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## TRAVELING ALLOWANCE RULES ❖

### **1.0 OBJECTIVE:**

- 1.1 To define and lay down Company's rules on reimbursement of expenses incurred on official travel in India.

### **2.0 SCOPE:**

- 2.1 These rules shall cover all employees of the Company for journeys in India.
- 2.2. Deputationists in the Company's service or Company's employees on deputation outside shall be governed by the terms and conditions of their deputation.
- 2.3 These rules shall also cover trainees, candidates called for interview or any other person required to perform Company's work, as specified.

### **3.0 DEFINITIONS:**

- 3.1 'Employee' means persons employed by the Company including temporary employees and those on probation but does not include part-time or casual employees.
- 3.2 'FAMILY': Means (1) employee's wife or husband, as the case may be, residing with the employee (not more than one spouse is included in the term "family") (2) legitimate children including legally adopted children and step children, parents, step mother, minor brothers (below 18 years), unmarried or widowed sisters who are wholly dependent on and residing with the employee.
- 'CHILDREN': Also include major sons (18 years and above), married daughters including widowed daughters.
- 3.3• 'Dependent' for the purpose of these rules will cover a family member whose individual income from all sources does not exceed Rs.1500/- per month. Scholarship/Stipend received by the children of employees will not be treated as income for the purpose of deciding dependency on the employee.
- 3.4 'Pay' means basic pay together with deputation pay, personal pay, special pay and non-practicing pay. In the case of re-employed pensioners, pension plus pensionary equivalent shall be treated as pay.
- 3.5 'Day' for the purpose of calculating daily allowance is to be taken as the period of 24 hours from the scheduled time of departure from the Headquarters in respect of any particular tour.
- 3.6 'Transfer' means movement of an employee from the Headquarters to another station where he/she is posted.
- 3.7 A 'tour' is a journey undertaken for Company's work out of the Headquarters where the employee is posted. A tour will be deemed to have commenced from the scheduled time of departure of the mode of transport and shall end at the actual time of arrival of transport at the Headquarters station.

❖ *Approved by the Board of Directors of RINL in their first meeting held on 08.04.1982.*

*Substituted vide Circular No. PL/RR/05/01, dt.15.2.1988, effective from 12.2.1988.*

● *Amended vide Personnel Policy Circular No.7/2005, dated 14.05.2005.*

#### 4.0 TRAVELLING ALLOWANCE:

- 4.1 An employee will be eligible for travelling allowance, if journeys are undertaken for the following purposes:
- a. Tour.
  - b. Appearing in departmental examination, interview or selection test conducted by the Company.
  - c. Recall from leave.
  - d. Participation in training programmes, seminars and conferences as nominated participant/faculty.
  - e. Appearing in Courts as jury, assessor, and witness (only for Company's work).
  - f. Receiving National Awards.
  - g. Employees of the Company appearing as accused in Departmental / Vigilance enquiry.
  - h. Transfer.
  - i. Medical examination other than for the purpose of appointment in the Company and/or treatment.
  - j. Superannuation/retirement, journey of family in the event of death of employee, discharge/termination on medical grounds.
  - k. Appearing for interview for appointment in the Company.
  - l. Journey to join duty on first appointment in the Company.

4.1.1. For participation in sports/cultural events representing the Company, an employee will be entitled for 2nd class train fare, irrespective of the grade/pay scale.

4.2\* 'Entitlement of employees in different groups for TA' is as follows:

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|--|--|
| a. Employees in S-1 and S-2 grades who have not completed 5 years of service in the Company.                             | 2nd class by rail, lower class (if there are only 2 classes) or middle class or 3rd class (if there are more than two classes) by steamer, Rs.2.19 per KM by road at current rates or actual, whichever is less.   |
| b*. Employees in S-1 and S-2 grades who have completed 5 years of service in the Company.                                | First Class by rail, highest class by Steamer, Rs.5.13 per KM by road at current rates or actual, whichever is less.   |
| Employees in S-3 grade and above and employees drawing upto Rs.9099/- basic (revised w.e.f. 1.1.1997) including MTs/ETs. | First Class/ACC II tier sleeper by Rail, highest class by steamer, Rs.5.13 per KM by road at current rates or actual, whichever is less.   |
| c*. Employees with basic pay of Rs.9100/- (revised w.e.f. 1.1.1997) and above upto E-3 grade.                            | First class/ACC II tier sleeper by rail, highest class by steamer, Rs.10.38 per KM by road at current rates or actual, whichever is less.  |
| d. Executives in E-4 grade and above.  | Air, ACC First Class by rail, highest class by Steamer, Rs.14.05 per KM by road at current rates or actual whichever is lower. Executives who are in Schedule 'A' while travelling on tour or on transfer within India may at their discretion travel by executive class of the Indian Airlines. |

❖ Amended vide PP Circular No. 5/9, dt 07.05.91 and Rates revised vide Misc. Circular No. 6/05 dt 28.05.05

