

Personnel & Administration Division
Head Office, New Delhi

Ref.No. HO/Pers/Estt/71

12th January, 2012

CIRCULAR NO.1634

Sub: Domestic Travelling Allowance Rules

Reference is invited to Circular No. 1604, dated 27th August, 2010 on the above subject.

W.e.f 1st January, 2012 Lodging Charges with receipt, Lodging Charges without receipt & Cash Allowance have been revised as are given in the Annexure-A of this Circular.

Other terms & conditions of the said Circular will remain unchanged.

Tour Bills already settled shall not be reopened.



(R P Singh)
Director(HR & Legal)

Distribution:

1. Jt. MD
2. Dir(Tech.)/Dir(CD)/Mktg. Director/Dir(Strategy & JV)
3. All Sr. EDs/EDs
4. All SGMs/GMs/CVO
5. HODs of P&A and F&A of all Units/Divn.
6. All ZMs/SMMs/AMs
7. All Departmental/Sectional Heads-HO/MKCO
8. All concerned

cc : DGM(Coord), MD's Office, HO

cc: Secretaries of Employee's Union/Officer's Associations, HO & Mktg Division /Kalol/Kandla/Phulpur/Aonla & Paradeep