

IPGCL-PPCL Manual of TA/DA Rules



1.0 **SHORT TITLE**

These rules may be called Indraprastha Power Generation Company Limited/Pragati Power Corporation 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. Contract 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 / Managing Director.

3.0 **SCOPE**

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

4.0 **DEFINITIONS**

In these rules, unless the context otherwise requires:

4.1 “Company” means the IPGCL/PPCL

IPGCL-PPCL Manual of TA/DA Rules



- 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 Chairman/Managing Director 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 / 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” means Kolkata, Delhi, Mumbai, Chennai, Hyderabad, and other cities categorized as ‘A’ and ‘B-1’ for the purpose of City Compensatory Allowance as per Government of India Notification from time to time and as detailed below:-

LIST OF PRINCIPAL CITIES

AGRA	AHMEDABAD	ALLAHABAD
BANGALORE	VADODARA	BHOPAL
KOCHI	CHENNAI	COIMBATORE
DELHI	DHANBAD	HYDERABAD
INDORE	JABALPUR	JAIPUR
JAMSHEDPUR	KOLKATA	KANPUR
KOZHIKODE	LUCKNOW	LUDHIANA
MADURAI	MEERUT	MUMBAI
NAGPUR	PATNA	PUNE
SHILLONG	SURAT	TRIVANDRUM
VARANASI	VISHAKAPATANAM	VIJYAWADA

IPGCL-PPCL Manual of TA/DA Rules



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 /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 Entitlement

S.No.	Level/Pay Range (Rs.)	Entitled Mode & Class of Travel		
		Rail	Air	Road
1	2	3	4	5
(A)	Employees			
1	Chairman / MD & Functional Directors / ED	ACC-I Class	Club/Executive Class	Actual taxi fare (AC/Non-AC taxi)
2	GM & Equivalent	-do-	Economy Class	-do-

IPGCL-PPCL Manual of TA/DA Rules



3	DGM/Manager & Equivalent	AC II tier provided that ACC I Class will be admissible only if pay is Rs. 16,400/- and above.	Economy Class	Actual taxi fare (Non AC)
4	Dy.Manager / Asstt. Manager & equivalent	Ist Class / AC II Tier	Not Admissible	Actual taxi fare limited to Rs. 4.30/ per km.
5	Category 'B' employees	Ist Class / AC II Tier	Not Admissible	Fare of single seat in taxi availed, limited to Rs. 1.60/km or actual/ordinary bus fare.
6	Category 'C' employees	Ist Class / AC II Tier	Not Admissible	Fare of single seat in taxi availed, limited to Rs. 0.80/km or actual/ordinary bus fare.
7	Category 'D' employees	AC III tier / sleeper class	Not Admissible	Ordinary bus fare.

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.

S.No.	Level/Pay Range	Entitled Class of Travel
1	2	3
(A)	EMPLOYEES	
1	Those in the level of GM & above	Highest Class
2	Those in the level of DGM / Manager and equivalent	Highest class, if there are only two classes on the vessel, Middle or second class, if there are more than two classes.

IPGCL-PPCL Manual of TA/DA Rules



3	Those in the level of Dy. Manager / Asstt. Manager and group B employees	Lower class, if there are only two classes on the vessel, Middle or second class, if there are three class, if Third class, if there are four classes.
4.	Group C & D employees	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
- 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 / 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 rule 5.1.2 in full for all or specified categories of employees.
- 5.1.7 When journey is performed by an employee in his own car / scooter / motorcycle reimbursement will be allowed @ 4.30/per km. for travel by car even if entitled for full taxi otherwise Rs. 1.60/- per km. for travel by scooter / motorcycle subject to the restrictions as contained in sub-rule 5.1.4 unless there is any contrary notification under sub-rule 5.1.6.
- 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.

IPGCL-PPCL Manual of TA/DA Rules



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 / 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 / airport 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.

IPGCL-PPCL Manual of TA/DA Rules



- 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 5.1.2. The reimbursement will be limited to maximum of Rs. 750/- at any one station at any one time for a continuous halt not exceeding seven days. The limit of Rs. 750/- can be relaxed in exceptional cases by the concerned Head of the Deptt. upto Rs. 1000/-. 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 entitlement. However, self-controlling officer may undertake the journey between such places by road in exceptional circumstances at their discretion and the reimbursement will be allowed accordingly.

