25. शंका का निवारण – जहां इन विनियमों के निर्वचन के बारे में संदेह उद्भूत होता है वहां उसे प्राधिकरण के अध्यक्ष को निर्देशित किया जाएगा जो उसका विनिश्चय करेगा ।

एस. के. नरूला, अध्यक्ष

[सं. विज्ञापन-3/4/असाधारण/158/03]

MINISTRY OF CIVIL AVIATION

AIRPORTS AUTHORITY OF INDIA

NOTIFICATION

New Delhi, the 4th July, 2003

No. AAI/PERS/EDPA/REG/2002.—In exercise of the powers conferred by clause (b), of sub-section (2) read with sub-section 4 of section 42 of the Airports Authority of India Act, 1994 (55 of 1994), and in supersession of the International Airports Authority of India [Travelling Allowance and Daily Allowance] Regulations, 1979, the Airports Authority of India with the prior approval of the Central Government hereby makes the following Regulations, namely:

1. **Short title, commencement and application.** – (1) These regulations may be called the **Airports Authority of India (Travelling Allowance and Daily Allowance) Regulations, 2003.**

(2) These regulations shall come into force on the date of their publication in the Official Gazette.

(3) These regulations shall apply to all the employees of the Authority including deputationists.

2. Definition. - In these regulations, unless the context requires otherwise, -

(a) "Authority" means Airports Authority of India,

(b) "Act" means the Airports Authority of India Act, 1994 [55 of 1994];

(c) "Competent Authority" means the Chairperson or any officer authorized in this behalf by the Chairperson;

(d) "Day" means a calendar day, beginning and ending at midnight;

(e) "Employee" means a whole-time employee of the Authority;

(f) "Family" means an employee's wife or husband, as the case may be, residing with the employee and legitimate children including step children and adopted children (if, under the personal law applicable to the employee, adoption is legally recognized as conferring on the child so adopted the status of a natural child), wholly dependent on the employee, parents, minor brothers and sisters residing with and wholly dependent upon the employee;

(g) Headquarters" means the normal place of duty of an employee or such place as may be specified by Chairman, any Member or any Officer authorized by the Chairman in this behalf;

(h) "pay" means basic pay for the purpose of these regulations;

(i) "stipend" paid to an Apprentice shall have the attributes of pay;

(j) "temporary transfer" means transfer of an employee from his headquarters to another place of duty for a period not exceeding 180 days;

(k) "rate of traveling allowance and daily allowance" means the rates of traveling allowance and daily allowance payable under these regulations shall except as otherwise provided in these regulations be the same as notified by the Central Government in respect of its employees;

(l) "tour" means official duty performed by an employee at a place other than his headquarters city and includes journey on training or study sponsored by the Authority;

3. **Hotel accommodation and rate of daily allowance.** - The entitlement of Hotel Accommodation and the rate of Daily Allowance shall be as follows:

Following provisions shall also be kept in view while hiring hotel accommodation: -

(a) Reimbursement of hotel charges will normally be restricted to the tariff applicable for single room only.

(b) In cases of short duration halts en-route their destination for catching rail or air connection, reimbursement of hotel charges will be admissible only when night halt is involved and is imperative.

(c) Wherever Holiday Home is available the same shall be availed and the hotel accommodation will be hired only if the Holiday Home is not available.

(d) Wherever India Tourism Development Corporation Hotels are available, these should be preferred. The concession in the tariff available in some hotels including India Tourism Development Corporation must be availed of by the employees and reimbursement in such cases will be made after taking into account the concessional rates only.

