(Revised in 124th BM held on 02.03.2026)

TRAVELLING ALLOWANCE RULES

1. APPLICABILITY

1.1 These Rules will be called/ FCI ARAVALI GYPSUM & MINERAL INDIA LTD (FAGMIL) TRAVELLING AND DAILY ALLOWANCE RULES.

1.2 These rules came into force with effect from 02 March 2026 and shall apply to all journeys on tour or on transfer commencing on/or after that date for which travelling allowance is admissible.

1.3 These rules shall be applicable to:-

All regular employees,
Probationers
Management Trainee at the level of recruitment
Employees on Deputations at their level
Persons appointed on contract if specifically mentioned in terms of their contracts.
Any other person or class of persons to whom these rules are so extended by specific order (s) of the Managing Director.

1.4 The company reserves itself the right to modify, cancel or amend all or any of these rules or any supplementary rules/amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.

1.5 In case of doubt or dispute, in regard to the interpretation of these rules and / or the supplementary rules and / or amendments issued thereto, the decision of the Chairman and Managing Director shall be final, Chairman and Managing Director shall have the right to add and/or effect modification to the T.A Rules in terms or Rule 1.4 above

2. Definitions

In these rules, unless the context otherwise requires

2.1 “Company” means the FCI Aravali Gyspum and Minerals India Limited.

2.2 “Controlling Authority” shall be the Chairman and Managing Director or delegated Authority to approve TA related claims – as per Delegation of Power.

2.3 “Managing Director” means the Chairman & Managing Director of the Company.

2.4 “Day” means a calendar day beginning and ending at midnight.

2.5 “Family” means:

i. The employee’s spouse and unmarried children or stepchildren or legally adopted children wholly dependent on the employee, irrespective of whether they are residing with the employee or not,
ii. Married daughters who have been divorced, abandoned, or separated from their husbands and widowed daughters and are residing with the employee and are wholly dependent on the employee,
iii. Parents and / or stepmother/ stepfather residing with and wholly dependent on the employee,
iv. Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husband, or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee.

2.6 “Dependency” The term dependency means that income from all sources including pensions and pension equivalent of DCRG (Death cum retirement Gratuity) benefit is less than Rs.9000/- plus amount of DA on Basic pension. However, there is no such limit for dependency in respect of spouse.

Note: For the purpose of dependency, employee shall submit the information as per format enclosed at ***Annexure-II*** *to these rules. The format shall be submitted by all the employees of the*

Company by 31st January of every year irrespective of the fact whether they had submitted said declaration in the previous year or not.

Age-Limit for dependents shall be as follows:

Table 1

Sr.No.	Relation with Family Member	Criteria
1.	Son	Till he starts earning or attains the age of 25 years, whichever is earlier.
2.	Daughter	Till She starts earning or gets married, irrespective of age limit, Whichever is earlier.
3.	Son suffering from any permanent Disability of any kind (Physical or Mental)	Irrespective of age limit
4.	Dependent divorced/ abandoned or separated from their husband / widowed daughters and dependent unmarried/ divorced abandoned or separated from	Irrespective of age limit

	their husband/widowed sisters	
5.	Minor brother(s)	Up to the age of becominga major.

2.7 'Travelling Allowance' means an allowance the employee draws in connection with the travels for Company work.

2.8 "Headquarters" means the normal place of duty of an employee at the time of the outward journey on tour/transfer. In case of an employee deputed for training within India, or abroad, the Headquarters will mean the place of duty from where the employee proceeded on training. However, if his/her Headquarters during training have been changed to the place of training in India for the purpose of travelling allowance, the same will be treated as Headquarter.

2.9 "Pay" means the amount drawn by an employee as pay, special pay, personal pay and any other emoluments excluding allowances.

2.10 "Pay Scale" means the scale of pay of the employee concerned on the day of travel related to tour or transfer. Where the scale of pay of an employee change while on tour, the complete entitlement of out ward and inward journey shall be regulated by the initial entitlement on which the employee travelled for the outward journey.

2.11 "Transit/Guest House " means Transit House accommodation run by FAGMIL or Guest House by Central Government/State Government/CPSEs for the purpose of stay

2.12 "Shortest Route" means The Shortest Route between two Stations for the purpose of these Rules will mean the route that is normally used by the traveller by which he/she can most conveniently reach his/her destination by the ordinary modes of travelling.

2.13 "Mileage Allowance" means the expense incurred by an employee on the distance travelled for official work.

2.14 "Transfer" means the movement of an employee from one Headquarters Station to another Headquarters Station with the approval of the Authority competent to transfer the employee, and it includes Temporary Transfer also.