● Revised vide PP Circular No. 2/2003, dt 20.01.2003

**NOTE:**

1. Rate for road mileage is on the base rate of Re.0.18, Re.0.42, Re.0.85 and Rs.1.15 for the above pay slabs of (a), (b), (c), and (d) respectively and the base petrol price of Rs.4.05, allowing an escalation of 3.0% for every 10 paise or part there of increase in petrol cost, the same method of escalation will apply for future changes in petrol price and the petrol rate at Visakhapatnam would apply for all stations where VSP's offices are located. The current rates given are on the basis of present petrol price of Rs.41.44 per litre.
2. Entitlement for different modes/classes of travel provided in clause 4.2 are applicable for journeys while availing LTC/LLTC also, only to the extent they pertain to journey by train by I class and II Class and steamer and not for journeys by Road/Air/ACC class by train subject to Leave Travel Concession Rules. Road mileage is not admissible for journeys performed under LTC/LLTC. Where such journeys involve travel between two stations not connected by rail, the reimbursement will be limited to train fare by entitled class, calculated at telescopic rate.
- 3.\* Employees not entitled to travel by air under the existing rules may travel by air, or higher class by train, subject to the following
  - (i) The reimbursement of fare is to be limited to the fare to the destination by the shortest route in the entitled class by train or actuals, whichever is lower.
  - (ii) Such reimbursement will be subject to production of ticket numbers in case of train journeys and air tickets along with the boarding pass in respect of air travel.
  - (iii) In case of cancellation of such journey on official grounds, an amount equivalent to cancellation charges of train tickets may be reimbursed and the rest is to be borne by the individual. In case cancellation is on personal grounds, the entire cancellation charges are to be borne by the individual
- 4.3 Further to para 4.2, employees would be entitled to the following on travel:
  - 1) Actual fare for journeys from residence/place of stay to railway station/airport and vice-versa, and for journeys undertaken while on tour for official work, subject to the approval of the Controlling Officer.
  - 2) Road mileage where the employees use their own vehicle for official work on tour at the touring station.
  - 3) Reservation charges and other surcharges.

**NOTE<sup>o</sup>:** With a view to redressing the difficulties of the employees undertaking official travel by rail under emergent circumstances, charges towards "Tatkal" services shall be reimbursed subject to approval of the HoD not below the grade of E-8.

- 4) Cancellation charges if the journey is cancelled due to official reasons.
- 5)\*If an employee entitled to travel by First Class/ACC 2 Tier Sleeper on tour avails bed-roll, charges towards the same will be reimbursed subject to production of receipt, wherever such charges are not included in the fare.

\* *Incorporated vide PP circular 5/2009 dated 11.03.2009*  
○ *Incorporated Vide Circular No.PL/RR/5(1)/07/282 dated 10.03.07.*  
❖ *Incorporated Vide Personnel Policy Circular No.6/95, dated 2.9.95.*

- 4.4 Executives in the grade of E-6 and above may perform journey by road or rail or air at their discretion. Other employees under normal circumstances, shall undertake journeys by rail, air, steamer as per entitlement. However, they may travel by road, between locations connected by rail/air, or in a class higher than entitlement subject to the specific approval of the Competent Authority not below the level of E-6. Travel by road between locations connected by rail/air should be limited to cases where such journeys can be justified on grounds of convenience, economy or time saving.

**NOTE**▪: Hiring of taxi between two stations may be allowed for undertaking travel as envisaged under the TA Rules, based on the job exigency, health grounds and other pertinent facts of the case, with the approval of the concerned HoD not below the rank of E-8. This would be applicable to all employees including those posted in outstation Marketing/Liaison offices.

- 4.5 An employee should travel by the shortest route. He may travel by any other convenient route if approved by the Competent Authority.
- 4.6 For rail/air journeys, ticket numbers must be indicated in the T.A. bills. However, the Competent Authority may waive such stipulation in genuine cases.
- 4.7• Employees who are entitled to travel by 1st class by rail may travel by air between Kolkata and important cities in the North Eastern sector like Guwahati, Dimapur, Imphal etc., while on official tour.

## **5.0 DAILY ALLOWANCE:**

- 5.1 An employee shall be eligible for daily allowance if journeys are undertaken for official purposes such as:
- Tour.
  - Appearing in departmental examination, interview or selection test conducted by the Company.
  - Recall from leave.
  - Participation in training programmes, seminars and conferences as nominated participant/faculty.
  - Participation in sports/cultural events representing Company.
  - Appearing in court as jury, assessor, witness ( only for Company's work), Departmental or Vigilance enquiry.
  - Receiving National Awards.
  - Employees of the Company appearing as accused in Departmental / Vigilance enquiries.
- 5.2 Entitlement of employees in different groups is given in **Annexure-I**.
- 5.3 When on Tour, the entitlement of employees for D.A. will be regulated in the following manner:
- When the entire tour extends for more than 24 hours:** (including travel time) (a) Full DA (Food and Incidentals) for every completed period of 24 hours and for each additional period less than 24 hours but more than 12 hours. (b) 50% of the full DA (F&I) for any additional period less than 12 hours.
  - When the entire tour extends for 24 hours or less:** (including travel time) (a) Full DA (F&I) if the entire tour extends from 12 to 24 hours. (b) 50% of the DA (F&I) where the entire tour extends from 6 hours to 12 hours.