	Category of employees	Lodging Charges subject to maximum of		Split rate of Daily Allowance for food and Incidental where lodging charges are claimed separately.		Composite Daily Allowance rates in lieu of rate provided in Columns (2) and (4) and Columns (3) and (5)	
		Special Locality	Ordinary Locality	Special Locality	Ordinary Locality	Special Locality	Ordinary Locality
						(Amount in Rupees)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Executives drawing pay of Rs..20500 and above	(i) Limited to a rent of a single room in Hotel Ashok, New Delhi.	Limited to 80 per cent of a rent of a single room in Hotel Ashok, New Delhi.	175	140	250	200
2	Executives drawing pay of Rs..16000 and above	(ii) Limited to 65 per cent of a rent of a single room in Hotel Ashok, New Delhi.	Limited to 52 per cent of a rent of a single room in Hotel Ashok, New Delhi.		120	225	180
3	Executives drawing pay of Rs.14500 and above	(iii) Limited to 30 per cent of a rent of a single room in Hotel Ashok, New Delhi.	Limited to 24 per cent of a rent of a single room in Hotel Ashok, New Delhi.	150	120	200	160
4	All Executives	(iv) Limited to 25 per cent of a rent of a single room in Hotel Ashok, New Delhi.	Limited to 20 per cent of a rent of a single room in Hotel Ashok, New Delhi.	125	100	150	120
5	Non-Executive drawing pay of Rs.8000 and above	(v) Limited to 12 per cent of a rent of a single room in Hotel Ashok, New Delhi.	Limited to 10 per cent of a rent of a single room in Hotel Ashok, New Delhi.	125	100	125	100
6	Remaining Group "C" Non-Executives	(vi) Limited to 7.5 per cent of a rent of a single room in Hotel Ashok, New Delhi.	Limited to 6 per cent of a rent of a single room in Hotel Ashok, New Delhi.			100	80
	"D" Non-Executives	(vii) Limited to 5 per cent of a rent of a single room in Hotel Ashok, New Delhi.	Limited to 4 per cent of a rent of a single room in Hotel Ashok, New Delhi.		60	50	40

NOTE: - The category of entitlement, lodging charges, Daily Allowance special or ordinary locality shall be modified as decided by the Competent Authority.

4. Travelling allowance on tour. - Travelling on tour shall be admissible to employee as hereunder provided in regulation 5 to 8.

5. Journey by rail. - The employee shall be entitled to reimbursement of rail fare (including tax on rail fare levied, if any) by the shortest route by the class of accommodation as given below: -

Board Level Officers and Executives drawing Pay of Rs.18500/- and above	AC First class
Executive drawing pay below Rs. 18500 and Group"B" Non-Executives	AC 2-tier Sleeper
Non-Executives drawing pay of Rs.6700/- & above.	First Class/ AC 3-tier Sleeper/ AC Chair Car
All Non-Executives	Second Sleeper

Note: - The employee may be reimbursed cancellation charges where the journey had to be cancelled for reasons other than personal or beyond his control.

6. Travel by air. – (1) The Chairman, Member and Executive Directors, Airports Authority of India are entitled to travel by air in Executive Class.

(2) The Executives in receipt of pay of Rs.16,000/- and above, may at their discretion travel by air (Economy class) on tour or transfer or training.

(3) The Executives in receipt of pay of Rs.14,500/- and above, but below Rs.16,000/- may travel by air (Economy class) on tour, if the distance involved is more than 500 Kms. and the journey cannot be performed overnight by direct train or coach service.

(4) Travel by private airlines may be allowed with prior approval of the Competent Authority.

(5) The class of travel by Air while on foreign tour on official business will be as follows: -

(1) Chairman and Member, Airports Authority of India	Business Class or First Class
(2) Executives and Non-executives	Full fare Economy Class However, Excursion tickets, also known as Economy Class, should be availed, wherever possible.

NOTE : The employee shall be entitled to reimbursement of air travel tax if any, levied on air tickets purchased for air journey.

7. Travel by road. – (1) For travel by road in other than Authority's transport, employees shall be entitled to the reimbursement of the conveyance charges at the following rates: -

Category of employees	Rate of reimbursement
Group 'A and B'	Actual Taxi Fare; When the journey is performed by car the reimbursement of road mileage will be allowed @ Rs.8/- per k.m.
Group 'C'	For journey by Motor Cycle or Scooter or Moped the reimbursement of road mileage shall be @ Rs.4.00 per k.m. or cost of single seat in a Taxi whichever is lower.
Group 'D'	Actual Fare by ordinary public bus.

Note (1): Group – C employees, while on tour; may be reimbursed actual taxi charges for movements between residence and railway stations at Headquarters and Railway Station and temporary residence at outstation.

Note (2): Group – D employees, while on tour, may be reimbursed actual Scooter or Tonga or Rickshaw charges for movement between residence and railway station or bus stand at Headquarters and railway station or bus stand and temporary residence at outstations.

