

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED

(A Govt. of India Enterprise)

PLOT NO.67-68, SECTOR-25, FARIDABAD-121004 (HARYANA)

CORPORATE OFFICE

No.500109/TA/560

Dated: 29/11/2006.

OFFICE ORDER

The following is the **Revised "NPCC Traveling and Daily Allowance Rules, 2006"** in supersession of all earlier Office Orders issued vide No.500109/TA/326 dtd.27.07.2006 & Order of even No. dated. 13.11.2006 are as under:-

NPCC TRAVELLING AND DAILY ALLOWANCE RULES '2006 (Revised.)

1. Objective

These Rules are designed to provide monetary compensation to the employees, when they are required to go out of their Headquarters on the tour of duty on the company's official business or work or are transferred to a new place of work to meet the expenses of travel, stay, food etc. and in the case of transfer, expenses of relocation of the employee and his family.

2. Scope and Applicability.

These Rules apply to all regular employees of the Company and those on probation, extension and re-employment including those who are on deputation from a Government Department or other public Sector Undertakings **drawing pay on IDA pattern & for CDA employees equivalent to IDA Scales/designation**. These Rules are not applicable to casual, daily rated and work charged employees and those engaged on contract basis unless all or any of these provisions are specially made applicable to them with the specific approval of the Chairman & Managing Director of the company.

3. Definition

(1) "Controlling Officer" means the officer or authority empowered to authorize the tour of duty of the employee or his transfer.

(2) "Family" means the employee's spouse, legitimate children, step children and adopted children who are wholly dependent on the employee and parents including step mother, sisters and minor brothers who are residing with and wholly dependent on the employee restricted to two children w.e.f. 1.1.1999. However, this restriction does not apply to existing employees with more than two children including those born up to 31.12.1998. Definition of dependent – any family members whose income from all sources, including pension (inclusive of pension equivalent of DCRG, but excluding Dearness Relief) does not exceed Rs.1500/- p.m. is deemed to be wholly dependent on the employee.

(3) "Pay" means the basic pay + NPA + Stagnation Increments

- (4) "Tour of duty" means the visit of the employee from his headquarters office to another place on the Company's official business or work.

Note: Travels for the purpose of appearing in **official enquiries, selection or interviews** conducted by Company etc. will be treated as tour of duty. However, any individual employee facing prosecution by the State or any criminal offences alleged to have been committed during the course of his employment will not be entitled for any TA/DA from the Corporation for attending the Criminal trial.

- (5) "Transfer" means the movement of the employee from the Headquarters at which he/she is posted to another station so that the new station becomes his new headquarters temporarily or permanently.

4. Classification

For the purpose of these rules, the employees of the Company are classified into the following grades according to the range of pay in which they are at the time of tour of duty or transfer.

IDA Pay scale minimum of which the employee is :

IDA PAY (Starting) SCALE & for CDA PAY (Starting) SCALE equivalent to IDA Scales/Designation	Category
Rs. 18500 and above	A
Rs. 8600 and above but less than Rs.18500.	B
Rs. 6550 and above but less than Rs. 8600.	C
Rs. 5000 and above but less than 6550.	D
Rs. 4100 and above but less than 5000.	E

5. Controlling Officer :

For the purpose of journeys on tour, the controlling officers will be as indicated below for the employees of different categories.

S. No.	Category	For journeys in India	For journeys outside India
1	CMD	The Officer concerned himself	Ministry of Water Resources
2	Directors	CMD	Ministry of Water Resources
3	ED, GGM, GM, AGM, ZM & Divisional Head	CMD/ Concerned Directors	CMD
4	All other Employees	ZM/Divisional Head/ HoD	CMD

6. Modes of Travel for journeys on tours of duty.

(1) The following modes of travels are authorized for employees of different grades, while they undertake journey on tour of duty and if they are not provided the requisite tickets for these journeys by the company, they may claim reimbursement of the expenses incurred by them on this account :-

The pay ranges and entitlements for journeys on tour of duty shall be as under:-

(a) Mileage allowance for journeys by Air

Chairman & Managing Director is entitled to travel in Executive Class by Govt./Private Carriers. Travel by air within the country in economy class by Govt./Private Carriers permissible on tour in the case of Directors & other officers in the receipt of starting Scale of pay of Rs.16,000 and above (from DGM Level and above). The Chairman & Managing Director in special circumstance can allow any employee to travel by Air or upper class in case of emergency and for the interest of the Corporation.

