	By Air Economy Class/1st AC Rail	Car/Taxi(A/C)
3	F1 to D	By Air Economy Class/1st AC Rail	Official/Own Car/Taxi (Non A/C)
4	G and G1	II AC Rail	Official/Own Car/Taxi(Non A/C)
5	K to G2	II AC Rail by other trains/III AC by Rajdhani Express	Auto/Cycle Rickshaw/Own Scooter/Motor Cycle
6	L and below	Sleeper Class(Non A/C)	Public Bus/Auto/Cycle Rickshaw/Own Scooter/Motor Cycle

Note :

If any existing employee was entitled to travel by higher mode/class on 31st August, 2005, he shall continue to remain so entitled



CASH ALLOWANCE AND LODGING CHARGES

SN	Category	Group of Cities	Cash Allowance	Lodging charges with Receipt	Lodging Charges without Receipt
1	2		3	4	5
1	C & above	(i) (ii) (iii)	Rs. 625/- Rs. 625/- Rs. 625/-	Actual	Rs. 475/- Rs. 356/- Rs. 285/-
2	E to C1	(i) (ii) (iii)	Rs. 495/- Rs. 430/- Rs. 380/-	Actual equivalent to 3/4 star Hotel	Rs. 475/- Rs. 356/- Rs. 285
3	F1 & F	(i) (ii) (iii)	Rs. 495/- Rs. 430/- Rs. 380/-	Rs. 1900/- Rs. 1425/- Rs. 1140/-	Rs. 475/- Rs. 356/- Rs. 285/-
4	H1 to G	(i) (ii) (iii)	Rs. 310/- Rs. 265/- Rs. 220/-	Rs. 1330/- Rs. 1000/- Rs. 800/-	Rs. 332/- Rs. 250/- Rs. 200/-
5	K to H2	(i) (ii) (iii)	Rs. 220/- Rs. 185/- Rs. 170/-	Rs. 950/- Rs. 710/- Rs. 570/-	Rs. 237/- Rs. 177/- Rs. 142/-
6	L & below	(i) (ii) (iii)	Rs. 195/- Rs. 170/- Rs. 140/-	Rs. 570/- Rs. 430/- Rs. 340/-	Rs. 142/- Rs. 107/- Rs. 85/-

CLASSIFICATION OF CITIES:

- | <u>Group</u> | <u>Cities</u> |
|--------------|--|
| (i) | Chennai, Delhi, Kolkatta & Mumbai |
| (ii) | All State Capitals, 'A' class cities, Kalol, Kandla, Phulpur, Aonla and Nellore Project. |
| (iii) | Other Places |

Municipal limits of the cities of Faridabad, Ghaziabad, Gurgaon, Noida and Greater Noida will be treated at par with Delhi