■ Incorporated Vide Circular No.PL/RR/5(1)/07/680 dated 10.03.07.

● Incorporated Vide Personnel Policy Circular No.7/92, dated 2.4.92

- 3\* 50% of the DA rate (F&I) for Hotel at other locations, if the employee is treated as guest of the Company.
- 4\* 50% of the hotel DA rate (F&I) where the employee is nominated for residential training at a hotel, and 50% of the DA rate (F&I) for other locations if the employee is nominated for residential training at a campus.
5. Actual lodging charges if the employee stays in a hotel of the entitled or lower star ranking.
6. Actual lodging charges subject to monetary limits prescribed in para 5.2 (Annexure-I) if the employee stays in either unstarred hotel or hotels of higher star ranking than entitlement.
- 7\*. For the actual travel time, DA rate (F&I) applicable for other locations. However, 50% of these rates will be allowed while travelling in trains offering free catering service.
8. DA (i.e. lodging and F&I) for holidays during tour but not for leave during tour.
- 5.4 Where bills do not separately indicate rates for boarding and lodging, 50% of charges shall be reimbursed towards lodging, subject to the ceiling prescribed. Reimbursement of boarding charges shall be limited to entitlement.
- 5.5 All employees are entitled to avail single room only in hotels but they may avail single occupancy in double room, as per their eligibility.
- 5.6 Lodging charges may be reimbursed on production of bills even if the employee has to pay lodging charges for more number of days than for which DA is admissible under the TA Rules, on account of the checking in and checking out timings. Inclusion or exclusion of breakfast in hotel bill will be ignored.
- 5.7 When during tour, an employee has to pay for hotel accommodation for the same day at two stations, hotel bills for stay in both the hotels may be reimbursed.
- 5.8 DA (F&I) will be admissible for a halt upto 30 days at any one station. Halt beyond this duration at any one station shall be treated as temporary posting and the allowances admissible shall be as provided in clause 11.1 and 11.2 of these rules.
- 5.9\* For the purpose of Annexure to Clause 5.2 Delhi, Mumbai, Kolkata, Chennai, Hyderabad, Ahmedabad, Bangalore, Pune, Kanpur, Nagpur, Lucknow and Jaipur will be reckoned as 'Specified Locations.' Any city classified as 'A' for the purpose of CCA by the Central Government, would be included in the 'Specified Location.'
- 5.10▪ The ceilings on lodging (hotel) charges would exclude levies, taxes, service charges etc.
- 5.11 When an employee stays in a hotel during tour and pays lodging charges to the hotel concerned, he may be paid daily allowance for food and incidentals at hotel rates for the period of his arrival at that particular station and departure from that station, instead of restricting the hotel rate daily allowance towards food and incidentals only for the actual timings of checking in and checking out at the hotel.

## **6.0 RECALL FROM LEAVE:**

- 6.1 TA and DA for recall from leave will be paid only where the employee is recalled from leave with the approval of the Competent Authority.

❖ *Amended Vide Personnel Policy Circular No.2/90, dated 14.02.90.*

● *Amended vide PP Circular No.7/2006(No.PL/RR/5(1)/2006/F-319) dated 12.8.06.*

■ *Amended Vide Personnel Policy Circular No.6/95 dated 2.9.95.*

## 7.0 TRANSFER EXPENSES:

### 7.1 TRAVEL EXPENSES

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

- a. Travel for self and family by the entitled class/mode as on official tour.
- b. Reimbursement of actual fare for journeys from residence/place of stay to Railway Station/Air-port and vice-versa.
- c. An employee travelling in his own car on transfer will be paid as follows:
  - i. Actuals or entitled road mileage for self and family subject to a maximum of three road mileages, whichever is less where the journey is between two places not connected by rail/air.
  - ii. Actuals or entitlement by rail/air whichever is less where journey is between two places connected by rail/air.
- d. Reimbursement of two extra tickets by the entitled mode and class of travel for onward and return journey between the old and new headquarters, or actuals, whichever is less, if additional travel is actually undertaken by the employee (and not the family) with prior approval, for shifting the family and/or personal effects.

### 7.2\* TRANSPORTATION OF PERSONAL EFFECTS:

On transfer, an employee will be entitled to the actual expenditure incurred on transportation of his personal effects, on production of money receipts, subject to the following limits:

- i. Two containers by the Railway Container Service; or
- ii. One full wagon (8-wheeler) by goods/passenger train; or
- iii. One full truck for employees upto and including employees in the grade of DGM (E-7) and two full trucks in respect of executives in higher grades. In case the Company appoints a list of approved transporters, employees on transfer should approach one of the transporters, on the approved list, who will raise bills directly with the Company at the rates approved.

