

DTL Manual of TA/DA Rules



<p style="text-align: center;">DELHI TRANSCO LIMITED (A GOVT. OF NCT OF DELHI UNDERTAKING) OFFICE OF AM(F)EB ☎ 23230174</p> <p>5th Floor, Commrade Inderjeet Gupta Marg, Shakti Sadan, New Delhi-110002</p>		<p>fnYyh Vkd dks fyfeVM fnYyh I jdkj dk midæ I gk i c7kd (for) b7 ch dk dk; kG; ☎23230174 5okW ry] dkWbjM bn7hr x4rk ekxJ 'kfDr I nu] ub7 fnYYkh-110002</p>
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No. F. DTL/109/P-15/2009-10 /HR-EB/486

Dated:- 3.3.2010

OFFICE ORDER

The Board of Directors of Delhi Transco Limited vide its meeting held on 11.2.2010 (item no.45.4.4) has approved the amendments in TA/DA Rules of Delhi Transco Limited. Accordingly, the existing paragraphs 4.9, 5.1.2, 5.1.3, 5.1.7, 5.2.2 and 5.3.2 in the Manual of TA/DA Rules of DTL will be replaced as under:-

4.9 Principal cities for the purpose of these rules will be as under:-

Hyderabad, Delhi, Banglore, Greater Mumbai, Chennai, Kolkata, Vijayvada, warangral, Visakhapatnam, Guntur, Guwahuti (UA), Patna, Chandigarh, Durg-Bhilai Nagar, Rajpur, Ahmedabad, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Faridabad, Srinagar, Jammu, Jameshedpur, Dhanbad, Ranchi, Beigaum, Hubli-Dharwad, Mangalore, Mysore, Kozhikode, Kochi, Thiruvanthapuram, Gwalior, Indore, Bhopal, Jabalpur, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Pune, Solapur, Kolhapur, Guttack, Bhubaneswar, Amritsar, Jalandhar, Ludhiana, Pondicherry, Bikaner, Jaipur, Jodhpur, Kota, Salem, Tirappur, Goimbatore, Tiruchirappalli, Madurai, Dehradun, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Asansol

5.1.2 Nature of entitlements

S. No.	Category/ Level/Pay Range (Rs.)	Entitled Mode & Class of travel		
		Rail	Air	Road
1	2	3	4	5
1	CMD, Board of Directors	AC First Class by train	Club/Business Class	Actual Taxi fare (AC/Non AC) or actual public bus fare including AC bus
2	GMs & equivalent	-do	Economy class	-do-
3	DGMs, Managers & equivalent	-do-	Economy class	Same as at (1) above with the exception that journeys by AC taxi will not be permissible



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4	Dy. Managers /Asstt. Managers & equivalent	AC II Tier	Economy class	-do-
5	Category 'B' employees	AC II Tier	Not admissible	-do-
6	Category 'C' employees	First class /AC II Tier/AC Chair car by train	Not admissible	Actual fare by any type of public bus other than AC bus or fare of single seat in taxi availed limited to Rs.3.20 per km.
7	Category 'D' employees	First class /AC III Tier/AC Chair car by train	Not admissible	Actual fare by any type of public bus other than AC bus

5.1.3 For places which are not connected by rail but which are connected with the railway system by steamer, if the steamer service is not owned by the railways or for journeys otherwise by sea, the reimbursement of fares for such portion of the journey as is undertaken by steamer or otherwise by sea, in respect of employees of various Levels/pay ranges shall be as per the following scales.

SI. No.	Category/Level/Pay Range	Entitled Class of Travel
1	2	3
1.	AM & above	Highest class
2.	Group 'B' employees	Lower class, if there are only two classes on the vessel, Middle or second class, if there are more than two classes.
3.	Group 'C' employees	Lower class, if there are only two classes on the vessel, Middle or second class, if there are three classes, Third class, if there are four classes.
4.	Group 'D' employees	The lowest class

5.1.7 The mileage allowance for road journeys shall be regulated based on actuals subject to the following limits subject to the restriction as contained in sub rule 5.1.4 unless there is any contrary notification under sub rule 5.1.6.

- (i) For journeys performed by own car/taxi - Rs.16 per km.
- (ii) For journeys performed by autorickshaw -Rs.8 per km.
own scooter etc.

5.2.2 For journeys performed by road at four stations, the reimbursement will be regulated as per the admissible rates as mentioned in table 5.1.7. The reimbursement will be limited to maximum of Rs.1200/- at any one station at



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any one time for a continuous halt not exceeding seven days. The limit of Rs.1200/- can be relaxed in exceptional cases by the concerned Head of the deptt. up to Rs.1800/-. For halts exceeding seven days, the limit may be raised proportionately. These limits are for journeys other than those covered in sub-rules 5.2.1.

