

# **NSTFDC TRAVELLING ALLOWANCE (REVISED) RULES, 2014**

These Rules will be called the “National Scheduled Tribes Finance and Development Corporation Travelling Allowance (Revised) Rules, 2014”.

## **I. OBJECTIVE**

To define and lay down the Corporation’s Policy and Rules on reimbursement of expenses incurred on official travel in India.

## **II. SCOPE**

These rules will be applicable to all regular full time employees of the Corporation including full time stipendiary/management trainees. These Rules shall also cover the candidates called for interview/fresh appointment and any other person required by the Corporation to perform its work.

## **III. DEFINITIONS**

- a) ‘Travelling Allowance’ means an allowance the employee draws on account of the expenses incurred on official travel within India in connection with the Corporation’s work.
- b) ‘Corporation’ means NSTFDC, its Headquarters, Zonal Offices, Regional Offices and Branch Offices.
- c) ‘Employee’ means persons employed by the Corporation on a regular full time basis including probationers, deputationists (unless the terms and conditions of deputation otherwise prescribe) but does not include casual or part-time employees.
- d) ‘Family’ means an employee’s spouse residing with the employees and legitimate children including legally adopted children and step children residing with and wholly dependent on the employee.

For the purpose of transfer travelling allowance, family would also include parents, step mother, brothers (below 18 years) and sisters (unmarried or widowed) residing with and wholly dependent upon the employee.

- e) ‘Dependent’ for the purpose of these Rules will cover the family member whose individual income from all sources does not exceed the minimum amount of family pension, i.e. Rs. 3,500 p.m. and dearness relief thereon. In case of parents, income of both father and mother jointly will be taken into account for this purpose.
- f) ‘Category’ or ‘level’ of the employee means the category / level of the post held by the employees as classified under Recruitment, Promotion and Seniority Rules of the Corporation. In respect of stipendiary trainees, the category/level of the post to which they will be appointed after satisfactory completion of the training shall be considered as their category/level for the purpose of these Rules.

- g) 'Tour' means a journey undertaken for the Corporation's work out of the municipal/geographical limits of the Headquarters or station at which he/she is posted, for which travelling allowance is payable.
- h) 'Transfer' means the movement of an employee from the Headquarters at which he/she is posted to another station to which his/her Headquarters have been changed to take up duties of a new post.
- i) 'Controlling Officer' means an officer delegated with the power of countersigning TA bills under the approved Delegation of powers.

## **VI. ELIGIBILITY FOR TRAVELLING ALLOWANCE**

An employee will be eligible for Travelling Allowance by the shortest route if journeys are undertaken by him/her with the approval/consent of the Controlling Officer for the following purposes :

- a) Recall from leave;
- b) Appearing in interview, departmental examination or selection test conducted by the Corporation;
- c) Joining duty on first appointment in the Corporation;
- d) Superannuation/retirement journey undertaken by the employee and/or his family;
- e) Participation in training programmes, seminars and conferences as participant;
- f) Medical examination and/or treatment;
- g) Appearing in the court as jury, assessor, witness (only in the interest of the Corporation);
- h) Appearing as prosecution witness on behalf of the State;
- i) Employees of the Corporation appearing as accused or assisting the Officer in department/vigilance inquiry;
- j) Travel on tour;
- k) Transfer;
- l) Participation in sports/cultural events representing the Corporation;
- m) Receiving National Awards;

In addition to the above, TA will be payable in respect of the following journeys;

- n) Appearing for test/interview by external candidates for appointment to post in the Corporation;
- o) Journey undertaken by the family in the event of the death of the employee from the last station of duty to their home town or to a place where they decided to settle down permanently.