Note :

1. In case the employee concerned has not engaged the VSP approved transporter, the reimbursement will be limited to the maximum of the approved rates or actuals, whichever is less.
- 2.\* In case there is no transport contract while shifting of personal effects, all such employees may be allowed transportation of personal effects as per their entitlement at the price negotiated by them with the transporter, subject to production of money receipts. Senior Executives in E-8 and above grades, in whose case two trucks are allowed for transportation of the personnel effects may have their personal effects transported either by engaging two trucks or one truck of higher capacity limited to total 18-ton capacity.

### 7.3 TRANSPORTATION OF VEHICLE:

An employee shall be entitled to reimbursement of transportation cost of his vehicle at railway risk, (one motor car, motor cycle, scooter, or bicycle) as under:

- a. If transported by goods train, actual cost of packing and freight between the two stations;
- b. If transported by passenger train, actual freight charges by the Railways;
- c. If transported by road by truck or under own propulsion, freight admissible, had the vehicle been transported by passenger train.

❖ Amended Vide PP Circular No.21/90, dated 20.06.90 & PP Circular No.2/91, dtd 13.02.91

\* Incorporated Vide Circular No.PL/RR/5(1)/1187, dated 25.07.2011

#### 7.4\* PACKING CHARGES:

Actual packing charges will be reimbursed on certification as per the following limits:

All employees upto S-10 grades (non-executives)	...	Rs.7000/-
Executives in E-O to E-6 grades including JOs	...	Rs.9000/-
Executives in E-7 grade and above	...	Rs.11000/-

\*\*Executives and Non-Executives joining VSP from SAIL and its units will be reimbursed actual packing charges of personal effects, subject to production of receipts, as per the limits prescribed above.

This will be applicable to all Executives and Non-Executives who have joined VSP from SAIL or any of its units on or after 12th February 1988 i.e. the date from which reimbursement of Packing Charges was introduced as a transfer benefit in the Company's TA Rules.

Note:

- 1.# Service tax on the entitled Packing charges at the rates levied by the Government from time to time will be reimbursed 'on production of receipts'. However such service tax will not be reimbursed where packing charges are claimed 'on certification' basis.
- 2.## The monetary limits prescribed above are for reimbursement on certification. However, in respect of Senior Executives in E-8 and above grades, in whose case two trucks are allowed for transportation of the personnel effects, packing charges as per actuals, if in excess of the limits provided above, may be reimbursed provided the transportation is done in two trucks (total capacity limited to 18-ton) or one truck of capacity higher than 9 Ton capacity (limited to 18- ton) and subject to production of receipts.

#### 7.5 TRANSFER GRANT:

Transfer Grant will be given to cover setting up of establishment and causing disturbance to the employee. The amount payable will be one month's basic pay plus D.A.

#### 8.0 TRANSFER/MISCELLANEOUS:

- 8.1 Octroi duty, entry taxes, terminal taxes and insurance charges for transportation of personal effects/car will be paid on production of receipt.
- 8.2 Management Trainees/Sr.Trainees/Jr.Trainees who are required to move from one place to another during the course of the training will be eligible only for single travelling fare as provided in clause 11.4 and 11.5 and will not be entitled to the other transfer benefits.  
**Note<sup>o</sup>:** Transfer Benefits would be admissible in such cases if the trainee is posted on permanent basis for on-the-job training, as certified by Training Dept.
- 8.3 If both husband and wife are employees of the Company, working at the same Headquarters and are transferred within six months from one place to another only one of them will be entitled to transfer benefits as given under para 7.
- 8.4 When an employee is transferred from one station to another, he will be entitled to joining time for six clear working days for preparation (in addition to Sundays/Holidays) and one day for travel per 400 KM distance or part thereof in excess of 200 KMs.
- 8.5 In the case of air journey, journey time will be limited to the day of travel only.
- 8.6 If an employee reports at the new station without availing the complete joining time, the difference between the entitled joining time/journey time and the actual time availed shall be credited to a special leave account which can be availed of by the employee, for the preparation mentioned in rule 8.4, within a year of reporting at the new station.
- 8.7\* An employee who has been transferred from one place to another at his own request shall not be entitled for any benefits under these rules.

\* Amended vide PP Circular No.7/2006(No.PL/RR/5(1)/2006/F-319) dated 12.8.06.

\*\* Amended Vide PP Circular No.21/90, dated 20.06.90 & PP Circular No.2/91, dtd 13.02.91

# Incorporated vide Circular No. PL/RR/5(1)/4090000663, dated .30.05.09

## Incorporated vide Circular No. PL/RR/5(1)/1187, dated 25.07.2011

○ Amended Vide Personnel Policy Circular No.16/2007 dated 10.12.07.

❖ Amended vide Personnel Policy Circular No.1/98, dt.3.1.1998.



8.8• An employee on transfer to a location other than Headquarters and Mines will be entitled to stay in a hotel of his entitlement for a period not exceeding five days at the new station, provided that Guest House/Transit accommodation of the Company is not available at that station. During his stay in the hotel, Daily Allowance will be allowed at applicable rates for a period not exceeding five days.

8.9■ Wherever tickets are not arranged by the Company, employees would be reimbursed the expenditure incurred towards payment of commission charges to authorised agents for purchase of air/rail tickets on tour/transfer, subject to production of receipt and ceilings to be prescribed from time to time.

**NOTE\*** : Employees transferred from one location to another within the NCT Region of India i.e. Delhi/ Ghaziabad/ Faridabad/ Gurgaon are not entitled for any transfer benefit

#### **9.0 T.A. FOR MEDICAL EXAMINATION/TREATMENT:**

9.1 Travelling Allowance shall be admissible to (a) an employee/any member of his family who is entitled to medical facilities under the Medical Benefits Rules, and (b) an attendant to accompany the patient, if recommended by the Company's Medical Officer for medical examination/treatment.

The attendant in authorised situations, shall be entitled to reimbursement of TA as per entitlement of the employee.

9.2 Sometimes patients, after taking initial indoor treatment, are released and advised daily treatment/checkup at the hospital as an OPD patient. Examples are, Cobalt-ray treatment for Cancer, exercise/physical therapy after fixing an artificial limb etc. In such special cases, as advised by Chief Medical Officer, lodging charges for the patient only, limited to the monetary limits of lodging charges as per para 5.2 (Annexure-I) subject to production of bills, in case Guest House accommodation is not available, may be reimbursed.

**NOTE\*\*:** Reimbursement towards transportation of the dead body from the referred hospital to the headquarters of the employee may be allowed either by road or by air depending upon the distance and convenience subject to production of receipt. There may be no objection to transport the dead body to native place. However, reimbursement will be restricted for transporting the body from referred hospital to the headquarter or native place whichever is less.

#### **10.0 COURT, DEPARTMENTAL OR VIGILANCE ENQUIRY :**

10.1 Any amount received from the Court for attendance or boarding and lodging etc., shall be refunded to the Company if TA/DA has been claimed from the Company.

10.2 If the departmental or vigilance enquiry is held at an outstation at the request of an employee, no Travelling Allowance/DA shall be admissible. In other cases, TA/DA as on tour may be allowed for attending vigilance or departmental enquiries.

10.3 In respect of employees under suspension, TA/DA as on tour from Headquarters to the place of enquiry or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less, at the rate admissible to him according to the grade to which he belonged prior to his suspension, may be allowed.

10.4 For appearing in court as accused, TA/DA will only be payable in such cases where the prosecution of the employee arises from acts committed or purported to be committed in the bonafide execution of duties. The decision whether the prosecution has so arisen will depend upon the facts of each case and the discretion of the Chairman-cum-Managing Director.

● *Amended vide PP Circular No.7/2006(No.PL/RR/5(1)/2006/F-319) dated 12.8.06.*

■ *Incorporated vide Personnel Policy Circular No.6/95, dt.2.9.1995.*

\* *Clarified vide IOM No.PL/RR/5(1)/1030 dated 04.08.2010*

\*\* *Incorporated vide Circular No.PL/RR/5(1)/710 dated 08.08.2007. Effective from 04.08.07.*

**10(A)♦ TA to separated employee for attending departmental/ vigilance enquiry against him :**

- (i) A separated employee required to attend departmental enquiry against him may be allowed TA/DA/stay etc. as applicable on tour by the shortest route for the journey in connection with the enquiry from his home town to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his 'home town', he may be allowed Traveling allowance for journeys from such place of residence to the place of enquiry and back.
- (ii) The Traveling allowance including daily allowance shall be regulated in accordance with the pay of the post held by the separated employee immediately prior to separation.
- (iii) No advance of Traveling allowance/daily allowance should, however, be paid in connection with such journeys.
- (iv) CMD may frame appropriate rules in this regard.

**10(B)• TA/DA to separated employees for perusal of documents:**

- (i) A separated employee may be allowed TA including DA (restricted to a maximum of three days only) and stay, etc., for undertaking journeys to outstations for perusal of documents in preparation of his defence against disciplinary proceedings instituted against him.
- (ii) The TA claims will be restricted to one to and fro fare, in respect of one such case, by the class to which the separated employee was entitled immediately prior to separation, by the shortest route from his home town to the place where the documents are kept. Alternatively, in case the person concerned has taken up residence after separation at a place other than his 'home town', he may be allowed Traveling allowance for journeys from such place of residence to the place where the documents are kept. Daily allowance will be admissible as indicated above.
- (ii) The grant of TA will be also subject to the condition that the inquiring officer certifies that the official records to be consulted are relevant and essential for the preparation of the defence statement.
- (iv) No advance of Traveling allowance/daily allowance should, however, be paid in connection with such journeys.

**10(C) TA/DA to separated employees for attending court in judicial proceedings against him:**

- (i) A separated employee against whom judicial proceedings are instituted by the Company after separation and has to attend such cases in the Court of Law from outstation may be allowed TA/DA and stay, etc. as on tour, for the journey he has to perform from his home town/place of residence to the place of judicial proceedings, if he is honourably acquitted by the Court.
- (ii) TA/DA/Stay etc. in the above cases will be allowed as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him, from his home town to the place where the proceedings are held and back. Alternatively, in case the person concerned has taken up residence after superannuation at a place other than his 'home town', he may be allowed Traveling allowance for journeys from such place of residence to the place where the proceedings are held and back.
- (iii) The grant of TA will also be subject to the production of a certificate from the summoning court that the separated employee has not been paid TA from the Court.
- (iv) No TA advance will be paid in connection with such journeys.

● *Incorporated Clauses 10(B) to 10(H) vide PP Circular No.7/2006 dated 12.8.06.*

♦ *Incorporated vide Personnel Policy Circular No.4/2003, dated 13.5.2003.*

**10(D) TA/DA to separated employees for attending Court in connection with departmental case:**

- (i) A separated employee who is summoned by a Court of Law for giving evidence in departmental cases as to facts which have come to his knowledge in the discharge of his duties while in service, or who is called upon by the Company to present its case or to act as complainant on its behalf may be allowed TA/DA and stay etc. as on tour for the journeys he has to perform in that connection.
- (ii) TA/DA/Stay etc. will be allowed as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him immediately prior to separation, for the journey from his home town to the place where the proceedings are held and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his 'home town', he may be allowed Traveling allowance for journeys from such place of residence to the place where the proceedings are held and back.
- (iii) The grant of TA will also be subject to the production of a certificate from the summoning Court that the separated employee has not been paid TA from the Court.
- (iv) No TA advance will be paid in connection with such journeys.

**10(E) TA/DA to separated employees for attending Departmental/Vigilance/CBI enquiry:**

- (i) A separated employee required to attend Departmental/Vigilance/CBI enquiry in connection with Company's work may be allowed TA/DA/Stay etc. as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him, immediately prior to separation, for the journey from his home town to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his 'home town' he may be allowed Traveling allowance for journeys from such place of residence to the place of enquiry and back.
- (ii) The Traveling allowance including daily allowance shall be regulated in accordance with the pay of post held by the separated employee immediately prior to separation.
- (iii) No TA advance will be paid in connection with such journeys.

**10(F) TA/DA to separated employees for appearing as Defence Assistant:**

- (i) A separated employee assisting the employee against whom the inquiry is held in presenting his case, may be allowed TA/DA/Stay etc. as applicable on tour by the shortest route, by the entitled class prescribed for the post last held by him, immediately prior to separation, for the journey from his home town to the place of enquiry and back. Alternatively, in case the person concerned has taken up residence after separation at a place other than his 'home town', he may be allowed Traveling allowance for journeys from such place of residence to the place of inquiry and back.
- (ii) No TA advance will be paid in connection with such journeys.

**Note:** i. In all the cases at 10(A) to 10(F), where the separated employee makes local journeys i.e. journeys beyond 8 km within the limits of the urban agglomeration/Municipality in contiguous Municipality etc. in which the residence of the concerned person is located, Traveling allowance will be regulated at the local conveyance rates on official tour.

**10(G) TA/DA to private persons appearing as prosecution or defence witnesses in departmental enquiries:**

- (i) When a person who is not a public servant is called to give evidence before an inquiring authority or a person who has ceased to be a public servant is called to give evidence as to facts which came

to his knowledge in the discharge of his public duties when he was a public servant, he will be entitled to claim from the Company, Traveling allowance as for a journey on tour as under:

- a) TA for the journey calculated under the ordinary rules for the journey of an employee on tour; and for this purpose Disciplinary Authority may, with due regard to such person's position in life, propose the grade to which he shall be considered to belong, for approval of CMD.
- b) In a case of the kind contemplated by Clause(a) of this rule, the Disciplinary Authority may, with the approval of CMD, grant to the person concerned his actual Traveling, hotel and carriage expenses instead of Traveling allowance under that clause, if it considers that such allowance would be inadequate.

**10(H) TA/DA to private persons appearing as prosecution or defence witnesses in departmental enquiries conducted by Commissioner for Departmental Inquiries:**

Carriage expenses and the expenditure on TA/DA of the witness will be debited to the Central Vigilance Commission.

**11.0 TEMPORARY POSTING ON OFFICIAL DUTIES OR FOR LONG DURATION TRAINING PROGRAMME :**

- 11.1\* Sponsoring of an employee, other than a trainee, for Traveling long duration training beyond one month within the country or deputing an employee to an outstation for official work for periods ranging between one month to one year, will be treated as temporary posting. Such employees will not be entitled to DA. They will be entitled to HRA & CCA as applicable and an amount of Rs.500/- p.m. for the period as a special allowance. In addition, such employees will also be allowed to retain their house or draw HRA, at the Headquarters. They will also be entitled for reimbursement of transportation cost of 2-wheeler (Scooter/Motor cycle/Moped etc.) and reimbursement of LTE as per rules.
- 11.2 However, where an employee has been initially deputed on tour for official work for a period less than one month and subsequently is required to extend the stay beyond that period, the total period including the extended stay may be treated as 'tour' with specific approval of the Chairman-cum-Managing Director.
- 11.3\* Executives will be entitled to the following entertainment allowance for the duration of the external training programmes, seminar/conferences (and not for in company training programmes).