IPGCL-PPCL Manual of TA/DA Rules



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 station, 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 station 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 subject to maximum of		Allowance for food and incidentals		Composite daily allowance	
		Principal Cities	Other Places	Principal Cities	Other Places	In lieu of (3) & (5)	In Lieu of (4) & (6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
a)		Board & Lodging as per Actual+Rs.220/- Rs.108/- (Principal/Others) per day as out of Pocket allowance				Rs.340	80% of Column 7
1.	Chairman/Managing Director & Functional Directors & Executive Dir.						

IPGCL-PPCL Manual of TA/DA Rules



(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
2.	GM & equivalent	Rs.8,000/- Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) in Hotel Ashok, New Delhi	Rs.6,400/- for other places or as per actual whichever is less(i.e.80% of column 3)	Rs.270/-	Rs.220/- (i.e. 80% or column 5)	Rs.340/-	Rs.270 (i.e. 80% of column 7)
3.	DGM & equivalent	Rs.4,000/- Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) In Hotel Kanishka, N.D.	Rs.3,200/- for other places or as per actual whichever is less(i.e.80% of column 3)	Rs.235/-	Rs.190/- (i.e. 80% or column 5)	Rs.300/-	Rs.240 (i.e. 80% of column 7)
4.	Manager & equivalent	Rs.1,700/- Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) In Hotel Lodhi, N.Delhi	Rs1,360/- for other places or as per actual whichever is less(i.e.80% of column 3)	Rs.195/-	Rs.160/- (i.e. 80% or column 5)	Rs.270/-	Rs.220/- (i.e. 80% of column 7)

IPGCL-PPCL Manual of TA/DA Rules



5.	Dy.Manager/Asstt. Manager & equivalent	Rs.1,275/- (75% of Sr.no.4) in Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) in Hotel Lodhi, New Delhi	Rs.1,020/- for other places or as per actual whichever is less (i.e.80% of column 3)	Rs.165/-	Rs.130/- (i.e. 80% or column 5)	Rs.235/-	Rs.190/- (i.e. 80% of column 7)
6.	Category 'B'	Rs.680/- (40% of Sr.no.4) Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) in Hotel Lodhi, N.Delhi	Rs.540/- for other places or as per actual whichever is less (i.e.80% of column 3)	Rs.130/-	Rs.100/- (i.e. 80% or column 5)	Rs.195/-	Rs.160/- (i.e. 80% of column 7)
7.	Category 'C'	Rs.510/- (30% of Sr.no.4) Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) in Hotel Lodhi, New Delhi.	Rs.410/- for other places or as per actual whichever is less (i.e.80% of column 3)	Rs.90/-	Rs.70/- (i.e. 80% or column 5)	Rs.150/-	Rs.120/- (i.e. 80% of column 7)

IPGCL-PPCL Manual of TA/DA Rules



8.	Category 'D'	Rs.255/- (15% of Sr.no.4) Principal cities or as per actual whichever is less (i.e limited to rent of single room accommodation) in Hotel Lodhi, N.Delhi.	Rs.204/- for other places or as per actual whichever is less (i.e.80% of column 3)	Rs.85/-	Rs.70/- (i.e. 80% or column 5)	Rs.115/-	Rs.90/- (i.e. 80% of column 7)
----	--------------	--	--	---------	--------------------------------	----------	--------------------------------

NB 1. P means principal Cities

2. O means other places

Note: - Rounded figures have shown of 80% calculation.

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 Chairman /Managing Director.

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.

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.

IPGCL-PPCL Manual of TA/DA Rules



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-rules, 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 the 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 proceed 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 departures from Headquarters, day of arrival at the Headquarters and for each day In-between as detailed hereunder:

- i) 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 first night (24.00 mid-night hours)

IPGCL-PPCL Manual of TA/DA Rules



- ii) 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)
- 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 daily 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. Notwithstanding the above provision, actual accommodation charges as per sub-rule 5.3.3 will be reimbursed, when composite daily 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) & (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 or carrying the official records;
- ii) The expenses on account of official telephone calls (local and STD) and telegram/phonogram if specifically sanctioned by the controlling officer;
- iii) Insurance charges in respect of journeys by air at the rate of Rs10/-per air travel or the minimum charges taken by nationalized insurer. 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.
- iv) Any other expenses not covered hereinbefore, incidental to and incurred during the course of tour at the discretion of the concerned Head of deptt.

IPGCL-PPCL Manual of TA/DA Rules



- 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 / 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 traveling 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 rule5.0.

6.2. Traveling Allowance

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

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

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

IPGCL-PPCL Manual of TA/DA Rules



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 traveling 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 guideline will 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 approval of an authority competent to approve the foreign tour beyond the period 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 employee 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 traveling expenses reimbursable by the Company.