## V. ENTITLEMENT OF EMPLOYEES

### 1) Entitled mode of travel:

S. NO	Category/Level of employees	Mode of Travel/ Transport			
		Air	Rail	Road	Own Conveyance
1.	CMD	Business class	AC 1 <sup>st</sup> Class	Actual AC taxi/ AC bus fare.	<b><u>Mileage Allowance:</u></b>  (i) <u>Car</u> @ Rs. 16/- per Km. (above 16 HP) @ Rs. 12/- per Km. (up to 16 HP)  (ii) <u>Scooter/Motor Cycle</u> @ Rs. 5/- per km.
2.	Executives at E6 and E7 level	Economy Class	-do-	-do-	
3.	Executives at E4 & E5 level	-do-	-do-	Actual non-AC taxi fare/ actual fare of any means of public transport in	
4.	Executives at E0 to E3 level	-	AC II Tier	-do-	
5.	Non-executives at Supervisory and Asstt./Acctt./PA Level.	-	-do-	Actual fare of any means of public transport including AC Bus.	
6.	Non-executives below Asstt./Acctt./PA level.	-	AC III Tier/ AC Chair Car	-do-	

**NOTE:** In case an employee is required to travel by a mode of transport other than that prescribed in these Rules and if the Chairman-cum-Managing Director thinks it necessary or expedient to do so, he may by order, for reasons to be recorded in writing, allow the change in mode of transport.

Further to the above, employees would be entitled to the following on travel:

- i) Actual fare for journey undertaken from residence /place of stay to Railway Station/Airport/Bus stand and vice versa while on tour for official work, shall be reimbursed subject to the approval of the Controlling Officer.
- ii) Road mileage in case where the employees use their own vehicle for official work on tour at the touring station.

- iii) Reservation charges, surcharges and cancellation charges if the journey is cancelled due to official reasons.
- iv) Where journeys are performed by employees either on tour or transfer by road between stations connected by rail, taxi fare or road mileage allowance as calculated will be limited to the actuals or rail fare as admissible whichever is less and reimbursement shall be made on production of a cash receipt.
- v) For the purpose of these Rules, the chairman-cum-Managing Director shall be the Controlling Officer for HODs. In case of all other employees irrespective of their category/ level, the respective HODs shall be the Controlling Officer(s).
- vi) All mileage points earned by employee on air-tickets purchased for official travel shall be utilized for other official travel. Any usage of these mileage points for private travel by an employee will attract department action.

(2) Daily Allowance on tour

S. NO	Category/Level of officials	Daily Allowance (DA) (Amt. in Rs.)	
		In Principal Cities	In other Places
1	CMD	1000/-	800/-
2	Executives at E6 and E7 level	800/-	650/-
3	Executives at E4 to E5 level	700/-	550/-
4	Executives at E0 to E3 level	600/-	450/-
5	Non-executives at Supervisory and Asstt./ Acctt./ PA Level.	500/-	350/-
6	Non-executives below Asstt./Acctt./PA Level.	400/-	300/-

**Note:** All the State Capital cities are termed as principal cities. DA for journey period will be regulated as per the rates applicable for other places.

- ii) Wherever free lodging is provided on tour by any organization, daily allowance will be payable @ 85% of the applicable DA rate.
- ii) Where both lodging & boarding is provided free by any organization, daily allowance will be payable @ 25% of the applicable DA rate.
- iii) Payment of daily allowance will be regulated on the basis of duration of absence from headquarters on any calendar day.
  - More than 6 hrs. but does not exceed 12 hrs. : 50% of the normal rate
  - More than 12 hrs. : Full rate

iv) No DA will be admissible in case of leave and restricted holidays availed while on tour.