Note (3): Classification of employee will be as specified in the Airports Authority of India (General Condition of Service and Remuneration of Employees) Regulations, 2003.

(2) Journeys by road include journeys by steam launch or other sea bound vessels. Where journeys are performed by road between places connected by rail, the road mileage as calculated in para 7 above will be limited to rail fare as applicable. Where journeys are performed by road between places not connected by Rail, the road mileage as calculated above will be limited to the notional fare by the entitled class. However, Head of Unit may relax these limits in special circumstances.

(3) In cases where journeys are undertaken while on tour or transfer by the employees in their own cars or scooters or motor cycles, reimbursement will be allowed at the rates of Rs.8.00 per km. for car and Rs.4.00 per km. for scooter or motor cycle limited to the rail fare for points connected by rail. The rates may be revised based on per kilometer rates notified by State Transport Authority from time to time.

8. Daily allowance. - (1) In addition to the rail fare, air fare and road mileage as per regulations 5, 6 and 7 respectively, an employee shall be entitled to daily allowance for the entire absence starting with departure from headquarters and ending with arrival at the headquarters to cover both on the way expenses as well as expenses for halt at out-station.

(2) Full daily allowance shall be admissible for each completed calendar day of absence reckoned from midnight to midnight. For absence from the Headquarters for less than 24 hours for journeys (other than the local journeys), the daily allowance shall be admissible at the following rates namely, -

For absence not exceeding six hours	: Nil
For absence exceeding six hours but not exceeding twelve hours	: 70 Per cent
For absence exceeding twelve hours	: Full

In case of local journeys, daily allowance will be admissible at half the rates mentioned above. Daily Allowance is payable even if the conveyance is provided free of charge for local journeys.

In case the period of absence from the Headquarters falls on two calendar days, it shall be reckoned as two days and daily allowance calculated for each as above. Similarly, daily allowance for days of departure from and arrival at Headquarters shall also be regulated accordingly.

(3) The entitlement to daily allowance in the following circumstances shall be determined as under: -

(i)	When employee is provided free boarding and lodging	-¼ of daily allowance
(ii)	When he is provided with free boarding	-½ of daily allowance
(iii)	When he is provided with only free lodging	-¾ of daily allowance

(4) For the time spent during the journey daily allowance shall be admissible only at the ordinary rates. If the time involves stay at station for which higher rates of daily allowance are admissible, daily allowance shall be paid for the period of halt at such stations calculated as per sub-regulation (3) at the higher rate applicable to those stations. The daily allowance for the remaining period shall be admissible at ordinary rates.

(5) The admissibility of daily allowance at a place outside the Headquarters of any employee for a continuous halt up to 30 days or more during tour or temporary transfer or training shall be as follows: -

(i) First 30 days	:	Full daily allowance
(ii) Beyond 30 days and up to 180 days	:	Half daily allowance
(iii) Beyond 180 days	:	Nil

9. Travelling allowance for journeys during suspension or to give evidence or to attend a court of law or in connection with disciplinary proceedings. – (1) An employee under suspension who is required to perform journey to attend departmental enquiry (other than police enquiry), may be allowed travelling allowance as for a journey on tour from the headquarters to the place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less.

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Travelling allowance in such cases shall be regulated by the grade to which the employee belonged prior to his suspension. No travelling allowance shall, however, be admissible if the enquiry is held at an out-station at the request of the employee.

(2) The following provisions shall apply to an employee who is summoned to give evidence in a criminal case, a case before a court-martial, a civil case to which Authority is a party or a departmental inquiry held by a properly constituted authority.

Provided that the facts as to which the employee is to give evidence have come to the knowledge while discharging official duties: -

(a) The employee may draw travelling allowance as for a journey on tour attaching to the bill a certificate of attendance given by the court or other authority, which summoned the employee.

(b) When the employee draws such travelling allowance he may not accept any payment of expenses from the court or authority.

(c) If the court in which the employee gives evidence is situated within eight kilometres of his headquarters and no travelling allowance is, therefore, admissible for the journey, the employee may, if not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may decide.

Note: - An employee summoned to give evidence while on leave is entitled to travelling allowance under this regulations from and to the place from which he is summoned, as if the employee was on duty.