5.3.2 Daily Allowance will be admissible at the following rates:

Daily allowance (Rs. per day)

Sl. No.	Category/Level/ Pay Range (Rs.)	Accommodation charges (Rate per day in Rs.) (As per actual whichever is less)		Allowance for food and incidentals		Composite daily allowance		
		Principal cities	Other Places (80% of the principal cities)	Principal cities	Other places	Principal cities	Other places	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
a)								
1.	CMD & Functional Directors	Board & Lodging as per actual + Rs.800/- Rs.600/- (Principal/Others) per day as out of Pocket allowance					Rs.1000	Rs.800
2.	GM & equivalent	Rs. 11000 or as per actual whichever is less	Rs. 8800 or as per actual whichever is less	Rs.370	Rs. 296	Rs. 470	Rs.376	
3.	DGM & equivalent	Rs. 7700 or as per actual whichever is less	Rs. 6160 or as per actual whichever is less	Rs.320	Rs. 256	Rs.410	Rs.328	
4.	Manager & equivalent	Rs. 4400 or as per actual whichever is less	Rs. 3520 or as per actual whichever is less	Rs.260	Rs.208	Rs.370	Rs.296	
5.	Dy.Manager & Equivalent	Rs.3300 or as per actual whichever is less	Rs. 2640 or as per actual whichever is less	Rs.260	Rs.208	Rs.370	Rs.296	
6	Asstt. Manager & equivalent	Rs.2475 or as per actual whichever is less	Rs. 1980 or as per actual whichever is less	Rs.220	Rs.176	Rs.320	Rs.256	
7.	Category 'B'	Rs.1320 or as per actual whichever is less	Rs.1055 or as per actual whichever is less	Rs.180	Rs.144	Rs.260	Rs.208	
8.	Category 'C'	Rs.990 or as per actual whichever	Rs. 790 or as per actual	Rs.130	Rs.104	Rs.210	Rs.168	

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		is less	whichever is less				
9.	Category 'D'	Rs.495 or as per actual whichever is less	Rs. 395 or as per actual whichever is less	Rs.130	Rs.104	Rs.210	Rs.168

All other provisions in the Manual of TA/DA Rules subject to the above amendments will remain unchanged.

Sd/...

(K. V. Krishnakumar)
Dy. General Manager (HR) II

Copy to:-

PS to CMD/PS to Dir.(HR)/PS to Dir.(F)/PS to Dir.(Opr.)/PS to GM(HR)
Company Secretary/All GMs
DGM(HR)I/II/DGM(F)-III
Manager (IA)/Manager (IT)
AM(A)Record/AM(F)X/AM(F)Wages



DTL Manual of TA/DA Rules
DELHI TRANSCO LTD.

(A GOVT. OF NCT OF DELHI UNDERTAKING)

Regd.Office: Shakti Sadan, Rouse Avenue, Kotla Road, New Delhi-110002.

No. F. DTL/109/17(5)/2005-06/HR-EB/32

Dated:- 7.7.2005

OFFICE ORDER

During the meeting held on 27.9.2004 vide item no.18.2.20 the Board of Directors, Delhi Transco Limited have approved as under:-

1. In principle to adopt the TA/DA rules of PGCIL for tours both within India and abroad.
2. Statements as appended with policy manual as annexure I & II proposing different rank of employees of the company to be eligible for mode & class of travels and admissibility of daily allowance etc.
3. Director (HR) authorized to bring out necessary guidelines in the form of a manual for benefit of all employees.
4. These guidelines can be amended from time to time (as and when PGCIL rules are amended) with the approval of CMD.

Accordingly, the guidelines in respect of Travelling & Daily Allowance Rules are being notified in the form of manual attached herewith. These will be effected from 27.9.2004. However, the bills already settled will not be opened.

This is in supersession of all earlier orders on the subject.

(RAJ K. SAXENA)

DIRECTOR (HR)

Encl: - Manual of TA/DA Rules

Copy to: -

PS to CMD/PS to Dir.(HR)/PS to Dir.(F)/PS to Dir.(Opr.)
All GMs, DM(A)G/DM(A)I & DM(A)II/AM(Billing)
Manager (F)/AM(F)X/AM(F)Wages/AM(Pension)

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1.0 SHORT TITLE

These rules may be called **Delhi Transco Ltd. Travelling and Daily Allowance Rules**.