2.15 "Sea/Waterways" means official journey undertaken by an employee on steamer/ferry/ship etc.

2.16 "Daily Allowance" means allowance intended to cover charges incurred on account of travelling and staying on temporary dislocation to the employee.

2.17 “Classification of Cities” shall be as defined by Central Government from time to time for the purpose of HRA.

2.18 “Competent Authority”means the authority competent to approve the Tour and Travelling/ Daily Allowance Claim in respect of employees working under him/her in accordance with the powers delegated by the Company.

2.19 “EMPLOYEE” means any person appointed to any service or post in connection with affairs of the company. Trainees/apprentices for the purpose of these rules would be considered as employees.

3. Journey on Tour

3.1 A journey on tour shall be deemed to commence from and end at the residence of the touring official at the Headquarters or any other station.

3.2 Return tickets at reduced rates should be purchased whenever the officer expects to perform the return journey within the currency of the return ticket.

3.3 Travelling Allowance is admissible for journeys on tour by rail/air or road to the extent indicated below:

A. Entitlement by Rail

Table. 2

S.No.	Mode	Category of Employees	Entitlement
1	Railways	Chairman and Managing Director/ CVO	AC I Class/Executive AC Chair
		E-4 and above	AC I Class/Executive AC Chair
		E-2 to E-3	AC II class/AC Chair Car
		W-0 to E-1	ACIII/AC Chair Car

Employees are entitled to travel as per their entitled class in Rajdhani Shatabdi / Gatiman/Tejas/Vande Bharat/Duronto/Spl Trains etc.

Note: ***1.*** *When an employee is compelled by circumstances to travel, by a higher class than to which he is entitled, he may be allowed the fare thereof, under the orders of the Managing Director/General Managers. However, for allowing re-imbursement of the fare of the Air Conditioned First Class/A.C.C. First Class by “Rajdhani Express”/Shatabdi Express to non-entitled employees, Managing Director’s approval would be essential.*

2. When an employee is compelled by circumstances to travel by longer route, he may be allowed the fare thereof, under the orders of the Managing Director/General Managers.

Note: *The production of luggage receipt/ticket number/taxi number, etc. can be waived on the merits by the Managing Director/ / General Managers.*

B. Entitlement by Air

Table. 3

S.No.	Mode	Category of Employees	Entitlement
1	Airways Airways	Chairman and Managing Director/ CVO*	Business Class/Club Class
		E-4 and above	Economy class

Note: *An employee not entitled to travel by Air can travel by air under specific express order of the Managing Director/General Manager.*

* CVO in line with – CVC order no. 0003/VGL/18 dated 17.09.2003

C. Entitlement by Road:

(i) Journey by bus/sharing taxi

Where an employee on tour performs the journey by bus or by sharing a taxi or any other conveyance he would be entitled to the actual fare paid subject to production of tickets.

(ii) Journey by Taxi/Own vehicle

Where an employee on tour performs journey by taxi or own vehicle with-out sharing the convenience with other persons he will be paid the road journey at the following rates:

Table. 4*

S.No.	Category of Employees	Entitlement
1	Chairman and Managing Director	Actual Taxi fare
2	E-1 & above	Actual Taxi fare maximum upto the limit of Rs 12/Km.
3	W-0to W-9	Actual Auto Rickshaw/Bus fare/Taxi maximum upto the limit of Rs 6/Km.

Notes:1).*This kind of Journey generally should be discouraged when the routs are connected by Rail or Govt. owned public conveyance system and can be allowed only in special circumstances with the prior approval of competent authority. Such sanction by the competent authority shall be issued with due discretion and with specific reference to exigencies of work.*

2).*Where two places between which the journey is performed are connected by rail which being the ordinary mode of travel, the payment under clause 3.3 A would be limited to the fare what he would have received had he traveled by rail.*

3).*An employee claiming T.A. at the rates prescribed in 3.3 C (ii) would be required to furnish the following certificate on the T.A bill before the same is countersigned by the Controlling Officer.*

"I certify that I did not perform road journey for which mileage allowance has been claimed at the higher rates prescribed in Rule 3.3 C (ii) either by taking a single seat in any public conveyance which plies regularly for hire or by sharing taxi with any other person. I also certify that the journey was not performed in any other vehicle without payment of its hire charges or incurrence of its running expenses."

4) If more than one employee, having prior approval of the controlling officer, travel in one of the employees vehicle between places connected by rail, in such cases one employee can only draw travelling allowance as if he travelled alone and the other employees would draw only daily allowance as may be admissible to him under the T.A rules. While preferring T. A. claims, the vehicle number shall be furnished in the T.A. claim/form.