(3) For journeys undertaken to out-station for perusal of official records in preparation of the defence in connection with disciplinary proceedings instituted against the employee, the employee shall be entitled to the travelling allowance as for a journey on tour without any allowance for halts. In case the employee involved in the disciplinary proceedings is fully exonerated, the allowance for halt shall be payable to him.

(4) The defence assistant who has been permitted to assist the delinquent in disciplinary proceedings shall, however, be entitled to travelling allowance on tour and also the allowance for halt as admissible for journey on tour.

10. Travelling allowance on transfer. - (1) An employee shall be entitled to draw travelling allowance on transfer from one station to another, if he is transferred by the Authority otherwise than on his own request.

Note : Posting to a place of choice on completion of full tenure may not be normally termed as transfer on own request. Employees transferred after completion of full tenure as prescribed from time to time to the place of their choice will be entitled for Travelling Allowance and transit.

(2) In addition to transfer Travelling Allowance entitlement, the employees will be entitled for an additional fare by the entitled class for self for both onward and return journeys if he has to leave his family behind due to non-availability of Authority accommodation at the new place of posting.

(3) Travelling allowance for family members shall be admissible (a) if they accompany him to the new station, or (b) follow him within six months or precede him by not more than one month from the date of employee's taking over charge at the new station if they proceed to the new station. If the family members proceed to a station other than the new headquarters, the period of six months or one month shall be reckoned from the date of handing over charge at the old station. The Competent Authority may allow extension beyond the time limits in exceptional cases. The employee has to apply before the expiry of six months or immediately on transfer, as the case may be for sanction of extension of time limit.

11. Journey on transfer. - (1) An employee shall be entitled to draw actual fare by the entitled class of rail or other means of transport as provided to him as on tour for himself and for his family.

(2) An employee travelling by air on transfer, if he is authorized to travel on tour by air, is entitled to draw the airfare actually paid for himself and the members of his family.

(3) An employee shall also be entitled to draw for the period of journey daily allowance as on tour for himself and each member of his family. Daily allowance for children below 12 years shall be payable at half of the usual rates.

12. Transfer tour. - An employee, who is on transfer, shall be treated on tour for the first 30 days of his posting at new station to enable him to move immediately and tie-up arrangements at new station for moving his family. He shall have entitlement to Daily Allowance at new station for a maximum period of 30 days of his joining at new station of posting.

13. Transfer grant. - An employee on transfer shall be entitled to draw lump-sum transfer grant equal to one month's basic pay plus Dearness Allowance.

NOTE: Transfer grant is not admissible where an employee is permitted to retain the Authority accommodation for family at the previous station. This will however, be allowed at the time of actual shifting of the family to the new station. The conditions for grant of transfer grant and will be deemed to have been fulfilled if at least the spouse of the employee moves to the new location and it is not necessary that all children should move as in some cases they may be left behind in hostels etc. on account of education.

14. Packing allowance. - An employee will be entitled to packing allowance at the following rates:

Basic pay	Amount of packing allowance
Executive drawing pay of Rs.18500/- and above	Rs.3000
All Executives drawing pay of Rs. 8600 and upto Rs. 18500 and Group 'B' Non-Executives drawing pay of Rs. 8000 and above	Rs.2400
All Non-Executives drawing pay below Rs. 8000	Rs.1800

The payment of packing allowance will be admissible, provided, -

i) Transfer involves dislocation of residence from one station to another.

ii) Packing Allowance is not admissible when an employee is permitted to retain the Authority accommodation for the family at the previous station. This will,

however, be allowed at the time of actual shifting of the family to the new station as approved by the Competent Authority.

15. Transportation of personal effects. - An employee shall be entitled to draw the actual cost of transportation by train or other means of transport for carriage of personal effects up to the maximum limit, namely: -

Categories of executives	**Personal effects that can be carried**
Executive in receipt of pay of Rs.16000 and above	Full four wheeler wagon, or 12000 kg by goods train, or one Double Container
All Executives drawing pay of Rs.8600 and upto Rs. 16000 and Group `B' Non-Executives drawing pay of Rs. 8000 and above	Full four wheeler wagon, or 6,000 kg by goods train, or one Single Container
Employees of Group "C"	1,500 kg by goods train
Employees of Group "D"	1,000 kg by goods train

(2) Octroi duty on household effect and conveyance etc, if any, paid by the employees on transfer will be reimbursed subject to the production of receipts vouchers etc.