IPGCL-PPCL Manual of TA/DA Rules



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 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 OFFICAL TOUR

7.1. Under exceptional circumstances, leave (irrespective if 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 actual.



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, three tier rate of DA were introduced in November, 1994. The revised approved rates for official visits up to duration of 30 days are as follows.

Sl.No	Level	Rate (US\$ Per Day)
i)	Chairman/Managing Director/ Functional Directors/ED	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. incase 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.

IPGCL-PPCL Manual of TA/DA Rules



12.3 The permitted period for various deputations shall be governed as per the ceiling prescribed by RBI guidelines issued from 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
Chairman/ Managing Director & Directors & ED	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.

IPGCL-PPCL Manual of TA/DA Rules



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 Chairman / Managing Director.

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.

IPGCL-PPCL Manual of TA/DA Rules



17.0 General

- 17.1 Unless otherwise specified relaxations of any nature as provided under these rules can be approved by Chairman / Managing Director in all cases.
- 17.2 All claims for traveling allowance/local- traveling 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 Chairman/ Managing Director 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 Chairman/Managing Director in this regard shall be final.

IPGCL-PPCL Manual of TA/DA Rules



Proforma

Bill for adjustment of TA/DA advance for official visits within India.

1. Name of the officer with designation
2. Basic pay

Department Code

1.	Name of the place visited (Purpose of visit supported by administrative orders)		
			Expenditure
2.	From residence to airport/Railway station as the case may be (mode of conveyance used)	In case official vehicle used indicate the same	
3.	To and fro air fare/railway fare as the case may be From _____ to _____ (Departure date & time and arrival date & time) From _____ To _____ (Departure date & time and arrival date & time) (Flight no./train no. & date)	To indicate actual expenditure supported by air fare/Railway tickets as the case may be	
4.	Hotel accommodation charges (Supported by bills/receipts) (check- in date and time and check-out date and time)	To indicate actual expenditure as per bills/receipts	
5.	Local journey in city visited (mode of conveyance used) kms. and actual expenditure be indicated	To indicate actual expenditure incurred	
6.	Communication / other contingent expenditure if any incurred in the city visited	To indicate actual expenditure incurred	
7.	From Airport/Railway station to residence as the case may be (mode of conveyance used)	In case official vehicle used indicate the same	
		Total expenditure	Rs.

Rs.

TA/DA admissible on tour.

Note:- Certified that the expenditure / information indicated above is true and correct to the best of my knowledge and belief. Further it is certified that no leave of any kind has been taken during the tour period, not availed free hospitality either for boarding or lodging during tour or tour station and not being hometown where DA rate change after some period.

Entry made in register at page no. _____

(Signature)

Name of the officer

E.No.

Deptt.

Controlling Officer
AM(F)

IPGCL-PPCL Manual of TA/DA Rules



Proforma

Bill for adjustment of TA/DA advance for official visits abroad.

3. Name of the officer with designation
4. Basic pay

Department Code

1.	Name of the place visited (Purpose of visit supported by administrative orders)		
			Expenditure
2.	From residence to airport (mode of conveyance used)	In case official vehicle used indicate the same	
3.	To and fro air fare From _____ to _____ (Departure date & time and arrival date & time) From _____ To _____ (Departure date & time and arrival date & time) (Flight no./train no. & date)	To indicate actual expenditure supported by air fare tickets	
4.	Hotel accommodation charges (supported by bills/receipts) (check- in date and time and check-out date and time)	To indicate actual expenditure as per bills/receipts	
5.	Local journey in country visited (mode of conveyance used) kms. and actual expenditure be indicated	To indicate actual expenditure incurred	
6.	Communication / other contingent expenditure if any incurred in the country visited	To indicate actual expenditure incurred	
7.	From Airport to residence (mode of conveyance used)	In case official vehicle used indicate the same	
		Total expenditure	Rs.

Rs.

TA/DA admissible on tour.

Note:- Certified that the expenditure / information indicated above is true and correct to the best of my knowledge and belief. Further it is certified that no leave of any kind has been taken during the tour period, not availed free hospitality either for boarding or lodging during tour or tour station and not being hometown where DA rate change after some period.

Entry made in register at page no. _____

(Signature)

Name of the officer

E.No.

Deptt.