Employees who are not entitled / authorized to travel by air can make journey by air, however their claim will be restricted to the highest entitled class.

(b) Mileage allowance for journey by Rail

Category	Entitlement
A	AC First Class
B	II AC, 2-Tier Sleeper
C	First Class , AC-III-Tier Sleeper/AC Chair Car*
D	First Class , AC III-Tier Sleeper/AC Chair Car*
E	Second Sleeper

Note : 1. Employees who are entitled to travel on tour/transfer by 1st Class/ AC 3-Tier/AC Chair Car may travel by AC 2-Tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide any for any of the three classes of accommodation.

2. If any Employee of the Corporation travel by Air, his claim will be restricted to the entitled class unless the same is approved by competent authority.

Travel by Rajdhani Express Trains:

Category	Entitlement
A	AC First Class
B	II AC, 2-Tier Sleeper
C, D & E	AC Chair Car*

* Travel by AC III-Tier sleeper will be permissible in trains in which AC Chair Car accommodation is not provided.

Travel by Shatabdi Express Trains:

Category	Entitlement
A	Executive Class
B, C & D	AC Chair Car

(c) Mileage allowance for journeys by Sea or by River Steamer

The general entitlements for journeys by sea or by river steamer shall be as under:

Category	Entitlement
A & B	Highest Class
C	If there is two classes only on the steamer, the lower class.
D	If there be two classes only on the steamer, the lower class. If there be three classes, the middle or the second class. If there be four classes, the third class
E	The lowest class.

Accommodation entitlements for travel between the mainland and the 'Andaman & Nicobar' group of island and the 'Lakshadweep' group of island by ships operated by the shipping Corporation of India limited will be as follows :

Category	Entitlement
A & B	Deluxe class
C	First /A Cabin class
D	Second / B Cabin class
E	Bunk Class

(d) Mileage allowance for journeys by Road.

The entitlements for travel by Bus/Auto Rickshaw/Scooter/Motor Cycle, full Taxi/Own Car shall be as indicated below:

Category	Entitlement
A	i) Actual fare by any type of public bus, including AC bus; OR At prescribed rates for AC Taxi when the journey is actually performed by AC Taxi. OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter /motor cycle, moped, etc.
B	ii) Same as at (i) above with the exception that journeys by AC Taxi will not be permissible
C	Same as at (ii) above with the exception that journeys by AC Taxi will not be permissible

D	Actual fare by any type of public buses other than AC bus.
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	OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own scooter/motor cycle/moped etc.
E	Actual fare by ordinary public bus only; OR At prescribed rates for auto rickshaw, own scooter/motor cycle/moped etc.

Mileage allowance for road journeys shall be regulated at the following rates as per the entitlement given above in places where no specific rates have been prescribe either by the Director of Transport of the concerned State or of the neighboring States. **Local conveyance for official work** shall also be regulated as per rate given below:-

- i) For journeys performed in own car : Rs.5/- per km.
- ii) For journeys by Hired Taxi : Rs.8/- per km.
- iii) For journeys performed by auto rickshaw : Rs.3.40 per km.
- iv) For journeys performed by own scooter etc. : Rs.2.50 per km.
- v) The reimbursement of local journey at tour station will be allowed where Corporation vehicle is not provided or available and the employee concerned actually incurs expenditure on local journey. However, this actual expenditure for **local journey at tour station will be limited to one Daily Allowances applicable for that station.** However, actual expenses for local journey if it is more than one Daily Allowance can be allowed by Chairman & Managing Director/Full Time Director on the merit of the case. The Chairman & Managing Director / Full Time Directors will be paid conveyance expenses as per actual.