2.0 APPLICABILITY

These rules will be applicable to all regular employees of the company including: -

1. Lien holders.
2. Deputationists on Foreign Service terms, unless their terms of deputation provide otherwise.

These rules shall not be applicable to:

- i. Apprentices engaged under the Apprentices Act, 1961 and
- ii Muster roll, daily rated, casual, badli or substitute employees save and except to the extent specifically mentioned in these rules.
- iii Contractual employees except to the extent specifically provided in the terms & conditions of the contract.

2.1 These rules shall also be applicable to: -

1. Candidates called for appearing in a test/interview conducted by the company as provided in their interview letters.
2. Any other person or class of persons to whom these rules are so extended by specific order(s) of the Chairman and Managing Director.

3.0 SCOPE

- 3.1 These rules are applicable for official tours beyond the territory of NCT of Delhi.



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4.0 DEFINITIONS

In these Rules, unless the context otherwise requires:

- 4.1 "Company" means the Delhi Transco Ltd.**
- 4.2 "Controlling officer" means the officer empowered to approve and /or countersign the Travelling Allowance claims (including advance) in respect of employees working under him, in accordance with the powers delegated from time to time for specified purposes under these Rules.**
- 4.3 "Day" means a calendar day beginning and ending at mid-night. This is for general reckoning only.**
- 4.4 "Headquarters" means the normal place of duty of an employee.
- 4.5 "Head of Deptt." means the CMD or the concerned Functional Director as the case may be.
- 4.6 "Management" means the Board of Directors and if authorized by the Board, the Chairman and Managing Director of the Company for the purpose of these rules.
- 4.7 "Official Tour" means absence on duty of an employee from his Headquarters.
- 4.8 "Pay" means as defined in the FR/SR/in Govt. of India order issued from time to time and applicable in respect of TA/DA rules.
- 4.9 Principal cities for the purpose of these rules will be as under:-**
Hyderabad, Delhi, Bangalore, Greater Mumbai, Chennai, Kolkata, Vijayvada, warangal, Visakhapatnam, Guntur, Guwahuti (UA), Patna, Chandigarh, Durg-Bhilai Nagar, Rajpur, Ahmedabad, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Faridabad, Srinagar, Jammu, Jameshedpur, Dhanbad, Ranchi, Beigaum, Hubli-Dharwad, Mangalore, Mysore, Kozhikode, Kochi, Thiruvanthapuram, Gwalior, Indore, Bhopal, Jabalpur, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Pune, Solapur, Kolhapur, Guttack, Bhubaneswar, Amritsar, Jalandhar, Ludhiana, Pondicherry, Bikaner, Jaipur, Jodhpur, Kota, Salem, Tirappur, Goimbatore, Tiruchirappalli, Madurai, Dehradun, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Asansol



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4.10 "Shortest Route" means the route, which is shortest in terms of distance.

4.10.1 The route by which the destination can be reached most speedily by rail/air as per entitlement, even if longer, will be deemed to be the shortest route for the purpose of these Rules. In respect of a road journey, it means the route, which is shortest in point of time by entitled mode of travel.

4.10.2 Keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the Chairman and Managing Director may declare from time to time specific routes which, though not shortest, will deem to be shortest routes for the purposes of all or any of the journeys mentioned in these Rules.

5.0 ENTITLEMENT OF TRAVELLING ALLOWANCE ON OFFICIAL TOURS WITHIN INDIA

An employee on official tour will be entitled to Travelling Allowance which is intended to cover expenditure incurred in connection with journeys performed for the Company's work, as provided hereinafter.

5.1 REIMBURSEMENT OF JOURNEY FARE

5.1.1 The reimbursement of fares for journeys performed between the Headquarters station and tour station by the employees of various Levels/pay ranges by different means of transport shall be as per the following entitlement, subject to actuals.

5.1.2 Nature of entitlements

S. No.	Category/ Level/Pay Range (Rs.)	Entitled Mode & Class of travel		
		Rail	Air	Road
1	2	3	4	5
1	CMD, Board of Directors	AC First Class by train	Club/Business Class	Actual Taxi fare (AC/Non AC) or actual public bus fare including AC bus
2	GMs & equivalent	-do	Economy class	-do-
3	DGMs, Managers & equivalent	-do-	Economy class	Same as at (1) above with the exception that journeys by AC taxi will not be permissible

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4	Dy. Managers /Asstt. Managers & equivalent	AC II Tier	Economy class	-do-
5	Category 'B' employees	AC II Tier	Not admissible	-do-
6	Category 'C' employees	First class /AC II Tier/AC Chair car by train	Not admissible	Actual fare by any type of public bus other than AC bus or fare of single seat in taxi availed limited to Rs.3.20 per km.
7	Category 'D' employees	First class /AC III Tier/AC Chair car by train	Not admissible	Actual fare by any type of public bus other than AC bus

5.1.3 For places which are not connected by rail but which are connected with the railway system by steamer, if the steamer service is not owned by the railways or for journeys otherwise by sea, the reimbursement of fares for such portion of the journey as is undertaken by steamer or otherwise by sea, in respect of employees of various Levels/pay ranges shall be as per the following scales.