(3) Lodging charges on tour

S.NO.	Category/Level of officials	In Principal cities	In other places
(i)	(ii)	(iii)	(iv)
1	CMD	Limited to the existing Executive single room rent of ITDC hotel Ashok, New Delhi	75% of column (iii)
2	Executives at E6 and E7 level	Limited to the existing Standard single room rent of ITDC hotel Ashok, New Delhi	75% of column (iii)
3	Executives at E4 & E5 level	Limited to the existing Executive Room (Single Occupancy) rent of ITDC hotel Janpath, New Delhi	75% of column (iii)
4	Executives at E0 to E3 level	Limited to 75% of the existing Executive Room (Single Occupancy) rent of ITDC hotel Janpath, New Delhi	75% of column (iii)
5	Non-executives at Supervisory and Asstt./Acctt./PA Level	Limited to 50% of the existing Executive Room (Single Occupancy) rent of ITDC hotel Janpath, New Delhi	75% of column (iii)
6	Non-executives below Asstt./Acctt./PA Level.	Limited to 35% of the existing Executive rent of ITDC hotel Janpath, New Delhi	75% of column (iii)

- i) Employees may avail themselves of guest houses of Central/State Govt. and those of Public Sector Enterprises wherever available.
- ii) Where ITDC hotels are available, these should be preferred. The concession in the tariff available in hotels must be availed of by the employees.
- iii) Reimbursement of the lodging charges in the hotel will be limited to the actual amount spent or the above mentioned limit whichever is less subject to the production of receipts and vouchers. Taxes including luxury taxes if charged by the hotel will also be reimbursed.
- iv) When lodging charges are claimed by the employee, the DA will be payable @85% of the normal DA rate as applicable.

**VI. ADMISSIBILITY OF TRAVELLING ALLOWANCE FOR THE FOLLOWING JOURNEYS IS AS UNDER:**

1) Recall from leave

- I) A Corporation employee temporarily recalled from leave to join duty before the expiry of leave and in case the leave is curtailed by not less than one month, only the employee will be paid traveling allowance for the journey from the station the leave was being spent to the station of recall.
- II) If the period by which the leave is curtailed is less than one month, then the Competent Authority may at its discretion, sanction travelling allowance to the employee for the journey from the station the leave was being spent to the station of recall.

2) Appearing in Department Examination, Interview or Selection Test

- i) A Corporation employee called for examination from outstation for posts in the executive and non-executive categories will be paid Travelling Allowance admissible to him/her as per his/her normal entitlement.
- ii) External candidates called for interviews/selection for posts in the Jr. Managerial level and in the Middle Managerial level and above, will be paid single return rail fare by AC 3-tier and by AC 2-tier respectively or actual bus fare limited to the rail fare admissible whichever is less.

Only outstation Scheduled Tribe candidates called for interview/selection test for posts below Executive level will be paid single return second class rail fare or actual bus fare whichever is less in accordance with Central Government Directives in force from time to time. (Charges for sleeper and reservation, if paid, will also be reimbursed.)

3) Travel for joining duty on first appointment in the Corporation

- i) Candidates joining the Corporation against Executive level posts on fresh appointment will be allowed by the Controlling Officer after their joining the Corporation, actual air/rail/bus fare/road mileage allowance for self and family as admissible under these rules according to the level of the post offered to them by the Corporation.
- ii) Such candidates will also be entitled to the actual expenses incurred on transportation of his/her personal effects as admissible under these rules corresponding to the post offered by the Corporation subject to production of cash receipts.
- iii) For entitlement of Travelling allowance under the rules, the families of fresh appointees should join them within a maximum period of 6 months reckoned from the date of their joining the Corporation.

- iv) Provided that where a fresh appointee who has availed himself all the benefits under these Rules resigns within one year of his joining the Corporation, he will be liable to refund the amount paid to him in terms of travelling allowance, transportation charges, etc.
- v) Candidates joining the Corporation against all other posts on fresh appointment from any source will be required to report for duty at the prescribed station of posting at their own expenses.

4) Travel on superannuation / retirement including voluntary retirement / death of the employee

The employee including a deputationist from Central/State Governments/Public Sector Undertakings retiring from the services of the Corporation without reverting to their parent Department and/or his/her family will be entitled to reimbursement for journey by the shortest route to the home town or anywhere in India where the employee or his family intends to settle down on the same terms as in the case of serving employees on transfer excluding the cost of transportation of personal conveyance of the employee subject to the condition that this journey commences within 6 months from the date of retirement/death.