(e) Mileage allowance for journeys on Foot and Bicycle.

The rates of Mileage Allowance for journeys on foot and bicycle, on tour and transfer shall be Re.1/- per kilometer.

- NOTE:**
1. Where heavy official documents or materials have to be carried or several places have to be visited on urgent grounds the particular mode or class of travel to which an employee is entitled is not available for the place to be visited, the controlling officer may permit travel by a different or higher class than the one prescribed.
 2. Travel by Air in respect of those not entitled to the mode and by special/luxury taxies will require the prior approval of the CMD/Director.
 3. These orders take effect from 10.06.2006.

The following further conditions apply in regard to the payment of daily allowance indicated above.

- (i) The period of absence will be counted from the time the employee leaves his station of work i.e. the headquarters station and till the time he returned to the same station.
- (ii) Payment of daily allowance will be regulated according to absence from headquarters from midnight to midnight and as under :-

For absence of less than 6 hrs. - Nil

- | | | |
|----------------------------------|---|-------------|
| For absence of 6 hrs. to 12 hrs. | - | 70% |
| For absence over 12 hrs. | - | 100% |
- (iii) Full daily allowance will be payable for a continuous halt of upto first 30 days at one station. If the halt exceeds 30 days continuously at one station, then the daily allowance will be granted at the rate of 50% of the full rate applicable to the particular station for the period beyond 30 days to 90 days, with the exception that in special cases full daily allowance will be payable with the specific approval of M.D. or a Functional Director, taking into account the merits of each individual case. For halts beyond 90 days and up to 120 days continuously at one station daily allowance at the rate of 50% of the full rate can be granted with the approval of **GGM/GM/AGM** under whom the employee functions.
- (iv) Daily allowance will be payable for holidays falling during the tour but not for the days availed of as leave by the employees.
- a)** If an employee is directed to proceed on tour while he is availing leave the fare will be payable from the place of his station to the place of tour.
- b)** If an employee avails the leave in between the tour period sanctioned to him he will be paid fare from his place of tour to headquarter subject to the approval of the controlling authority.
- c)** If an employee proceed on leave from his tour place after completion tour to any other place on leave, he will not be entitled to claim return fare to headquarter.
- (v) With the approval of the CMD/Functional Director employees engaged on Projects where the nature for duties warrant absence from Head Quarters for more than 20 days a month on average may be sanctioned a Consolidated Traveling Allowances (C.T.A.) not exceeding 15 days ordinary daily allowance for tours with in the local area of duty of the employees. The C.T.A. is not payable if the employee proceeds on earned leave, temporary transfer or during joining time or during any other period for which normal TA/DA is drawn separately for journeys beyond the local area of duty.

7. **Compensation for stay and personal expenses for tours abroad.**

When an employee of the Company is required to undertake journeys to and stay in a foreign country on the business of the Company (cases of secondments abroad are governed by the contracts for individual secondments), he is provided with air Ticket for travel to and from that country. In addition he is paid cash allowance in a foreign currency or travelers cheques or in Indian Rupees Travelers Cheques in accordance with the regulations framed by the Reserve Bank of India from time to time. These are notified by the Company separately.

8. **Special benefits to the employees posted at North East Region, Andaman & Nicobar Islands and Lakshadweep.**