5) Mileage allowance includes fuel charges, maintenance charges, wear & tear of the vehicle. Toll charges where levied shall be reimbursed over and above the mileage allowance subject to production of satisfactory proof of payment/deduction from Fastag.

D. Local Conveyance on Tour

(i). For Journeys from Airports/Railways Stations/Bus Stations to Residence/ Guest Houses/ Offices and vice-versa.

The Officials will be eligible for reimbursement of actual conveyance expenses incurred by them for journeys from Airports/Railway Stations to Residence/Guest Houses/Offices and vice-versa as shown below in **Table no. 5**

(ii) Local Travelling Expenses.

The officials, while on tour may be allowed reimbursement of actual conveyance charges at the following rates :-

Table No.5

S.No.	Mode	Category of Employees	Entitlement	
			For A,B1,B2 & state capitals	For other Places.
1	By Road	E-4 and Above	Actual fare	Actual fare

		W-9 to E-3	@ Rs.28.75 per km.	@ Rs.15.00 per km.
		W-0to W-8	@ Rs.18.75 per km.	@ Rs.10.00 per km.

The journey from the place of residence/hotel/Guest House to the Office/first place of duty should also be treated as duty and reimbursement of actual conveyance charges will be allowed subject to the ceilings fixed.

E. Admissibility of T.A.

a. Charges for reservation of seats including convenience fees, taxes etc., wherever levied by the Airlines, are admissible in addition to the fares.

b. For official tour the air ticket may be booked directly from airlines (at booking counter/ office/ website of airlines) or through Govt. Authorised travel agencies i.e., Balmer Lawrie & Company Limited, IRCTC and Ashok Travels & Tours.

c. Train ticket to be booked only through IRCTC/Railway Booking Counter and Service charges/convenience charges levied by the IRCTC/Railway shall be reimbursable.

d. The entitled class of Railways for travel on rail is given at Table No. 2 above. Journey should normally be performed by the shortest route. An employee is required to travel on rail by the entitled class of accommodation.

e. If an employee travels in a lower class of accommodation, he/she shall be entitled to the fare of the class of accommodation used for travel.

f. Charges for reservation of seat/berth including Tatkal Charges/Dynamic fare/Taxes levied by the Railways, are admissible in addition to the Ticket fares.

g. Service charges wherever levied by Railways in respect of travel by super-fast trains such as Rajadhani Express, Shatabdi Express, Duronto, Janshatabdi, Gatiman, Tejas, Vande Bharat, Special Trains etc., shall be admissible as per actuals.

h. Travelling Allowance calculated for Route other than the Shortest Route maybe allowed, provided the journey is performed by such a Route and supported with evidence & approved by the Competent Authority.

i. Road travel on vehicle provided by the Company shall be allowed to Executives to discharge official assignment and in such case, no travelling allowance is admissible.

j. In case of journey performed by entitled employee in taxi operated by taxi operator/agency, actual fare will be reimbursed subject to maximum limit as prescribed under Table 4.

k. When two or more employees travel together by one vehicle belonging to any of the employees, the owner may draw Travelling Allowance as per Rules mentioning the names of other co-passengers and the other employee(s) are not entitled to claim and get reimbursed any amount on travel expenses on such account.

l. When a group of employees are required to travel by road from one place to another at the same time, they shall use single vehicle on sharing basis or use official own or hired vehicle of the Company.

m. When an employee travels by Sea/ Waterways between places connected by Rail, the reimbursement will be limited to the actual fare paid or the Rail fare by the entitled class of accommodation, whichever is lower.

F: Entitlement to Union's Office-bearers (FAGMIL Employees):

The Union office-bearers, the Secretary of the Union and President if called for discussion at Registered office/any other office will be paid TA/DA on the following basis:

(i) The Office bearers of Unions who are FAGMIL employees shall be allowed T.A. & D.A. as per their eligibility as employee of the company as and when they visit Regd. office/any other office with the approval of the General Manager / Manager Mining.

(ii) Entitlement to Non-employee Presidents and Secretaries of the recognized Unions will be as per clause 16 of these Rules.

3.4 NO OVERTIME TO DRIVERS ON TOUR

In case drivers are sent on tours, no overtime would be paid in addition to travelling expenses as per our Travelling &Daily Allowance Rules.