Sl. No.	Category/Level/Pay Range	Entitled Class of Travel
1	2	3
1.	AM & above	Highest class
2.	Group 'B' employees	Lower class, if there are only two classes on the vessel, Middle or second class, if there are more than two classes.
3.	Group 'C' employees	Lower class, if there are only two classes on the vessel, Middle or second class, if there are three classes, Third class, if there are four classes.
4.	Group 'D' employees	The lowest class

5.1.4 Where the journeys are performed by road between places connected by rail, the reimbursement as per sub-rule 5.1.2 will be restricted to rail fare as per entitlement subject to actual.

5.1.5 For journeys performed by road between places not connected by rail and where road travel is customary, the reimbursement will be allowed in full as admissible under column 5 under sub-rule 5.1.2.

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- 5.1.6 Notwithstanding the provision contained in sub-rule 5.1.4 keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, the Chairman and Managing Director may notify places/stations connected by rail, in respect of which reimbursement of actual fare may be permitted as for road journey under column 5 of sub rule 5.1.2 in full for all or specified categories of employees.
- 5.1.7 The mileage allowance for road journeys shall be regulated based on actuals subject to the following limits subject to the restriction as contained in sub rule 5.1.4 unless there is any contrary notification under sub rule 5.1.6.
- (i) For journeys performed by own car/taxi - Rs.16 per km.
 - (ii) For journeys performed by autorickshaw -Rs.8 per km.
own scooter etc.
- 5.1.8 The reimbursement of fare will normally be admissible by the shortest route on through ticket basis. In exceptional cases, the concerned Head of the deptt. may relax this provision in really deserving cases purely on merits but not as a general rule.
- 5.1.9 Charges for sleeper accommodation, super fast train surcharge, reservations, telegram charges by railways for booking of tickets as well as telegram charges levied by airlines for reserving accommodation and with the approval of the Head of Deptt. charges for cancellation of tickets for journeys not undertaken due to official reasons will also be reimbursable. In addition, agency charges paid to reputed registered travel agents for booking of tickets subject to the monetary limit as may be prescribed from time to time by the Chairman and Managing Director for each journey are also reimbursable on production of vouchers. Services charges towards purchase of ticket under tatkal service will also be reimbursed on production of proof of payment.
- 5.1.10 In exceptional cases cancellation charges may be reimbursed, at the discretion of the controlling officer where the journey is not undertaken by an employee due to natural calamities or any mishap in his family and any other acceptable personal reasons.
- 5.1.11 Non-availability of reservation by train is not an acceptable reason for not performing the journey connected with official work. Also in case of non-



availability of accommodation in the entitled class and/or modes, an employee should travel in a lower class/by a lower mode.

5.2 Reimbursement of conveyance charges

An employee will also be entitled to reimbursement of actual conveyance charges for journeys between railway station/bus-stand/air port and residence/place of stay either at headquarters or tour stations and other official journeys performed by road at tour stations/through means of conveyance other than Company's transport. The reimbursement shall be regulated in accordance with following sub-clauses.

- 5.2.1 For journeys to and from railway station/bus stand airport, at headquarters and tour stations, the reimbursement will be as per the admissible rates as mentioned in table 5.1.2.
- 5.2.2 For journeys performed by road at tour stations, the reimbursement will be regulated as per the admissible rates as mentioned in table 5.1.7. The reimbursement will be limited to maximum of Rs.1200/- at any one station at any one time for a continuous halt not exceeding seven days. The limit of Rs.1200/- can be relaxed in exceptional cases by the concerned Head of the deptt. up to Rs.1800/-. For halts exceeding seven days, the limit may be raised proportionately. These limits are for journeys other than those covered in sub-rules 5.2.1.
- 5.2.3 It is clarified that in case of journeys between places situated in the urban agglomeration of 'A' class cities such as Greater Mumbai, Greater Kolkata and like situations, journeys between places connected by rail should be undertaken by rail only and if the journeys are performed by road between such places, the reimbursement will be restricted to rail fare as per entitlement. However, self-controlling officer may undertake the journeys between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.
- 5.2.4 Employees proceeding on official tour for work in the suburbs of 'A' class cities of contiguous industrial complex should normally stay in such places where the official work-proper is to be done. In case they choose to stay in the 'A' class city-proper, the journeys between the place of stay and the suburbs/contiguous industrial complex if connected by rail should be undertaken by rail, and in case the journey is performed by road between such places the reimbursement will be restricted to rail fare as per

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entitlement. However, Self-controlling officers may undertake the journey between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.