- a) Regular employees i.e. Officer & Staff when & while posted in North East Region will be allowed **Air Travel facility** for self and his family **while availing LTC** (Limited to **4 heads** including employee) and on Tour (self only) and also on Transfer **from Kolkata to all State capital including Silchar** of North Eastern Region **except Guwahati & Gangtok or vice versa**.
- b) Regular employees i.e. Officer & Staff posted in North East Region will be allowed **each year Air Travel facility** for self and family (limited to **4 heads** including employee) **from Kolkata to all State Capital** of North Eastern Region **except Guwahati & Gangtok or vice versa**.
- c) When an employee is transferred to a station in North East Region and the family of the employee does not accompany him, the employee will be paid traveling allowances on tour for self only for transit period to join the post and will be permitted to carry personnel effects up to 1/3rd of his entitlement or can have a cash equivalent of carrying 1/3rd of his entitlement or the difference in which of the personal effects he is actually carrying and his 1/3rd of his entitlement, as the case may be in lieu of cost of transportation of baggage. In case the family accompanies the employee on transfer, the employee will be entitle to the existing admissible traveling allowance including the cost of transportation of admissible weight of personnel effects according to the grade to which he belongs, irrespective of the weight of the baggage actually carried. The above provision will also apply for the return journey on transfer back from North East Region.
- d) This concession is admissible only in cases where the employee is transferred from a station outside the region to a station in the North East Region and vice versa. The same is not applicable from one station to another station with the Region.

9. General

- (1) Travel and daily allowances as are admissible under these rules are not to be treated as a source of profit or additional income, as they are in the nature of compensation for expenses incurred on a reasonable basis for the purpose of essential travels undertaken by the employee. Every employee shall use the same discretion and judgment in incurring these expenses economically as he would exercise when he undertakes travels on his own account.

SECTION II

COMPENSATION FOR TRANSFERS FROM ONE PLACE TO ANOTHER.

An employee, who is transferred from one headquarters station to another, is entitled to the following compensation:

(1) Travel Expenses.

The expenses incurred by the employees on travel be himself and the members of his family will be reimbursed by the same modes and class of travel as admissible when the employee proceeds on tour journeys except that travel by Air, or First Class AC is not reimbursable. Reimbursable will also include the expenses incurred for travel from residence to Railway station or bus stand at the old headquarters and for a corresponding travel at the new headquarters by the permissible mode.

(2) Transportation of vehicle.

When an employee needs to transport his own personal vehicle i.e., a car, motor cycle, or scooter or bicycle, then the expenses incurred by him on such a transportation will also be reimbursed as under;

Mode of Transportation

If transported by goods train
Rs.6550 and above – One Motor Car,
two or One Motor Cycle/ Scooter

Expenses reimbursable

Actual Cost of packing
and Freight between the
stations.

If transported by a passenger train
Below Rs.6550 – One Motor Cycle/
Scooter/Moped or One Bicycle.

Actual freight charged
by the railway

If transported by road Actual cost or freight admissible had the vehicle been transported by passenger train whichever is lower.

(3) Lump-sum Transfer and Packing allowance:

1) Transfer Grant & Packing Allowance:

The lump sum transfer grant and packing allowance payable on transfer has been renamed as "Composite Transfer Grant" with the effect from 10.06.2006. The Composite Transfer Grant shall be equal to one month's basic pay in case of transfers involving a change of station located at a distance of more than 20 km from each other. In cases of transfer to stations, which are at a distance of less than 20 Kms from the old station and of transfer within same city, the Composite Transfer Grant will be restricted to one third of the basic pay, provided a change of residence is actually involved. Further, the transfer of incidentals for NPCC employees and the members of his family as the road mileage for journeys between the residence and the railway station/bus station/airport at the old and new stations, which are presently admissible shall not be admissible. These will be instead be subsumed in the "Composite Transfer Grant".

- 2) **“Transportation of Conveyance”, “Lump sum Transfer Grant” and “Packing Allowance” at the time of retirement.**

2.1 Transportation of Conveyance.

The expenditure of transportation of conveyance by NPCC employees at the time of their retirement shall be reimbursed without insisting on the requirement that the possession of the conveyance by them while in service at their last places of duty should have been public interest.

2.2 Lump sum Transfer Grant and Packing Allowance on retirement.

The lump sum transfer grant and packing allowance may also be replaced by the composite transfer grant to a month’s basic pay last drawn in the case of those employees who on retirement, settle down at place other than the last station(s) of their duty located at a distance of more than 20 km. The transfer incidentals and mileage for journeys between the residence and the railway station/bus stand etc. at the old and new station presently admissible will also be subsumed in the composite transfer grant and will not be separately admissible. As in the case of serving employees, NPCC employees who on retirement, settle at the last station of posting itself or within a distance of less than 20 km. may be paid the composite transfer grant equal to one third of the pay last drawn by them subject to the condition that a change of residence is actually involved.