Upto 6 days	.....	Rs.200/-
7-14 days	...	Rs.300/-
15 days and above	...	Rs.400/-

For external training programmes, club or alumini fee on actuals will be reimbursed.

- 11.4 SOTs/JOTs and other categories of trainees posted excluding MTs for training in any place within the country will be entitled for 2<sup>nd</sup> class train fare. No DA will be paid to them. In case accommodation is not provided to them at the outstation, only lodging charges on actual basis or at the rates applicable to employees in scales with maximum upto Rs. 5865/-, whichever is less, shall be reimbursed on production of receipts.
- 11.5 MTs posted at outstation for training will be entitled for first-class train fare and no D.A. In case accommodation is not provided to them at the outstation, only lodging charges on actual basis or as applicable to employees in E-1 grade, whichever is less, shall be reimbursed on production of receipts.

❖ Amended vide PP Circular No.7/88 dated 16.6.88.

● Amended vide PP Circular No.6/95 dated 2.9.95.

## **12.0 FINAL SETTLEMENT:**

- 12.1\* On (i) Superannuation/retirement including voluntary retirement, (ii) Death of the employee and (iii) Discharge/termination of the employee on medical grounds, the employee and/or his family will be entitled to reimbursement as per paras 7.1, 7.2, 7.3, and 7.4, subject to the following :
- a) In cases other than death, the journey to place settled should commence within six months from the date of separation or within such extended time as may be approved by the Chairman-cum-Managing Director.
  - b) In cases of death, where family of the deceased employees have been permitted to retain the quarters for more than six months from the date of separation, journey to the place of settlement may be performed during the period of next 4 months from the end of extended period of retention of quarters.
  - c) Final bills should be submitted within one month from the date of completion of journey.
- 12.2 If the employee or his family chooses to settle at his/her declared home town on retirement etc., claims of transfer TA may be settled on the basis of a certificate from the employee, as per proforma given at Annexure-II. Claims of transfer TA for settlement at a place other than home town will be settled on the same terms as for serving employees on transfer.

## **13.0 TRAVEL FOR INTERVIEW/APPOINTMENT IN THE COMPANY:**

- 13.1 Candidates called for interview from outstation for appointment to executive posts in the Company and candidates Traveling to join duty on appointment to executive posts in the Company would be paid single first-class train fare. Candidates called for interview/appointed to all other posts will be paid single second class fare.
- 13.2 Where a candidate travels by road between two points not connected by rail, he will be reimbursed actuals or the rail fare by the appropriate class for the road distance involved, whichever is less.
- 13.3 Chairman-cum-Managing Director may, at his discretion, allow D.A. including lodging charges on the merits of individual cases.
- 13.4 Persons joining from Central Government/Public Sector Undertakings or appointed through Public Enterprises Selection Board, will be entitled for benefits as provided in Annexure-III of these rules.

### **13-A\* TRAVEL FOR INTERVIEW BY PESB:**

Executives of RINL/VSP attending interview by the Public Enterprises Selection Board at a place other than headquarters shall be treated as on duty/tour. Reimbursement of TA/DA will be made as per their entitlement under TA rules subject to their submitting Attendance Certificate issued by PESB along with Air Ticket/Train Ticket numbers.

## **14.0 ADVANCES FOR TRAVELLING ON TOUR/TRANSFER ETC:**

- a. An employee proceeding on journeys on tour or transfer may be granted advance to meet Traveling and other expenses. 100% advance towards TA/DA, as the case may be, may be granted.
- b. Employees on transfer shall be given advance not more than two months before the date of commencement of the journey.

\* Amended vide Circular No PL/RR/5(1)/ 4090000694, dated 2<sup>nd</sup> July, 2009 and comes into force with effect from 24<sup>th</sup> June, 2009.

❖ Incorporated vide PP Circular No.4/2007 dated 10.3.2007.

- c. Employees who want to shift their family members to the place of settlement for personal reasons would be allowed to draw advance for purchase of tickets six months in advance of the date of retirement in respect of their family members. Other permissible expenses will be reimbursed on submission of actual bills or as provided in Clause 12.2 of these rules.
- d. An employee shall be required to submit the Traveling allowance bill on completion of journey. If the bill is not submitted within one month, from the date of completion of journey, the advance shall be recovered from his salary.
- e. An employee on transfer/temporary posting may be allowed a salary advance not exceeding two month's pay. The advance shall be interest-free and recoverable in 12 equal monthly installments from the salary of the employee.

**15.0 RULES MAKING POWERS:**

15.1 Chairman-cum-Managing Director may, from time to time, effect such amendments/ alterations in the Travelling Allowance Rules as may be required from time to time.

**16.0 TENURE:**

16.1 These rules shall come into force with immediate effect from 12.2.1988 and shall supercede all the rules and regulations, orders, instructions etc., issued earlier in this regard.