4. DAILY ALLOWANCE

4.1 Daily Allowance will be paid to an employee to cover the day-to-day expenses incurred while on official tour as per the following entitlement:

Table 6

Level	**X Class City (as Classified department expenditure)**	**Y Class City (as Classified department expenditure)**	**Z Class Cities**
Board level (Chairman and Managing Director/CVO)	1875	1875	1750
E-6 & E-7	1500	1500	1375

E-4 to E-5	1250	1250	1125
E-0 to E-3	1125	1125	1000
W-0 to W-9	750	750	625

*If Actual Meal charges at Hotel supported by vouchers +service charges etc. are claimed, no DA shall be payable.
Note: *DA rate for foreign travel will be regulated as prescribed by Ministry of External Affairs.*

4.2 If an official makes his/her own lodging arrangement, Daily Allowance at 3 times will be payable. The claim of Daily Allowance shall be supported by an Under taking from the employee concern that no Lodging/Boarding expenses have been claimed separately for the said travel.

4.3 Employees staying in Guest House (either of FAGMIL or other Organisations) will be reimbursed the actual Lodging Charges on production of proof of payment, in addition to the DA as above.

4.4 Employees sharing accommodation will be entitled to claim DA only, even if the room tariff is claimed by one of them.

4.5 Full daily allowance will be granted for each completed period of 24 hours absence reckoned from the time of departure from the Headquarters to the time of return. Absence for the purpose of DA will normally be counted from the scheduled time of departure from the Headquarters and upto the scheduled time of arrival at the Headquarters in respect of Air and Rail journeys. However, if the departure or arrival time is delayed beyond two hours after the scheduled/declared time, such actual time shall be counted. In respect of road journeys, the actual time of departure and arrival will be reckoned.

4.6 The Daily Allowance will be admissible at the following rates for fractions of 24 hours:

Upto 6 hours	Nil
Exceeding 6 hours but upto 12 hours	50%
Exceeding 12 hours	100%

4.7 During journey period, DA is admissible and reimbursed at the rate mentioned according to 4.1 above.

4.8 Normal Halts at transit Stations for catching connecting train/flight would be treated as on duty and TA/DA would be regulated accordingly. The enforced halts necessitated by breakdown of communications due to blockade of roads on account of floods, rains, heavy snow fall, landslides etc. or delayed sailing of ships or waiting for airlift or due to disturbance or imposition of curfew shall be treated at par with normal tour. The DA shall be regulated as per 4.1 above.

4.9 An employee availing leave on tour will not be entitled to Daily Allowance for the leave period. In the case of Leave in excess of 6 days, for reasons other than sickness, while on tour, Travelling Allowance will not be admissible for return trip to the Headquarters. Where the employee, after availing Vacation Leave proceeds to another place of temporary duty, he/she can be paid Travelling Allowance for the movement to the other place and for the return trip to the Headquarters from that place.

4.10 Employees attending training/seminar/conferences in the Headquarter city, shall not be provided lodging facility during the period of their training. They shall not be paid any Daily Allowances.

4.11 Employees attending training/seminar/ conference at any location other than the place of posting as residential programme and if the institute or Company provides all time food, then no Daily Allowance is to be paid.

4.12 Management Trainee shall be eligible for Travelling Allowance/Daily Allowance & Lodging charges on official tour as per the entitlement of their induction grade in which they will be absorbed.

4.13 The Chairman and Managing Director/General Managers may grant D.A. to such employees at the following sliding scales when their stay is beyond 30 days while on tour:

(i) Where employee's stay is beyond 30 days while on tour, he would be allowed full daily allowance as per rules for a period up to 60^{th} day.

(ii) Where the stay exceeds 60^{th} day, half-daily allowance would be allowed for the period from 61^{st} day to 90^{th} day.

(iii) Where the stay exceeds 90 days it shall be governed strictly by the Temporary Transfer provisions under Clause 4.0(iv) of the Transfer Policy.

(iv) In case free guesthouse accommodation is provided, the D.A. will be further reduced by 25% as has been given in (ii) and (iii) above.

(v) If both boarding and lodging facilities are provided free the D.A. will further be reduced by 50% as would be eligible against (ii) and (iii) above.