(4) Transportation of personal effects by Rail

The expenses incurred by the employee on the transportation of his and family’s personal effects at the time of transfer will be reimbursed to the limit of the ceilings given below:

Categories	Personal effects that can be carried
A	Full 4 wheeler wagon or 6000 kg. by goods train or one double container.
B	Full 4 wheeler wagon or 6000 kg by goods train or one single container
C	3000 kg by goods train.
D	1500 kg. by goods train
E	1000 kg by goods train

Note: An employee carrying goods by road between places connected by rail can draw actual expenditure on transportation of personal effects by road or the amount admissible on transportation by rail and an additional amount of not more than 25% thereof whichever is less **(25% is of the maximum admissible quantity to which an officer is entitled to carry by goods train on transfer).**

4.1 Container operation where availed:

An employee will be reimbursed the charges connected with the container operation where availed on the basis of door to door basis **as per pay range in Para-4.**

4.2 Reimbursement of insurance charges:

An employee is entitled to the reimbursement of insurance charge for breakage in transit subject to a ceiling of **Rs.5000/-** in the case of AMs & above and **Rs. 300/-** to other categories of employees.

(5). Transportation of personal effects by Road

The rates of allowance for carriage of personal effects between places connected by road only are indicated below:

IDA Pay Range & for CDA Pay range equivalent IDA scales/designation.	A-1/A/B-1 Class cities Rs. Per Km.	Other cities Rs. Per Km.
1	2	3
Rs. 8600 and above	30.00	18.00
Rs. 6550 and above but less than Rs. 8600	15.00	09.00
Rs.5000 and above but less than Rs.6550	07.60	04.60
Below Rs. 5000	06.00	04.00

NOTES: 1. The allowance at **higher rates** mentioned in **Col.2** will also be admissible for carriage of personal effects from one place to Another within the limits of A-1/A/B-1 class cities.

(6). Travel for Medical Examination/Treatment

If the Medical practitioner treating the employee or any member of his family eligible for the benefit under the Medical Attendance Rules recommends a journey to be undertaken by the person under treatment to another place for the purpose of specialized treatment at a hospital or a clinic, then the expenses incurred on the journey to and from that place for the patient and an attendant if need be will be reimbursed subject to the travel being by the mode and class (not higher than 1st Class by train in any case) admissible for journeys on tour by the employees.

(7). Travel at the time of termination of services.

When an employee retires after a minimum of 10 years employment including service in the Railway/Central Government Department before joining the Company or his employment ceases on account of his death or medical incapacitation, then he or his family will be entitled to claim reimbursement of expenses incurred by him or his family and on transportation of personal effects and vehicle from the last headquarters station to the place of settlement in India, to the same extent as is admissible at the time of transfer **under rule of 9**. The reimbursement under these rules should normally be claimed **within six months** from the date of retirement/termination or death.

(8). **Transportation of Personal effects within the same city.**

NPCC Officials, on production of proper vouchers/receipt, will be reimbursed on actual subject to the ceiling limit of Rs.650/- on shifting of personal effects within the same city in the following circumstances:

- a) Shifting from Residence/Government accommodation to Residence / leased accommodation.
- b) Shifting from Residence flats from one locality to another.
- c) Shifting from NPCC flats/leased accommodation to self leased accommodation. Claims of reimbursement for shifting from one self leased accommodation to another self-leased accommodation will not be admissible.
- d) Shifting from one leased accommodation to another leased accommodation provided the lease period is for a minimum of 24 months. If for any reason the lease agreement is terminated before the expiry of the term of agreement, reimbursement will not be allowed for shifting to the next leased accommodation.