16. Transport of conveyance. - Transport of one motorcar or one motorcycle or scooter is permissible in the case of executives and Group–B Non-Executives. Others are entitled to transport one motorcycle or scooter or moped.

(i) Transport by rail – Actual amount charged for transport by passenger is admissible. If it is transported by goods train, the cost of packing, transporting the packed vehicle to and from the goods shed, cost of crating the car, loading / unloading charges, etc., are allowed, subject to the overall limit of transport charges by passenger train.

(ii) Transport by truck – If the conveyance is transported by a truck between places connected by rail, the actual expenditure limited to passenger freight is allowed. Between places not connected by rail, actual expenses limited to the prescribed

rates as notified by the Directorate of Transport for taxi-auto-rickshaw at the starting point will be allowed.

(iii) When sent under its own propulsion – When a conveyance is sent under its own propulsion, reimbursement will be at the rates prescribed by the transport authorities at the starting point for taxi / auto-rickshaw, as the case may be. For transport between places connected by rail, reimbursement will be limited to the passenger freight. The employee and the family members will not be entitled to the fare if they travel in the conveyance.

17. Transfer travelling allowance on retirement/death. – (1) Transfer travelling allowance including transfer grant and incidentals shall be admissible to a retiring employee on the same rate as for a serving employee on transfer. If the possession of a conveyance by the employee while in service of the Authority was considered to be in the public interest, necessary facilities for its transportation to the selected place of residence should also be provided on retirement of the employee. A retiring employee has the freedom to settle down in a station of his choice and the transfer travelling allowance shall be admissible to him accordingly subject to the above being limited to what would have been admissible to him had he proceeded to his declared home town.

(2) The above concession shall also be admissible to the family of an employee who dies while in the service of the Authority.

18. Travelling allowance for journey under various other circumstances. – (1) An employee shall be entitled to draw travelling allowance as on tour for the journey to and from the place at which he appears for an obligatory departmental examination.

(2) Outside candidates called for interview of Group `A' posts will be paid AC 2 tier or first class railway fare while others will be paid second-class fare. The charges for sleeper and reservation, if paid, will also be reimbursed.

19. Travelling allowance on first appointment. - An employee shall be entitled to Air or Rail fare and cost of transportation of personal effects, as applicable to the post for which employee shall be joining. Where a fresh appointee who has availed himself of the benefit of these provisions, resigns within one year of his joining duty in Airports Authority of India, he will be liable to refund the amount paid to him by way of Travelling Allowance.

20. Conveyance allowance. - The Authority may allow, on such conditions as it may think fit, a monthly-specified conveyance allowance to an employee or a category of employees whose duties require extensive travel at the headquarters. Such an allowance shall be in lieu of all other travelling allowance for journeys at the headquarters city.

21. Amount of advance. – (1) An amount of travelling allowance, in advance, may be sanctioned by the controlling officer but it shall not exceed the amount of travelling allowance to which an employee may be entitled to in consequence of his tour or transfer.

(2) Ordinarily a second advance shall not be sanctioned to an employee until an account has been given of the first advance.

22. Submission of claims. - The right of an employee to travelling allowance including daily allowance is forfeited or deemed to have been relinquished, if the claim is not preferred within one year from the date of completion of the journey, to which it relates.

23. Countersignature. - The claim for Travelling Allowance on tour or transfer shall not be entertained unless they are countersigned by the Competent Authority.

24. Power to relaxation. - Competent Authority may, at his discretion in deserving cases, for reasons to be recorded in writing, relax any of the conditions for grant of Travelling Allowance or Daily Allowance under these regulations.

25. Removal of doubt, - Where a doubt arises as to the interpretation of these regulations, it shall be referred to the chairperson of the Authority who shall decide the same.

S. K. NARULA, Chairman
[No. ADVT-3/4/Extraordinary/158/03]

Printed by the Manager, Govt. of India Press, Ring Road, Mayapuri, New Delhi-110064
and Published by the Controller of Publications, Delhi-110054.