LODGING/HOTEL CHARGES

Accommodation, in places where Corporate Office/Regional Office of the Company is available, arrangement for stay will normally be booked by the concerned office. Wherever, no Official accommodation is available/no such accommodation made available at the new station, the employee shall make his/her own arrangement for stay and claim reimbursement & shall be reimbursed as per **table given below** on production of proof of payment:

<u>Table 7</u>

Level	**X class**	**Y class**	**Z class**
Board level (Chairman and Managing Director/ CVO)	5 Star Including Deluxe		
E6- & E-7	Actual of 4 Star, in case of non star ceiling upto Rs. 5070/-	Actual of 4 Star, in case of non star ceiling upto Rs. 5070/-	Actual of 4 Star, in case of non star ceiling upto Rs. 3380/-
E-4 & E-5	Actual of 3 Star, in case of non star ceiling upto Rs. 4220/-	Actual of 3 Star, in case of non star ceiling upto Rs. 4220/-	Actual of 3 Star, in case of non star ceiling upto Rs. 2820/-
E-2&E-3	Actual of 2 Star, in case of non star ceiling upto Rs. 3380/-	Actual of 2 Star, in case of non star ceiling upto Rs. 3380/-	Actual of 2 Star, in case of non star ceiling upto Rs. 2350/-
E-0&E-1	1880 (1500)	1880 (1500)	1500 (1200)
upto W-9	1130	1130	940

***Note**: 1.Above rates are exclusive of GST & other charges.*
2.No Tip or Food/beverages shall be reimbursed, if indicated in the Bill.

5. T. A Rules applicable on Transfer

5.1 Journey on transfer shall be deemed to commence at the residences/ of the employee at the headquarters station from where he is transferred and end at the residence at the station to which he is transferred.

5.2 On transfer, an employee shall be eligible for (a) Travel Expenses, (b) Daily Allowance for the journey time, (c) Transfer Grant, and (d) Baggage charges for the transportation of personal effects.

(A) Travel Expenses:

(i) Employees and the members of his/her family as defined in the Table No. 1 above shall be entitled for any mode of journey (Air/Rail/Road/Water) as per the entitlement during official tour as per Table. No. 2, 3, 4 & 5.

a. Member or members of the employee's family who join(s) the employee at the new place of posting from a station other than the old Headquarters or proceed(s) from the old Headquarters to a station other than the new Headquarters will also be entitled to Travelling Allowance subject to the condition that the amount does not exceed the admissible Travelling allowance had the family proceeded directly from the old to the new Headquarters station.

b. Daily Allowance: An employee shall be entitled to one Daily Allowance each for himself/ herself and each member of his/ her family above 12 years of age for every 24 hours of journey time. Members of the family below the age of 12 years shall be allowed half Daily Allowance. The entitlement of Daily Allowance will be the as per the applicable DA rate in Rule 4.1 above. For journey period of less than 24 hours, the DA will be admissible as per Rule 4.6 above.

c. If the family of an employee travels to a station other than new place of posting, Transfer Allowance for the journey by the family restricted to the distance between new place of posting and the old station of posting may be paid.

Note:

i. *Member or members of the Employee's family who follow(s) him within six months from the date of his/her permanent transfer or precedes him by not more than one month will be treated as accompanying him/her.*

ii. *The time limit in respect of family members following the employee may be extended by the Competent Authority in individual cases on account of special circumstances, up to a further limit of six months*.

(B) TRANSFER GRANT/DISTURBANCE ALLOWANCE :

a. The transfer grant shall be paid @50% of last month's Basic Pay in case of Transfer of involving a change of station/residence located at a distance of not less than 20 KM to cover the expenditure incurred on breaking and setting up of establishment. However, for transfer to and fro the Island Territories of Andaman & Nicobar and Lakshadweep Transfer Grant shall be paid @100% of last month's Basic Pay.

b. In case of transfer to station which is at a distance of less than 20 KM from the old station and of transfer within the same city, 1/3rd of Composite Transfer Grant will be admissible, provided a change of residence is actually involved.

c. This Transfer Grant includes conveyance for the employee and his/her family members from the residence to the Railway Station/Airport etc., at the old Headquarters and from the Railway Station/Airport etc., to the residence at the new Headquarters.

d. Transfer Grant will be payable even if the employee does not intend to shift the family to the new place of posting, to assist him/her to establish and maintain two establishments.

e. In case spouse of the employee is employed, only one Transfer Grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place with effect from the date of implementation of the transfer orders.

f. Transfer Grant is not admissible when an employee is permitted to retain the Staff Quarter/Leased accommodation/Any other Accommodation provided by the Company for the family at the previous station. This may, however, be allowed at the time of actual shifting of the family to the new station.

g. No transfer benefits shall be admissible in case of transfer at his/her own request or mutual transfer.