(9) **Advance:**

- (1) An employee proceeding on journeys on tour under these rules may be granted advance to meet the cost of travel and other reimbursable expenses. A bill for adjustment of the actual expenses against the advance should be submitted within one month of completion of the journey. Otherwise the advance will be liable to be recovered from the employee's salary.
- (2) An employee on transfer may be granted an **advance of one-month salary** (pay + DA and allowances admissible at the new headquarters). The advance will be recovered in three equal monthly installments from the salary of the employee.

(10) **Temporary Transfer.**

(A) Entitlements:

- i) Transfer to a place for a period not exceeding 180 days be treated as "Temporary Transfer" and in all such cases the journey from headquarters to station of deputation and back may be treated as on tour for purpose of regulation of traveling allowance.
- ii) Daily allowance for the days of halt at the station of transfer shall be payable as under:

First 180 days

Full daily allowance

Beyond 180 days

Nil

III) No advance of pay may be allowed in the case of temporary transfer:

(B) Other conditions:

- i) In a case where the transfer initially made for a period exceeding 180 days is subsequently reduced to a period of 180 days or less, the transfer traveling allowance originally allowed should not be changed to the disadvantage of the employee.
- ii) If a temporary transfer initially made for a period not exceeding 180 days is later extended beyond this period, the traveling allowance already drawn shall be adjusted in the transfer traveling claim but the daily allowance admissible up to the date of issue of orders extending the transfer, will not be so adjusted.
- iii) Every transfer order should specify whether it is a regular or a temporary transfer for a period not exceeding 180 days. The nature/period of transfer is to be indicated in the column "Purpose of journey" prescribed in the Traveling Allowance Bill.
- iv) The orders contained above apply only in the matter of regulating traveling/daily allowance and bear no effect on other factors like assumption of charge of a new post, change of headquarters.

(C) Drawl of Daily Allowance/Hotel Charges

- (i) The entitlement for payment of DA while an employee is on tour will be given as per Table-A subject to other conditions as provided in the rules.
- (ii) The employee will also be entitled for payment of staying charges in Hotel/Guest House while on tour as per Table-A to his applicable entitlement or actually incurred by him whichever is less.
- (iii) However, when an employee makes his **own arrangement of his stay on tour he will be paid Composite Allowance** as per his entitlement provided in Table-A.
- (iv) Where free boarding and lodging is provided D.A. would be paid at the rate of **25% of the normal D.A.**
- (v) The period of 180 days for drawl of daily allowance for halt at an outstation on temporary transfer shall be calculated on the basis of the period of the halt which will begin from the time the forward journey ends at the outstation and will end at the time the return journey commences. The intention is to relate the limit and not to entire absence.

- (vi) No daily allowances will be admissible for halts at the station from which the employee is transferred in case he went on tour to that station from his temporary headquarters. D A for journey period will be paid at the rates prescribed for other cities in Table A column (4A).
- (vii) The CMD is empowered to sanction Hotel Charges exceeding to the rates prescribed in Table-A in exceptional and special circumstances.
- (viii) **Above Supervisory staff but below DM** are those regular employees who are in the Scale of Rs.8600 - 14600 in IDA Pattern and below but not less than the Scale of Rs.5600-150-8600 in IDA Scale.
- (ix) **Supervisory staffs** are those regular employees who are in the Scale of Rs. 5200-140-8000 in IDA Scale but not less than the Scale of Rs. 5600-150-8600.
- (x) **Non supervisory staffs** are all those regular employees who are below the Scale of Rs. 5200-140-8000 in IDA Scale.

(11). Joining Time Facility:

- (a) Employees transferred from one Head quarters station to another Head Quarters station involving changes of residence are entitled to joining time as below:

<u>Distance between old H.Q of</u>	<u>No. of days</u>
<u>And new H.Q</u>	<u>joining time</u>
i) 1000 Km or less	10 days
ii) More than 1000Km but less than 2000 Km.	12 days
iii) More than 2000 Km.	15 days.

(Except in the case of travel by air, for which the **maximum period is 12 days**).