- 5.2.5 In respect of the senior officials of the Company who are entitled to staff car facility for official duties at their headquarters stations as per their terms of appointment or otherwise, the restrictions laid down in sub rules 5.2.2, 5.2.3 & 5.2.4 will not apply and they will be reimbursed the actual cost of conveyance charges incurred by them at tour stations, if not provided with staff car facility at such stations.
- 5.2.6 No conveyance charge for purchase, cancellation or exchange of railway ticket either at headquarters or tour stations will be reimbursed except when these contingencies occur due to official contingencies.

5.3 Daily Allowance

5.3.1 An employee on official tour will be entitled to daily allowance intended to cover expenses incurred for food and incidentals in the course of travelling and for boarding and lodging at places other than Head quarters (i.e. tour duty station) as provided hereinafter

5.3.2 Daily Allowance will be admissible at the following rates:

Daily allowance (Rs. per day)

Sl. No.	Category/Level/ Pay Range (Rs.)	Accommodation charges (Rate per day in Rs.) (As per actual whichever is less)		Allowance for food and incidentals		Composite daily allowance		
		Principal cities	Other Places (80% of the principal cities)	Principal cities	Other places	Principal cities	Other places	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
a)								
1.	CMD & Functional Directors	Board & Lodging as per actual + Rs.800/- Rs.600/- (Principal/Others) per day as out of Pocket allowance					Rs.1000	Rs.800
2.	GM & equivalent	Rs. 11000 or as per actual whichever is less	Rs. 8800 or as per actual whichever is less	Rs.370	Rs. 296	Rs. 470	Rs.376	

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3.	DGM & equivalent	Rs. 7700 or as per actual whichever is less	Rs. 6160 or as per actual whichever is less	Rs.320	Rs. 256	Rs.410	Rs.328
4.	Manager & equivalent	Rs. 4400 or as per actual whichever is less	Rs. 3520 or as per actual whichever is less	Rs.260	Rs.208	Rs.370	Rs.296
5.	Dy.Manager & Equivalent	Rs.3300 or as per actual whichever is less	Rs. 2640 or as per actual whichever is less	Rs.260	Rs.208	Rs.370	Rs.296
6	Asstt. Manager & equivalent	Rs.2475 or as per actual whichever is less	Rs. 1980 or as per actual whichever is less	Rs.220	Rs.176	Rs.320	Rs.256
7.	Category 'B'	Rs.1320 or as per actual whichever is less	Rs.1055 or as per actual whichever is less	Rs.180	Rs.144	Rs.260	Rs.208
8.	Category 'C'	Rs.990 or as per actual whichever is less	Rs. 790 or as per actual whichever is less	Rs.130	Rs.104	Rs.210	Rs.168
9.	Category 'D'	Rs.495 or as per actual whichever is less	Rs. 395 or as per actual whichever is less	Rs.130	Rs.104	Rs.210	Rs.168

5.3.3 Actual accommodation charges limited to the amounts as mentioned in column 3 above in case of principal cities and in column (4) in case of other places as in sub-rule 5.3.2 for stay in any hotel, Company's guest house or any other guest house will be reimbursed subject to production of receipts. The limits of accommodation charges may be relaxed in exceptional cases on merits with the approval of the CMD.

5.3.4 The ceiling rates of accommodation charges indicated in sub-rule 5.3.2 are exclusive of service and other similar charges/taxes related to accommodation charges. Such charges where levied and paid will also be reimbursable to the extent of an amount which would have been payable as the case may be, subject to actuals.

5.3.5 For food and other incidental expenses, an employee will be paid as per column (5) and column (6) in case of stay at principal cities and other places respectively.



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- 5.3.6 An employee who does not produce receipt of accommodation charges will be paid composite daily allowance at the rates indicated column 7 & 8 above for stay at principal cities and other places respectively.

Provided that an employee who stays in a public sector undertaking's guest house shall be entitled to boarding expenses as laid down in column (5) or (6) of sub-rule 5.3.2 as the case be in addition to accommodation charges as per actuals subject to the limits indicated in column (3) or (4) of sub-rule, as applicable.