C. Conveyance of personal (household) effects

5.3 An employee on transfer shall be entitled to reimbursement of actual expenses incurred on transporting personal effects from the old station to the new station, on production of valid receipts. Reimbursement shall be limited to the cost of carriage by Goods train, up to the following maximum permissible weights

Table 8

Grade	Maximum Weight allowed	Reimbursement
Chairman and Managing Director	Actuals	(Truck/Goods Train)
E1 to E-7 Supervisory	10000 Kgs	Actuals/Goods train equivalent.
W-0 to E-0	7000 Kgs.	Actuals/Goods train equivalent.

Note : If the employees opts to transport personal effects by another means (eg; lorry, break-van of passenger train etc.) reimbursement shall be limited to the Goods train tariff applicable to the maximum permissible weight.

5.4 Charges on Loading/Unloading shall be reimbursed as given below:

Table 9

Level	Loading/Unloading Charges
Board level Chairman and Managing Director	As per actuals
E-6andabove	2500/-each way
E-3toE-5	2200/-each way

E-0&E-2	1800/-each way
W-4 to W-9	1500/-each way
W-0 & W-3	1000/-each way

5.5 Transport of Conveyance

(i) In addition to the cost of transportation of personal effects as in **Table 8** above, an employee shall also be entitled to the cost of transportation by rail/ road, of Car / Motor Cycle / Scooter/ Moped/ Cycle, if he was owning and using the same at the old Headquarters. The charges when carried by Goods Train will be limited to the baggage charges as mentioned below:

Table 10

Payscale	**Entitlement**
E-1andabove	Motor Car/Motor Cycle/Scooter/Moped by 'Scale-R'
W-0 to E-0	Motor Cycle/Scooter/ Moped/Bicycle by 'Scale-S'

Note: *The Scales for different parcel rates and corresponding types of parcel services are: Scale—R for Rajdhani Parcel Service on Rajdhani Express trains and Scale—S for Standard Parcel Service on other Mail/Express trains, Shatabdi Express trains and Parcel Express trains, as notified by Indian Railways from time to time.*

(ii) The employee can transport his/her conveyance by road, train at his/her option but the reimbursement for transport by road will be claimed to the cost of transport as parcel by train as per entitlement given above.

(iii) In case, the employee self-drives the vehicle to the new place of posting, the mileage allowances as mentioned under **Table 4** above shall be applicable. In addition, DA as per applicable rates shall be payable for the duration of journey. In case, family also travels with the employee in that vehicle, no additional travel expenses shall be payable except DA for the members of family travelling for the duration of journey.

(iv) In addition to the cost of transportation of personal effects as given in **Table 8**, entry tax, Porterage, Loading and Unloading charges will be paid as per **Table 9**, terminal tax and insurance charges for transportation of personal effects will be paid on production of receipts (No receipt required for Porterage & Loading/Unloading charges).

(v) The transfer allowance/journeys/shifting of personnel effect in the above cases should be performed & claimed within six months from the date of relieving order.

6 TA FOR JOURNEY TO TAKE UP APPOINTMENT IN THE COMPANY

Persons appointed in the Company at the level of CMD shall be allowed the following Travelling Allowance / benefits on their joining:

S. No.	Particulars	Entitlement
(a)	Reimbursement of actual fare by entitled class for self and dependent family members for appointment at the level of CMD	AC I by Rail / Air fare in economy class.
(b)	Transportation of personal luggage as per entitlement as in case of transfer of an employee.	

Note:
(i) The reimbursement of expenses will be restricted to travel within India.
(ii) Other benefits like disturbance allowance, transfer incidentals, etc. payable to employees on transfer shall not be paid in case of fresh appointment.
(iii) In case an employee who has availed the above facility leaves the services of the Company within a period of one year of his/her joining the Company, he/she shall be required to refund the entire amount paid to him/her under these rules.
(iv) In case of departmental candidates appointed against direct recruitment, they will be allowed TA for self and transportation of personal luggage as per entitlement in post held by the concerned employee prior to recruitment.

Incumbents who take over as Chairman and Managing Director shall be allowed reimbursement of actual fare by entitled class for self and dependent family members and actual amount spent on transportation of household goods, car/ motor cycle at the time of joining subject to submission of documents.

7 T.A for journey to appear for Medical Examination/Consulting Medical Specialists

Actual fare, by rail/ road, subject to the maximum of the fare of the class as for journey on tour will be allowed to an employee and / or his family members who undertake a journey to appear for medical examination under the orders of the competent authority or is / are permitted by the authorised Medical officer of the Company to consult a Medical Specialist residing at place other than headquarters of the employee. No daily allowance etc., will in such cases, be admissible. On the same basis, fare will also be paid to an attendant of a patient in whose case such attendant has been considered necessary by the authorised medical officer. Only in cases where infant son/daughter has to be accompanied by the mother, the competent authority, at his discretion, may permit reimbursement of rail fare for a male attendant also. If, however, the infant is not accompanied by the mother, in that case a fare should be paid only for one attendant.