- (b) Joining time shall commence from the date of relinquishing charge of the old post, if the charge is made over in the F.N. or the following date if the charge is made over in the A.N.
- (c) When holidays follow joining time, the normal joining time is deemed to have been extended to cover such holidays.
- (d) Extension of joining time beyond the above limits may be granted upto maximum of 30 days by the CMD or a Functional Director. The guiding principle for sanction of additional joining time would be that a total of 8 days for preparation plus

reasonable transit time including time unavoidably spent due to disruption of traffic caused by strikes, natural calamities etc.

- (e) Not more than one day's joining time shall be allowed to join a new post within the same station or when change of residence from one station to another is not involved.
- (f) No joining time is admissible in the case of 'temporary transfer' for a period not exceeding 180 days. Only the actual transit time is allowed as in the case of journey on tour.
- (g) When an employee joins the new post without availing of full joining time the No. of days of joining time admissible subject to the maximum of 15 days reduced by the number of days actually availed of, shall be credited to his **earned leave account (Non- encashable a/c)** subject to the restriction on accumulation of earned leave.
- (h) Joining time can be combined with earned leave, but not with Casual leave.
- (i) An employee on joining time is treated as on duty and is paid pay and allowances as applicable at the old station from which he is transferred.

Note: The local conveyance will be paid @ Rs.8/- per KM for Taxi allowed to the Manager & above level and Rs.4/- per KM for Auto Rickshaw to the level below Manager Level. However the Taxi Charges to the Directors and CMD will be paid as per actual basis.

NATIONAL PROJECTS CONSTRUCTION CORPORATION LIMITED									
TABLE -A									
DAILY ALLOWANCE AND HOTEL CHARGES PAYABLE ON TOUR									
CATEGORY	CITIES						COMPOSITE ALLOWANCE		
	A+A1 Class Cities		B1+B Class Cities		Other Cities		A+A1 Class Cities	B+B1 Class Cities	Other
IDA/CDA	D.A.	HOTEL CHARGES	D.A.	HOTEL CHARGES	D.A.	HOTEL CHARGES	COMPOSITE ALLOWANCE		
1(A)	2(A)	2(B)	3(A)	3(B)	4(A)	4(B)	5(A)	5(B)	5(C)
CMD & DIRECTORS	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	270	Actual	240	Actual	210	Actual	360	270	235
ED,GGM,GM	260	3000	230	2400	195	1500	360	250	235
AGM/DGM	230	2250	210	1800	165	1125	330	250	220
MANAGER/SDM/DM	230	1500	165	1200	135	750	330	250	220
OFFICER BELOW DM BUT ABOVE SUPERVISORY	200	900	140	720	120	450	300	230	205
SUPERVISORY STAFF	170	560	115	450	105	280	270	210	190
NON-SUPERVISORY STAFF	105	225	90	180	80	112	205	170	155

Note:- The Classification of the Cities will be as per the O.M. No.2(21)/EJI(B)/2004 dtd.18.11.2004 issued by the department of Expenditure.

This is issued in pursuant to the Minutes of 241st meeting of Board of Directors held on 29.08.2006.

This order **comes into force w.e.f. 10.06.2006. Cases already settled shall not be reopened.**

Sd/-
(S. BASAK)
ADDL. GENERAL MANAGER (P&A)

DISTRIBUTION:-

2. G.M., NPCC Ltd., EZO, Kolkata- please circulate the same to all Units under his control.
3. All Zonal Managers, NPCC Ltd., - with a request to circulate the same immediately all the Unit/Accounts Officers under their control.
4. All Divisional Heads, NPCC Ltd., C.O. – with a request to circulate the same to all Sectional Heads under them.
5. Dy. General Manager (F), NPCC Ltd., The TA/DA revision are approved by the Board provided that the budget provided for this purpose during this financial year is not exceeded. He is also requested to report the TA/DA expenditure quarterly wise for the current year with comparison for the previous year to the next Board Meeting as per Board resolution.
6. CVO/SDM(F) (C&B)/SDM(P&A)(POLICY)/CS/TS,CPF/NPCC Ltd., C.O.

EA / SPS TO CMD

***bc-ta-da**