5) Travel for attending training programmes / seminars/ conferences

Employees sponsored or nominated for participating in training programmes, seminars, conferences will be entitled to normal Travelling Allowance as admissible to them on tour under these Rules.

6) Travel for attending medical examination / treatment

Travelling allowance shall be admissible to an employee/any member of his family who is entitled to medical facilities for medical examination/treatment under the Medical Benefit Rules of the Corporation as per his/her normal entitlement under these Rules.

7) Travel for attending vigilance/disciplinary enquiry/ court of law outstation

Employees required to travel outstation for (i) giving evidence in court of law where the Corporation is not actually a party but is interested in the case or (ii) attending a departmental/vigilance inquiry (other than at employee's own request or that of co-employee) shall be entitled to Travelling Allowance as on tour under these rules.

Any amount received by the employee from the court for attendance or boarding and lodging etc. shall be refunded to the Corporation if TA/DA has been claimed from the Corporation for this purpose

In respect of employees under suspension, Travelling Allowance as on tour from the Headquarters to the place of inquiry or from the place at which he has been permitted to reside during suspension to the place of inquiry, shall be admissible to him/her according to the Grade/ level of the post to which he/she belonged prior to his suspension under these rules.

8) Travel on tour

Employees on tour/official journey shall be entitled to Travelling Allowance admissible to them under these rules.

9) Travel on transfer

An employee on transfer shall be entitled to reimbursement as follows:

a) Travel Expenses

- (i) Travel for self and family by the entitled class/mode of transport as on official tour under these rules. In case of inter-office transfers, travelling allowance will be paid with reference to the grade/level of the employee at the new station or posting.
- (ii) Reimbursement of actual fare for journey from residence/place of stay to airport/railway station/bus stand and vice versa as per entitlement.
- (iii) In case own car/scooter/motor cycle/moped is used on transfer, actual or entitled road mileage for self and family or rail fare of the entitled class whichever is less will be reimbursed.
- (iv) An employee on transfer whose family does not accompany him to the new station during his first journey to join the post, may avail the option to claim travelling allowance for himself either for the first journey performed by him or for the subsequent journey that he may undertake along with his family to the new station.
- (v) Employees who join the Corporation on fresh appointment and to whom rail fare for self and family is admissible under these rules will be also be entitled to the above option.

b) Transfer Grant & Packaging Allowance:

The composite transfer grant including packaging allowance equal to one month's pay (Basic Pay + DA) will be admissible for setting up establishment at the new station. No separate charges will henceforth be admissible on transfer.

c) Transportation of Personal effects on transfer

An employee will be entitled to actual expenditure incurred on transportation of his personal effects on production of receipts subject to the following limits:



S.NO.	Category/Level of employees	Between stations Connected by Rail	By road	
			X & Y Class cities*	Z class Cities*
1.	Executives at E6 and E7 level	Four wheeler full Wagon or 6000 kgs. By goods-train or one double conta	Rs. 30,00 per km (Rs.0.005 per kg per km)	Rs. 18.00 per km. (Rs.0.003 per kg per km)
2.	Executives at E4 & E5 level	Four wheeler full wagon or 5000 kgs. By goods-train container.	Rs. 25.00 per km. (Rs.0.005 per kg per km)	Rs. 15.00 per km. (Rs.0.003 per kg Per km)
3.	Executives at E0 to E3 level	4000 kgs. by goods-train.	Rs. 20.00 per km. (Rs.0.005 per kg per km)	Rs. 12.00 per km. (Rs.0.003 per kg per km)
4.	Non-executives a Supervisory and Asstt./Acctt./PA Level.	3000 kgs. by goods-train.	Rs. 15.00 per km. (Rs.0.005 per kg Per km)	Rs. 9.00 per km. (Rs.0.003 per kg per km)
5.	Non-executives Below Asstt./Acctt./ PA Level.	2000 kgs. by Goods-train.	Rs. 10.00 per km. (Rs.0.005 per kg per km)	Rs. 6.00 per km. (Rs.0.003 per kg per km)

X,Y & Z class cities as classified by the Central Govt. for the purpose of HRA.