8. T.A for Journey to Attend the Court for giving Evidence or producing Official Documents etc.

Where an employee is required to attend the court to produce official documents or to give evidence in the official capacity he may be allowed to draw travelling allowance as for a journey on tour. The amount of travelling allowance may be paid initially by the company and then got reimbursed from the Court.

9 T.A. for journey to an employee under suspension

An employee placed under suspension will be allowed travelling allowance at a reduced scale limited to 2^{nd} AC travel unless there is specific approval to relax this by Chairman and Managing Director if he is required by the competent authority to travel to a place other than the place of his normal duty before suspension. The T.A. claim of such an employee will be regulated with reference to the pay drawn by him before suspension.

10. T.A for journey to attend a departmental enquiry

10.1. An employee called by the company from his headquarters station to attend a departmental enquiry may be granted T.A. as on tour.

10.2. TA, DA to retired employees of FAGMIL for appearing before the inquiring authority will be allowed as per their entitlement at the time of their retirement. However, reimbursement of rail fare may be restricted to 1^{st} Class/ 2^{nd} AC by the shortest route.

11. T.A. for journey on Retirement

11.1 An employee and members of his family would be entitled to the following travelling allowances:

(a) Rail Journey

(i) Actual fare of the class to which he is entitled on the date when he was last on duty in respect of self and members of his family. No allowance for incidental expenses will be admissible

(ii) Actual cost of transportation of his personal effects on the scale admissible under Rule No. 5.3 and conveyance under Rule No. 5.4

(b) Road Journey

(i) One mileage allowance for self, second allowance if two of his family members travel with him/and the third mileage allowance if more than two members of his family travel with him. The mileage allowance will be allowed at the same rates as under Rule No. 5.2 B (I).

(ii) Actual cost of transportation of personal effects and conveyance in possession of the employee on the scale admissible under Rule No. 5.3 and 5.4 respectively. For journey performed in the employees own conveyance or in a private conveyance between station connected by rail, the employee may be allowed the expenses as per B (i) above limited to rail fares admissible under A above.

11.2 If the employee intends to settle down not in his home town but at another place, the amount of travelling allowance reimbursable to him will be that which would have been admissible had he actually proceeded to his home town or to the new place, which ever is less.

11.3 The concession may be availed of at any time during leave preparatory to retirement, refused leave or within six months from the date of retirement.

11.4 The concession will also be admissible to employees who are invalidated or/are retrenched from service without being offered alternative appointment provided that they have put in a service of not less than 10 years at the time of retirement/ invalidment/retrenchment.

11.5 Where an officer is re-employed while he is on leave preparatory to retirement or within six months of the date of retirement the concession will be admissible within six months of the expiry of his terms of re-employment provided it has been specified in the order of re-employment.

11.6 The cases relating to payment of travelling expenses in respect of children of retired employee who are staying/elsewhere on the day of retirement and perform journey in due course of time to their home town shall be regulated in accordance with S.R. 147/S.R. 116 (b) (iii).

Note: The concession will not be admissible to employees who resign or whor dismissed or removed from service.

T.A TO FAMILY MEMBERS AFTER DEATH OF AN EMPLOYEE

11.7 The concession will also be admissible to family members of an employee who dies while in service. The payment procedure will be regulated as per the SR-148.

12 T.A for Attending Interview

12.1 Travelling allowance shall be paid both to outsiders and departmental candidates for appearing in interview before the selection Committee at any station other than their place of residence/headquarter irrespective of whether the selection is open both to outsiders and departmental candidates against press advertisement. In such cases, however the departmental employee would be treated as on duty but no daily allowance would be admissible.

However, where departmental candidates are called for departmental assessment/interview they would be paid the normal T.A. & D.A. as on tour.

12.2 **Basis of T.A.**

Candidates called for interview for appointment are to be paid Travelling Allowance only as given below:

Table No. 10

Posts	Entitlement	Remarks
E-5&Above	A.C. II tier to & fro rail fare/ A.C. bus fare or actual expenses incurred, whichever is less, by Shortest route on production of Proof of travel(rail/bus ticket etc.) and	Submission of No-Objection certificate {Candidates serving in Government/ Quasi Government offices/ Public Sector Undertakings (Including Nationalised Banks and Financial Institutions)}
E-0 to E-4	A.C.III tier to & fro rail fare/bus fare or actual expenses incurred, Whichever is less,by shortest route on production of proof of travel(rail/busticket etc.)	
W-0 to W-9	Sleeper class to & fro rail fare/ bus fare or actual expenses incurred, whichever is less, by Shortest route on production of Proof of travel(rail/bus ticket etc.)	