However, it would be obligatory on the part of employee concerned to submit the hotel bill(s) clearly indicating the name(s) of the person(s) who have shared the accommodation with him.

- 5.3.7 An employee, who having proceeded on official tour returns to his Headquarters within a period of 24 hours from the time of his departure from his place of work/residence, will be entitled to daily allowance, at the rate applicable to the place of visit, on the following scales:

PERIOD OF ABSENCE (HOURS)	ADMISSIBLE ALLOWANCE
Less than 12	Half
12-24	Full

Provided that where the accommodation booking is for a full day, accommodation charges in full will be admissible.

Notwithstanding the above, in case the absence from Headquarters involves overnight halt, full Daily Allowance shall be admissible at the rate applicable to the place of visit.

- 5.3.8 In case an employee proceeds on official tour and the period of absence from Headquarters is for more than 24 hours from the time of his departure from his place of work/residence, he shall be entitled to daily allowance for his day of departure from Headquarters, day of arrival at the Headquarters and for each day in between as detailed hereunder:
- DA for the day of departure - full DA if time of departure is 12.00 noon or before and half DA if time of departure is after 12.00 noon, at the rate applicable to the place where the employee spent the first night (24.00 mid-night hrs.)
 - DA for the intervening period - full DA if time of arrival is 12.00 noon or thereafter and half DA if time of arrival is before 12.00 noon, at the rate applicable to the place where the employee spent the preceding night (24.00 mid-night hours).



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iii) DA for the intervening period - one full DA for each night (24.00 mid-night) spent on tour beginning from second night till the last night of the tour period, the rate of DA for each such night being the rate applicable to the place (Principal City or Ordinary Place) where the night (24.00 mid night hrs.) was spent. This procedure is to be adopted for the limited purpose of calculation of DA payable, either composite DA or allowance for food incidental expensive in case of stay in Guest House, Hotel etc. The accommodation charges for stay In Guest House. Hotel etc. during the period of tour shall be reimbursable in full subject to the dally limits as laid down from time to time. The accommodation charges in full will be admissible even for part of a day where the accommodation booking is for a full day.

For the above purpose, any night (24.00 mid-night hrs.) spent on journey shall be deemed to have been spent at an Ordinary Place.

5.3.9 The allowance will be admissible for the period of absence from Headquarters starting from the time of departure from place of work or residence, as the case may be and ending at the time of arrival at residence/work place.

5.3.10 For prolonged halts, full daily allowance may be drawn for a period of 30 days/and for a further period of 60 days, half daily allowance will be admissible. These limits relate to stay at anyone station only. The concerned Head of deptt. may relax these conditions in special circumstances for an additional period up to 90 days with half daily allowance as in column (6) or (8) of sub-rule 5.3.2, as the case may be, irrespective of the place of stay. Not withstanding the above provision, actual accommodation charges as per sub-rule 5.3.3 will be reimbursed, when composite dally allowance is not claimed.

5.3.11 If an employee is provided with both boarding and lodging free of cost, he will be entitled to *draw* 1/4th of the admissible DA rates in column (7) or (8). If only lodging is provided free of cost. he will be paid 1/4th of the amount in column (5) or (6), in addition to charges for accommodation as per Column (3) or (4) as the case may be Subject to actuals.

5.3.12 The daily allowance will be admissible for journey periods, all halts on tour and holidays occurring during the period of tour but the same will not be admissible for the period of leave of any kind availed while on tour. If an employee breaks journey enroute due to personal reasons, he shall not be paid the daily allowance for such period of halt.

5.4 Miscellaneous charges incidental to official tour

5.4.1 The following tour incidental expenses, if actually incurred, will also be reimbursed on production of receipts:

- i) The excess baggage charges for carrying the official records;
- ii) The expenses on account of official telephone calls (local and STD) and



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telegram/phonogram if specifically sanctioned by the controlling officer;

iii) Insurance charges in respect of journeys by air at the rate of Rs.10/- per air travel. Annual insurance Policy may be taken with the approval of the concerned Head of deptt. for such executives who are likely to travel frequently by air. For reimbursement of the claims of Insurance Charges the details of policy number, date, place of Issue should be Indicated in the TA claims.

vi) Any other expenses, not covered hereinbefore, incidental to and incurred during the course of tour at the discretion of the concerned Head of deptt.

5.5 In exceptional cases, on merits, the concerned Head of deptt. may permit employees to travel by a class/mode higher than their entitlement.