16.2 The Company reserves the right to modify, cancel or amend any of these rules without prior notice.

\* \* \* \* \*

**RATES OF LODGING (HOTEL) AND DAILY ALLOWANCE  
(FOOD AND INCIDENTALS)\***

Pay scales Code	LODGING (HOTELS)		DAILY ALLOWANCE (FOOD & INCIDENTALS)	
	Specified Locations	Other Locations  All Stations	Hotels/ Guest- House All Stations	Own arrangement
Employees in S-1 to S-6 grades	Rs. 400/- or actuals whichever is lower	Rs. 350/- or actuals whichever is lower	Rs. 200/-	Rs. 275/-
Employees in S-7 & above grades	500/- or actuals whichever is lower	450/- or actuals whichever is lower	200/-	275/-
Executives in E-0 to E-3 grades including JOs	3 Star Hotel or actuals limited to Rs.700/-	3 Star Hotel or actuals limited to Rs.600/-	250/-	450/-
Executives in E-4 to E-6 grades	4 Star Hotel or actuals limited to Rs.950/-	4 Star Hotel or actuals limited to Rs.850/-	330/-	550/-
Executives in E-7 & E-8 grades	4 Star Hotel or actuals limited to Rs.1100/-	4 Star Hotel or actuals limited to Rs.950/-	400/-	600/-
E-9	Actuals	Actuals	450/-	650/-
Functional Director	Actuals	Actuals	Actuals	650/-

**NOTE:** *The ceiling on hotel charges exclude levies, taxes etc.*

**NOTE\*\*:**

- All employees are required to stay at the particular place where they are going on tour and not at any other location. This applies to locations even within NCT of Delhi. However, executives on tour to Bhilai are permitted to stay at Durg in entitled star hotels till further orders.
- Stay of executives in non-star hotels at Ghaziabad may be allowed while on tour at special monetary limits as below, subject to production of hotel bills with reimbursement limited to actuals or special monetary limits, whichever is less.

Entitlement	Special Monetary Limits
Executives entitled to stay in 3-Star Hotels	₹2500/-
Executives entitled to stay in 4-Star Hotels	₹4500/-

- The authority empowered to accord approvals for tours shall also approve the stay of the executives in non-star hotels as at para (2) above. If austerity measures are in vogue, the approving authority would be as per the relevant office order/ circular.

\* Amended vide PP Circular No.7/2006(No.PL/RR/5(1)/2006/F-319) dated 12.8.06.

\*\*Incorporated vide Circular No.PL/RR/5(1)/4100001101, dt 24.09.2010

'Proforma of Certificate to be submitted by a retired employee' in connection with T.A. allowed for self and family and for transportation of personal effects.

- 1.. I have been paid an advance of Rs. \_\_\_\_\_ towards T.A. for self and family members on retirement and also for transportation of personal effects.
2. I hereby certify that I have actually spent Rs. \_\_\_\_\_ towards journey expenditure for self and family members and also for transportation of personal effects. Accordingly, the T.A. advance paid to me may be treated as settled.

**OR**

3. I hereby certify that I and my family members shall be performing the journey by the entitled class of journey in due course and my personal effects would also be transported. Accordingly, the T.A. advance paid to me may be treated as settled.

**OR**

4. I have been paid an advance of Rs. \_\_\_\_\_ towards T.A. for self and family members and also for transportation of personal effects. My actual expenditure is Rs. \_\_\_\_\_ only/is likely to be Rs. \_\_\_\_\_ only which is less than the amount paid as advance. Un-utilised balance is being refunded by me separately.

DATE :

SIGNATURE :

NAME :

Note : Portion not applicable may be deleted.



**TRANSFER BENEFITS TO EXECUTIVES JOINING VSP ON APPOINTMENT FROM CENTRAL GOVERNMENT/PUBLIC SECTOR UNDERTAKINGS AND VICE-VERSA.**

- 1.0 The following transfer benefits shall be extended to Executives joining Visakhapatnam Steel Plant on appointment from Central Government/Public Sector Undertakings and Executives moving from Visakhapatnam Steel Plant to similar organisations.
- 1.1 Where the movement of an Executive from Visakhapatnam Steel Plant to another Public Sector Undertaking is with the approval of the Management of VSP, the Executive would be allowed the benefit of carry forward of earned leave. Transfer expenses would be payable by the Organisation to which the Executive moves, as per the rules of that Organisation.
- 1.2 Executives joining Visakhapatnam Steel Plant from other Public Sector Undertakings and Central Government Departments will be eligible for carry forward of earned leave provided the leave salary is paid by the previous employer, single rail fare for self and family members in entitled class, transportation of personal effects and vehicle only. The benefits are applicable to cases of transfer and also appointment against open advertisement in case the applications had been forwarded by the Management.
- 1.3 Reciprocal arrangement between Visakhapatnam Steel Plant and other Public Sector Undertakings shall not be a pre-condition for allowing these transfer benefits.
- 1.4 The benefits referred to above shall be applicable only for Executives joining Visakhapatnam Steel Plant from Public Sector Undertakings and Central Government.
- 1.5 Those Executives who are appointed in Visakhapatnam Steel Plant through Public Enterprises Selection Board will be given the same transfer benefits as are applicable to Visakhapatnam Steel Plant employees on transfer from one station to another including transfer grant, disturbance allowance etc.