Note:*No Travelling Allowance shall be payable to candidates called for Written Test (Preliminary/Main Examination).*

12.3 T.A. to Ex-Servicemen

In case of Ex-servicemen II class Train fare may be paid to the candidates sponsored by Director General of Resettlement when called for interview at places other than their Headquarters. No D.A in such cases would be paid.

12.4 T.A. for PESB Posts

Selection for vacancies in the Posts i.e. part time Chairman, Chairman and Managing Directors and full-time Executive/Functional Directors, in Central Government Companies are made by the Public Enterprises Selection Board (PESB) and the Selection committees set up by the Administrative Ministries. In accordance with the policy laid down by the PESB, outstation candidates are to be reimbursed their actual return rail/air travel fare by the concerned company.

The claims preferred by the candidates will be sent to the concerning company either directly by the candidates or, through PESB Secretariat. In the case of claims preferred by the candidates directly the concerned Company may seek verification of such claims, if necessary, from the PESB Secretariat.

13. Departmental candidates attending interview while on Leave

Whenever a departmental candidate is called for interview while he is on leave, the interview letter should be sent to him at his leave/home town address as the case may be and T.A. should be paid to him if he comes to attend the interview.

A certificate should be obtained from him that after attending the interview he would go back to the place from where he had actually come to attend the interview and that he has no intention of joining the duty/staying at headquarters.

If after attending the interview the departmental candidate does not go back to his hometown and stays at the headquarters, he should not be paid any T.A.

14. T.A. on Recall from Leave

When an employee is compulsorily recalled to duty before the expiry of his leave and leave is thereby curtailed by not <u>less than one month,</u> he is entitled to draw fare of the entitled class in terms of rule 3.3 of the T.A. Rules in respect of the journey from the place at which the order of recall reaches him. If the period by which the leave is curtailed is less <u>than a month</u>, fare may be allowed at the discretion of the authority recalling the employee. No D.A. etc. as provided under our T.A. Rules as on tour is admissible in such cases.

15. T.A when on Leave while on Tour

When an employee proceeds on <u>earned leave/ casual leave</u> with the approval of the competent authority, while on tour he will be entitled to T.A for the return journey also as on tour.

16 T.A applicable to other than employees (Union functionaries)

T.A to non-employees-Presidents and Secretaries of Recongnised Unions whenever they are called for discussion at Central/Regd. office will be as under:-

(i) A/C III / 1st class to and for Railway fare.

(ii) Reimbursement of expenditure incurred by them from their residence to railway station and from railway station to Guest House/Regd. Office and back. They will also be reimbursed expenditure incurred by them in case they are required to attend meeting at place other than the premises of central / Regd. Office. Reimbursement will be limited to taxi fare.

(iii) No D.A will be payable in their case.

17. ALL ELIGIBILITY BENEFITS EXTENDED BY DPE OR MINISTRY TO BOARD LEVEL POSITION SHALL EXTENDED TO BOARD LEVEL POSITIONS.

18. MISCELLANEOUS

(i) The TA claim complete in all respect including Transfer Grant, Self & family transfer allowance, Transportation of Personnel effects etc. shall be submitted as single claim. The TA claim once submitted cannot be supplemented. However, in case of non-shifting of family at the old station the TA claim bill may be spitted.
(ii) If an employee does not submit the TA/DA claim within 60 days from the date the journey is completed, the right to claim TA/DA will be cancelled (considered relinquished). Also, if the employee had taken a tour advance, it will be recovered if the TA bill is not submitted within 30 days.
(iii) Before proceeding on tour, concerned employee should invariably obtain approval of tour program in the prescribed format from the Competent Authority. This approval should be submitted along with the TA claim.
(iv) Employees should submit Tour Report to controlling officer along with his/her claim.

19. INTERPRETATION & POWER TO RELAX

In case of any doubt regarding interpretation of any of the provisions of these rules and Power to relax any of the provisions under these Regulations shall vest with the Chairman and Managing Director.

20. POWERTOAMEND

Chairman and Managing Director is authorised to frame and issue subsidiary rules, instructions, procedures & subsequent revision of rates under the Rule. However, power for addition/deletion to be made under this policy shall vest with the Board of Directors.

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