- (I) If an employee carries his personal effects by road instead of by goods train between points connected by rail, he may claim the actual expenditure incurred subject to the amount admissible had he taken the maximum package by goods-train.
- (II) Where the actual expenditure incurred is less than the amount admissible as per these rates, the claim will be restricted to the actual cost of transportation.
- (III) Charges for the transportation for personal effects of an employee on transfer may be admitted even if personal effects do not accompany him, provided that personal effects are carried within 6 months of his taking over charge at the new station of posting.

b) Transportation of Vehicle

In addition to the above, an employee shall be entitled to reimbursement of transportation cost of his vehicle (one motor car or motor cycle or scooter or bicycle) provided the same is necessary for the purpose of his duties subject to the following limits:

- i) If transported by goods train:  
Actual cost of packing and freight between two stations;

ii) If transported by passenger train:  
Actual freight charges by the railway;

iii) If transported by road by truck or under own propulsion:

Freight admissible had the vehicle been transported by passenger train.

The above benefits, i.e., travel expenses, travel grant, transportation of personal effects and transportation of vehicles, etc. will neither be admissible to employees in case of transfer from one station to the other is effected at his own request nor to the employees transferred from one station to another temporarily for short period not exceeding 180 days. In latter case, the employee may be treated as on tour for the purpose of regulating their entitlement to travelling allowance under these rules.

10) Travel for sports/cultural events

Employees participating in sports/cultural events representing the Corporation will be entitled to normal Travelling Allowance as admissible on tour under these rule.

11) Receiving National Awards

Employees receiving National Awards will be entitled to normal Travelling Allowance as admissible on tour under these rules.

12) Miscellaneous

i) Employees proceeding on journeys on tour or transfer may be granted an advance to meet travelling and other expenses.

Normally, not more than one TA advance may be allowed to be drawn by an employee. However, depending upon the merits of the case, the Controlling Officer may relax this provision and allow a second advance.

ii) Employees on transfer shall be given advance not more than 2 months' before the date of commencement of the journey. An employee may be granted a second transfer travelling allowance advance to meet the travel expenses of his family members who follow him provided the first advance drawn by him has been fully adjusted. Other permissible expenses will be reimbursed on submission of actual bills.

- iii) An employee shall be required to submit the Travelling Allowance bill on completion of journey. The advance granted shall be recovered from his salary if the bill is not submitted by him/her:
  - a. Within 15 days of completion in respect of tours;
  - b. Within 3 months of the date of taking over charge at the new station in respect of transfers.
  
- iv) Besides transfer travelling allowance, an employee on transfer may be allowed an advance not exceeding one month pay, which shall be interest free and recoverable in 6 equal instalments, from the salary of the employee from the following month.
  
- v) Application and bills for travelling allowance advance (tour) and travelling allowance advance (Transfer) shall be submitted in the prescribed formats. Similarly tour travelling allowance and transfer travelling allowance bills shall also be submitted in the prescribed formats, in force and amended from time to time.
  
- vi) These rules shall come into force with immediate effect and shall supersede all the rules and regulations, orders, instructions issued earlier in this regard.
  
- vii) Classification of employees prescribed above, in these Rules shall hereinafter be applicable to all TA and related Rules, Regulations framed by the Corporation.
  
- viii) The Corporation reserves the right to modify, amend/repeal these Rules, whenever required in the interest of the corporation.

13) Power to Relax

Where the CMD is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may by order for reasons to be recorded in writing, dispense with or relax the requirement of these rules to such extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner.

\*\*\*\*\*