5.6 The rate of reimbursement for road journey as indicated in sub rules 5.5.1 and 5.5.7 and the daily allowance rates as indicated in sub-rule 5.3.2 may be reviewed whenever necessary by the Chairman and Managing Director, who shall have the powers to Increase/decrease the rates subject to the maximum variation of 20% of the prevailing rates on one such occasion, keeping in view the increase/decrease In prices of petroleum products, board and lodging charges and other relevant factors.

6.0 Entitlement outside India

6.1 The entitlement of travelling allowance, daily allowance etc. in connection with official tours outside India will be regulated in accordance with the provisions contained hereinafter except for the portion of the journey, including halts, if any, within India up to the point of embarkation/disembarkation in India, which will be regulated in accordance with the provisions contained in rule 5.0.

6.2 Travelling Allowance

6.2.1 CMD and Functional Directors may travel by air in Club/ executive class. Other entitled employees will be entitled to economy class airfare only.

The payment of travelling allowance for official tours abroad will be subject to the instructions/ guidelines of the Government of India as adopted by the Board from time to time.

6.2.2 Statutory levies as paid in connection with tour will also be reimbursable.



6.3 Daily Allowance and other traveling Entitlements.

- 6.3.1 The payment of daily allowance for tour abroad will be made on the basis of actual time spent outside India including journey time by shortest route.
- 6.3.2 The Daily Allowance and other travelling entitlements in respect of the employees deputed abroad will be as per the scale of release of foreign exchange prescribed by the Reserve Bank of India from time to time for employee of public sector undertakings, based on RBI norms internal guidelines will be issued with the approval of Chairman & Managing Director from time to time.
- 6.3.3 Where the stay abroad is extended for official reasons with the approval of an authority competent to approve the foreign tour beyond the period for which foreign exchange was released, the employee will be paid additional daily allowance in foreign exchange for such extended period of halt provided it is released on time by the Reserve Bank of India, failing which the company will pay an equivalent amount in Indian currency.
- 6.3.4 Where the duration of stay abroad is curtailed/reduced the employee shall refund the daily allowance in foreign exchange for the number of days so curtailed/reduced.

6.4 Miscellaneous

- 6.4.1 In respect of employees provided with free lodging and boarding facilities abroad, the out of pocket expenses will be regulated as per the scales prescribed by Reserve Bank of India from time to time.
- 6.4.2 Foreign exchange which is normally released at the airport at the time of embarkation will not be treated as part of travelling expenses reimbursable by the Company.
- 6.4.3 The employees of the company who are deputed abroad for training under Colombo Plan, UNDP Programme, Bilateral agreements like PRG, EDF etc. will be paid a non-refundable kit allowance of Rs.1500 (Rupees

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one thousand & five hundred) only towards preparatory pre-departure expenditure subject to fulfillment of the following conditions.

- i. The continuous duration of training abroad should be more than 30 days and
- ii. The employee concerned has not received such an allowance in the last three years.

7.0 ENTITLEMENT DURING LEAVE AVAILED WHILE ON OFFICIAL TOUR

7.1 Under exceptional circumstances, leave (irrespective of its nature) can be allowed to an employee on tour either before, after or during the tour by the Controlling officer. However no daily allowance or other charges will be admissible during such period of leave. Where an employee makes a de-tour for his own convenience and with the prior approval of the head of deptt., the entitlement of TA/DA etc. may be determined in each case on merits by the concerned Head of deptt. subject to the condition that the same in no case shall exceed the amount that would have been admissible had the journey been performed by shortest route between the tour station and headquarters limited to actuals.

RULES RELATING TO DA DURING FOREIGN TOUR

8.0 RELEASE OF FOREIGN EXCHANGE ON OFFICIAL TRAVEL ABROAD

8.1 Consequent to the revision of per diem ceiling of Daily Allowance (DA) for official visits abroad, w.e.f. 16th August, 1994 by RBI vide their circular dated 6th August, 1994, a three tier rate of DA were introduced in November, 1994. The revised approved rates for official visits upto a duration of 30 days are as follows.

SI. No	LEVEL	RATE(US \$ PER DAY)
i)	CMD/Functional Directors	500
ii)	For GMs	350
iii)	For DGM & below	300

For period exceeding 30 days, 75% of the above rates shall be applicable.



- 8.2 The period of release of DA will be restricted to actual duration of the approved visit (excluding journey time but including intervening holidays). However, stopovers etc. in case of visits to more than one country during the foreign tour shall be duly considered based on the information available/furnished while obtaining approval of the Competent Authority.