Controlling Officer
AM(F)X

IPGCL-PPCL Manual of TA/DA Rules



TOUR TRAVELLING ALLOWANCE										Diary No.:									
										Date:									
1	CARD CODE	3	EMPLOYEE NO	7	8	TOUR COMMENCMENT DATE	13	14	MTH	16	17	DESTINATION	24						
										NO Tour No.									
Name.....										Designation.....									
Department.....										H.O.....									
Scale of Pay.....										Basic Pay.....									
Rax No.																			
Section I : Calculation of total TA Admissible (Please fill this Section after filling section II to V)																			
Note : Cheque drawn in favour of IPGCL/PPCL must be enclosed if net claim is negative by more than Rs.200/-																			
										FOR ACCOUNTS DEPTT.									

IPGCL-PPCL Manual of TA/DA Rules



	Amount Claimed (to be filled in by the employee)	Amount admitted by Accounts (Enter only if claims are claimed ticket, booked by company or Cheque Amount)	DA (Including Hotel admissible under Income tax Rule)			
			A	B	C	D
1. Journey Fares By Air	33	33	25	26	32	
By Rail & Road	46	46	46	For Column 25: Put A if pay above Rs.1000/- put B if pay below Rs.1000/-		
Cost of Ticket Dr.	4	4	53			
2. Conveyance Charges & Misc. expenses II + V	54	54	75	For column No. 75 to 81:- Enter a) amount refunded by Cheque/cash		
3. Accommodation Charges	74	74	75			
4. Daily allowance A. total 1+4			75	For column No. 75 to 81:- Enter a) amount refunded by Cheque/cash		
Less Advance drawn from:		82	75			
5. Corporate Centre				For column No. 75 to 81:- Enter a) amount refunded by Cheque/cash		
6. from Projects, if any	89	102	102			
B. Total 5+6				For column No. 75 to 81:- Enter a) amount refunded by Cheque/cash		
c. Net Claim (A-B)	+ 103 -	+ 103 - 116	116			
Claim Date:	D D M M Y Y	Pay Rs.Net claim Recover Rs.				
D. Refund by Cheque						
Cheque No.Date						
On.....for Rs.....						
			Accountant	Accounts officer/SDA		
SECTION II : Details of Miscellaneous Expenses incidental to Tour (As Per Rule)						
Note : Enclose receipts for amount claimed						
Sl.No	Particulars of Expenses	Amount				
		Rs. P.				
			*The cancellation of booking was due to official reasons.			
			Date: Name Designation Signature of Head of Department			
	Total		*To be furnished when cancellation charges are claimed.			

IPGCL-PPCL Manual of TA/DA Rules



SECTION-II : JOURNEY DETAILS (Please Indicate Ticket No. or attach M/R. wherever fare claimed is for other than IInd Class and for air Journeys and bus journey enclose used ticket/folders)

Departure			Arrival			Mode & Class of Travel	Train No./Train Name	Purpose of Journey (Please give details)	Amount	Ticket No./MR No./Bus	Remarks
Date	Time	Station	Date	Time	Station						

*Note: Where tickets are provided by the company the fare may be indicated in Remarks column

SECTION-IV: DETAILS OF CLAIM FOR DA & EXPENDITURE INCURRED FOR ACCOMMOATION (AS PER RULE) Excluding leave availed

Midnight (00 hrs) Spent in	Station	Date(s)	No. of Days for DA	Rate per Day	Amount of Daily Allowance	Name of Hotel/Guest House	Amount for hotel Accommodation	Name of persons with whom accommodation shared
Principal city								
Ordinary City								
Journey								
Total				Total		Total		

NOTE: Please enclose the supporting bill & receipt for the amount paid on account of hotel/guest house accommodation charges.

1. Leave availed (If any at _____ form _____ to _____)
2. Both Boarding and lodging/Boarding only was provided free of cost.
At _____ from _____ to _____

SECTION-V: DETAILS OF CONVEYANCE CHARGES CLAIMED (AS PER RULE)

NOTE: If the space provided is insufficient, separate sheet in the same Performa may be attached duly signed by the claimant.

Sl.No	Date	Station	Place of visit(s) (specify locality)	Disst. In Kms. (approx)	Means of Travel	Amount	Purpose (in brief)	Station-wise weekly total (As Per Rule)
		Form	To			Rs.	P.	
Total								

CERTIFICATE :

Certified that: (i) wherever loding charges for stay in a hotel have been claimed, company Guest House accommodation was not available.
(ii) I am/am not in receipt of HRA of availing the facility of leased accommodation at anmy of the tour stations for which daily allowance has been claimed.

IPGCL-PPCL Manual of TA/DA Rules



Signature
(Name, Designation & Seal
of the Controlling officer)

Signature of Employee

Date: