तार : 'फूडकॉर्प'
Gram : 'FOODCORP'
फैक्स नं. : एचएफसीआई एनडी
००६१९१२३४१३२४१
००६१९१२३४१३१६२

भारतीय खाद्य निगम
FOOD CORPORATION OF INDIA

मुख्यालय
नई दिल्ली
Headquarters
New Delhi

ISO 9001 : 2000 Certified

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१६-२०, बाराखम्बा लेन, नई दिल्ली-११०००१, दूरभाष : ४३५२७६६७, ४३५२७६६८
16-20, BARAKHAMBA LANE, NEW DELHI-110001, PHONE : 43527687, 43527698

No.EP.19-1/98 Vol.III

Date: 26/02/2009

(Circular No.EP-13-2009-07)

Sub: Travelling allowance on Tour/Transfer to the employees of the Corporation

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Attention is invited to the following Circulars on the subject matter:-

(i) No.40/1998 dated 15/09/1998 pertaining to revision of TA rules in respect of employees linked to CDA pay scales;

(ii) No.EP-13-2001-01 dated 02/01/2001 pertaining to revision of TA rules in respect of Executives on IDA pay scales; and

(iii) EP-13-2007-20 dated 03/09/2007 regarding entitlement of air journey to the executives while on tour/transfer.

2. The Government of India Travelling Allowance Rules, as amended from time to time, are followed in the Corporation. The Government has amended Travelling Allowance Rules vide Department of Expenditure OM No.19030/3/2008-E.IV dated 23/09/2009. It has, therefore, been decided with the approval of Board of Directors to follow the amended Travelling Allowance Rules for the employees of the Corporation. Accordingly, the revised entitlement of various journeys is given at Annexure I.

3. The entitlements in respect of Transfer grant/Packing Allowance/Transportation of personal effects given in Annexure I shall not be applicable to Category III and IV employees, as these will be discussed and decided after wage revision negotiations. Instructions in this regard with respect to Category III and IV staff shall be issued separately.

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4. All authorities are requested to follow the revised TA rules scrupulously. However, TA claims, which have been settled already need not be reopened.

5. It may be noted that no additional funds will be provided on account of revision of TA/DA entitlements. It may be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.

6. The above instructions come into force with immediate effect.

(Authority: Item No.17/2009 of the 314th Meeting of the Board of Directors)

(Ved Prakash)
Assistant General Manager (EP)

Encl: as above

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Annexure-I

1. **Entitlements for Journeys on Tour**

A. **Travel Entitlements within the country**

Designations	Travel Entitlements
EDs and above	Business/Club Class by air/AC First class by train
CGMs/GMs/CMOs	Economy Class by air/AC First class by train
AGMs/DGMs/ZMOs/ MOs	Economy Class by air/AC II Tier class by train.
Managers/AG-I and equivalent	AC II Tier class by train.
AG-II/AG-III and their equivalent and Category IV	First Class/AC III Tier/AC Chair Car by train

The revised Travel entitlements are subject to following:-

(i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.

(ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.

(iii) Henceforth, all mileage points earned by Corporation employees on tickets purchased for official travel shall be utilized by the Corporation for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Corporation, should accrue to the Corporation.

(iv) All Corporation employees are allowed to travel below their entitled class of travel.

B. **International Travel Entitlement**

Designation	Entitlement
Chairman	First Class
Managing Director/Executive Directors	Business/ Club Class
Others	Economy class

C. **Entitlement for journeys by Sea or by River Steamer (SR.40)**

(i)

Designation	Entitlements
(i) AGMs/MOs and above	Highest Class.
(ii) Managers/AG-I and their equivalent	If there be two classes only on the steamer, the lower class.
(iii) AG-II and equivalent.	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.
(iv) AG-III/below AG-III and their equivalent	The lowest class

(ii) Accommodation entitlements for travel between the mainland and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited will be as follows:

Designation (1)	Entitlements (2)
(i) AGMs/MOs and above	Deluxe Class
(ii)Managers/AG-I & equivalent	First/'A' Cabin class.
(iii) AG-II and their equivalent.	Second/'B' Cabin class
(iv) AG-III/below AG-III and their equivalent	Bunk class

D. **Mileage Allowance for Journeys by Road :**

In suppression of S.R. 46 and the Government of India's Order thereunder, the travel by public/bus/auto/rickshaw/scooter/motor cycle full taxi/taxi/own car is revised as indicated below:-

Designation	Entitlements
(i) EDs and above.	Actual fare by any type of public bus including air-conditioned bus. OR At prescribed rates of AC Taxi when the journey is actually performed by AC Taxi OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter. motor cycle, moped etc
(ii) CGM/GMs/DGMs/AGMs/MOs. and their equivalent	Same as at (i) above with the exception that journeys by AC taxi will not be permissible.
(iii) Managers/AG-I and their equivalent	Same as at (ii) above.
(iv) AG-II and their equivalent	Actual fare by any type of public bus other than air-conditioned bus OR At prescribed rates for autorickshaw for journeys by autorickshaw/own scooter/ motorcycle/moped etc.
(v) AG-III/below AG-III and their equivalent	Actual fare by ordinary public bus only OR At prescribed rates for autorickshaw/own scooter/ motorcycle/moped etc.

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(b) Mileage allowance for road journeys shall be regulated at the following rates in places where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States:

(i)	For journeys performed in own car/taxi	:	Rs. 16 per Km
(ii)	For journeys performed by auto rickshaw own scooter, etc.	:	Rs. 8 per Km

(c) The rate of Mileage Allowance for journeys on bicycle, on tour and transfer, is revised from 60 paise to Rs 1.20 per kilometer.

2. **T.A. on Transfer**

A. **Accommodation and Mileage Allowance Entitlements:**

(i) Accommodation and Mileage Allowance entitlements as prescribed at para 1 above, except for International Travel, for journey on tour by different modes will also be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S.R 114 will, however, continue to be applicable.

(ii) The provisions relating to small family norms as contained in para 4(A) of Annexure to Ministry of Finance O.M. F.No.10/2/98-IC & F.No.19030/2/97-EIV dated 17th April 1998, **circulated vide para 3 of Circular No.40 of 1998 dated 15th September,1998** shall continue to be applicable.

B. **Transfer Grant and Packing Allowance:**

(i) The Composite Transfer Grant shall be equal to one month's pay as defined in para 3 of O.M. No.19030/3/2008-E.IV dated 23/09/2008 in case of transfer involving a change of station located at a distance of or more than 20 km from each other.

(ii) In cases of transfer to stations which are at a distance of less than 20 kms from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

(iii) At present, 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 these orders, in cases where the transfer take place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be

admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

C. **Transportation of Personal Effects**

Designation	By Train/steamer	Rate per km for transport by road (Rs. per km)
EDs/CGMs/GMs/CMO	6000 kgs. by goods train/ 4 wheeler wagon/ 1 double container.	18.00 (Rs.0.30 per kg per km.)
DGMs/AGMs/Managers and their equivalent	6000 kgs. by goods Train/4 wheeler wagon/ 1 single container.	18.00 (Rs.0.30 per kg per km.)

The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

D. **Transportation of Conveyance**

Designation	Scale
Managers and above	One motor car etc. or one motor cycle/scooter, or one horse.

3. **T.A. Entitlement of Retiring Employees.**

A. **Transportation of Conveyance**

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

B. **Lumpsum Transfer Grant and Packing Allowance**

(i) The composite transfer grant equal to a month's pay last drawn as defined in para 3 of O.M. No.19030/3/2008-E.IV dated 23/09/2008. may be granted in the case of those employees who, on retirement, settle down at places other than the last station(s) of their duty located at a distance of or more than 20 kms. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, presently admissible are subsumed in the composite transfer grant and will not be separately admissible.

(ii) As in the case of serving employees, employees who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the composite transfer grant subject to the condition that a change of residence is actually involved.

4. **The rates mentioned in para 1 D (b) and (c) (mileage for road journey by taxi/own car/auto-rickshaw/own scooter/bicycle etc.) and para 2(c) (rates of transportation of personal effects) of this Annexure, shall automatically increase by 25% whenever Central Dearness Allowance/IDA payable on the revised pay structure goes up by 50%.**

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