9.0 RELEASE OF EXCHANGE FOR OFFICIAL VISITS FOR INTERNATIONAL CONFERENCES/ SEMINARS / WORKSHOPS

- 9.1 The release of DA for attending international conferences/ seminars / workshops is to be regulated on the same rates as per para 8.1

10.0 RELEASE OF FOREIGN EXCHANGE FOR SPECIALISED TRAINING/STUDY TOURS.

Release of foreign exchange shall be regulated as under:

Sl. No.	Period	Rate (US\$ per Day)
i)	For first 15 days	300
ii)	For next 15 days	250
iii)	For balance period of training duration subject to RBI approval	200

11.0 RELEASE OF FOREIGN EXCHANGE DURING OFFICIAL TOURS TRAINING WHERE BOARDING / LODGING IS FULLY BORNE BY THE SPONSOR/AGENCY ABROAD.

Incidentals @ US \$ 50 per day for a maximum period of 45 days in case of Official visits/Conferences /Seminars and for a maximum period of 30 days in case of specialized Training / Study Tour.

12.0 RELEASE OF FOREIGN EXCHANGE WHEN EITHER LODGING OR BOARDING IS BORNE BY THE SPONSOR/AGENCY ABROAD.

- 12.1 DA rates for visits when lodging is borne by Foreign Sponsor 60% of the consolidated entitlement depending upon the nature of visit, viz. official / Conferences / Seminars /Specialized Training / Study.



- 12.2 DA Rates for visits when Boarding is borne by Foreign Sponsor Tour.
The consolidated DA rate as applicable depending upon the nature of visit to be reduced by the amount of DA for food as notified by Government of India, Ministry of External Affairs for various countries for time to time.
- 12.3 The permitted period for various deputation shall be governed as per the ceiling prescribed by RBI guidelines issued for time to time.

13.0 RELEASE OF FOREIGN EXCHANGE FOR VISITS TO NEPAL / BHUTAN

The DA rates for visits to Nepal/ Bhutan as assignment other than consultancy assignment shall be regulated as follows:

LEVEL		DA PER DAY	TRANSPORT /HOTEL
CMD & Directors	US \$ 50	Actual	As per entitlement in India
GMs	US \$ 40	Actual	-do-
Below GM	US \$ 30	Limited to US \$ 10 per day	-do-

All payment shall be released in Indian rupees.

14.0 PROCEDURE FOR RENDERING OF ACCOUNT ON RETURN FROM TOUR ABROAD

- 14.1 The employees will get DA as explained in para 8.1,10,13 and limitation shown in other paras above.
- 14.2 The component of daily allowance (for food) would be in accordance with the instructions of Govt. of India issued from time to time for various countries.
- 14.3 Expenses on hotel accommodation incurred by the employee abroad will have to be supported by bill/receipt. However in case the employee does not submit a hotel receipt he may be allowed 20% of the admissible rate of consolidated DA on the basis of certificate submitted by the employee.



- 14.4 The account of the other expenses like local conveyance, communication and other contingent expenditure will be rendered and settled on the basis of expenditure incurred by the employee based on certification by the employee concerned subject to following limits.

Local conveyance	Not to exceed 35% of the consolidated TA/DA as per entitlement
Communication expenditure (tele. Fax etc.)	Not to exceed 10% of the consolidated TA/DA as per entitlement
Other contingent expenditure	Not to exceed 10% of the consolidated TA/DA as per entitlement

- 14.5 On return the employee concerned would submit a consolidated TA bill accounting for various expenses including daily allowance as per formats enclosed herewith. Any surplus calculation of expenditure incurred would be refunded to company.

- 14.6 The officers visiting abroad on consultancy assignment shall be governed by specific rates as separately approved for each project/contract by the competent authority.

- 15.0** All cases of foreign official visits including those to Nepal/Bhutan shall be approved by CMD.

- 16.0** The release of foreign exchange shall be made by Finance deptt. in all cases of official tours after approval of competent authority. The travel formalities shall be made by the officer concerned after issuing administrative orders subject to various provisions laid down above in this regard.

17.0 General

- 17.1 Unless otherwise specified relaxations of any nature as provided under these rules can be approved by CMD in all cases.

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- 17.2 All claims for travelling allowance/local-travelling expenditure under these rules are to be preferred with respect to the material facts as regards pay/rank existing at the time when the journeys were undertaken.
- 17.3 In no circumstances arrear payment/recovery will be made effected due to increase/decrease in pay on promotion or for any reason whatsoever subsequent to the submission of claims.
- 17.4 The CMD shall be empowered to make changes in procedure and amendments to these rules or any relaxation, which is of minor nature wherever is considered merited.
- 17.5 In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to Director (HR) and the decision of CMD in this regard shall be final.