Ministry of Energy

(Department of Petroleum)

Notification

New Delhi, the 26th June, 1984

G.S.R.473(E) :- In exercise of the powers conferred by Section 31 of the Oil Industry (Development) Act, 1974 (No.47 of 1974) the Central Government hereby makes the following rules, namely :

1. Short title and commencement :

(1) These rules may be called the Oil Industry Development Board Employees' (Traveling Allowance) Rules, 1984.

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

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2. Definitions : In these rules unless, the context otherwise, requires :-

(1) "Board" means the Oil Industry Development Board ;

(2) "Chairman" means the Chairman of the Board ;

(3) "Competent Authority" in relation to the exercise of any power, means the Chairman or an authority to which the power of the competent authority is delegated by or under these rules;

(4) "Daily allowance" means a uniform allowance for each day of absence from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence;

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

(6) "Employee" means any person appointed to any post or office in connection with the affairs of the Board;

(7) "Headquarters" means the normal place of duty of the employee (as may be fixed by the Board) and covers an area within the radius of 8 kilometers from the normal place of duty;

(8) "Family" means an employee's wife or husband, as the case may be, residing with an employee and legitimate children and step children residing with and wholly dependent upon the employee and includes parents, sisters, minor brothers residing with and wholly dependent upon the employee;

A legitimate child or step child/parent/ sister/minor brother residing with and wholly dependent upon the employee and whose income from all sources including pension (inclusive of temporary increase in pension and pension equivalent of D.C.R.G. benefits) does not exceed Rs. 500/- p.m.

(GSR 1038(E) dt. 28/10/1988

(9) "Secretary" means the Secretary to the Board;

3. Controlling Officer : -

(1) The competent authority or any other officer to whom this power is delegated by it shall declare what authority shall be the Controlling Officer, for traveling allowance purposes, of each employee or class of employees. The competent authority may, if it thinks fit, declare that any particular employee shall his own controlling officer.

(2) All journeys shall be authorized by the Controlling Officer.

(3) Except where expressly permitted by a competent authority, a Controlling Officer may not delegate to a subordinate his duty of counter signatures.

4. Admissibility of Travelling Allowance:

(1) Traveling allowance shall be admissible only for journeys in connection with bona fide work of the Board.

(2) No bill for traveling allowance shall be paid unless it is signed or countersigned by the Controlling Officer of the employee who presents it.

(3) The right of an employee to traveling allowance is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it became due.

(4) A claim for traveling allowance shall be considered as falling due for payment on the date succeeding the date of completion of journey to which the claim relates.

5. Grading of employees :

(1) For determining the entitlements of traveling allowance, the basic pay of an employee shall be taken into account.

(2) An employee in transit from one post to another ranks in the grade to which the lower of two posts would entitle him.

(3) An employee paid out of contingencies when sent on tour, shall be treated at par with an employee in the lowest scale of pay.

(GSR 1038 (E) dt. 28/10/1988)

(4) For transfer the term 'family' shall also include parents, sisters minor brothers, adopted children, major sons/daughters as well as married and widowed daughters so long as they are residing with and are wholly dependent upon the employee.

6. Traveling allowance on tour :- The following allowances are admissible when an employee is on tour :-

(a) Mileage Allowance :- This may be granted to an employee to cover actual expenses incurred for the journey by air/rail/road/ steamer:

(b) Daily allowance;

(c) Expense allowance :- This is intended to cover expenses on telegrams, telephone calls phonograms etc. Incurred solely in the interest of the Board while on outstation duty.

7. Journeys by rail/steamer :-

(1) The Chairman and Members of the Board, including Members of the Committees of the Board, shall be entitled to the highest class of accommodation both by rail and steamer. The entitlement of the employees of the Board for journeys by rail, road or steamer shall be the same as may be laid down by the Central Government for its employees from time to time.

"[GSR 1038 (E) dt. 28/10/1988]

(2) While on tour an employee shall be paid a single fare of the class of accommodation to which he is entitled by the shortest route : provided that if he travels in a lower class, he will be entitled to the actual fare of the class by which he travels.

(3) in the case of journey when a particular class of accommodation to which an employee is entitled, is not available, he shall travel by the next lower class of accommodation. The competent authority may, for special reasons which should be recorded, declare any employee or class of employees to be entitled to accommodation of a higher class than that prescribed for his grade.

(4) Charges for reservation of seats and sleeping berths where such facility is available shall be borne by the Board.

(5) The cancellation charges paid to railways/airlines etc. May be reimbursed with the approval of the Controlling Officer, provided the journey is cancelled solely due to official reasons or reasons beyond the control of the employee.

(6) An employee who is deputed to accompany foreign delegations/very important persons shall be allowed by the Chairman, if necessary, to travel along with the members in a higher class of accommodation than that to which he is normally entitled.

(7) A journey is held to begin from and terminate at residence in the case of transfer and from the place of duty point/headquarters in the case of tour.

(8) In addition to actual fare, Members (including Chairman) and employees in receipt of basic pay of Rs.2800 and above traveling on Board's business shall be entitled to charge actual taxi expenses, and other employees to actual three wheeler scooter expenses from the duty point from which the journey starts and from the point of their arrival at destination to the hotel or any other place of temporary residence and vice-versa. [GSR 1038(E) dt. 28/10/1988]

8. Journey by Road :-

(1) For Journeys by road the employees may draw mileage allowance as admissible to Central Government Employees of equivalent status.

(2) For journeys by road between places connected by rail the road mileage will be restricted to rail fare of the entitled class.

9. For journeys by Air :- (1) Travel by air is permissible on tour or on transfer-

(a) in the case of Members of the Board or of Committees of the Board.

(b) in the case of an officer of the Board who is in receipt of actual pay of Rs.4100/- and above at his discretion. [GSR 1038(E)]

(c) in the case of an officer to whom clause (b) does not apply, whenever the competent authority certifies that air travel is urgent and necessary in the Board's interest.

(2) An employee authorized to travel by air on tour is entitled to mileage allowance equal to one standard air fare for the journey and in addition draw daily allowance for the entire absence from headquarters starting with the departure from headquarters and ending with the arrival at headquarters.

10. Rate of Daily Allowance :- (1) Daily allowance for the entire absence from headquarters will be regulated as follows. Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than 24 hours, the daily allowance will be admissible at the following rates :-

(a)	if the absence does not exceed 6 hours	Nil
(b)	if absence exceeds 6 hours but does not exceed 12 hrs.	70%
(c)	if absence exceeds 12 hrs.	Full

(2) In case the period of absence from headquarters falls on two calendar days, it is reckoned as two days and daily allowance is calculated for each as above. Similarly, daily allowance for day of departure from and arrival at head-quarters will also be regulated accordingly.

(3) No daily allowance will be admissible for the period of leave including casual/earned leave availed of while on tour.

(4) The rates of daily allowance admissible will be as under :-

Category/pay range	In metropolitan/A-class cities		At other places	
	Lodging	**Boarding**	**Lodging**	**Boarding**
Chairman and Members of the Board and other employees drawing Rs.5100 and above.	Any Hotel (Actuals)	120	Actuals	105
Rs.2800 and above but less than Rs.5100	3 star Hotel (Actuals)	85	100	70
Rs.1900 and above but less than Rs. 2800	100	65	75	50
Rs.1400 and above but less than Rs.1900	80	50	60	40
Rs.1100 and above but less than Rs.1400	70	45	50	35
Below Rs.1100	60	40	40	30”

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[GSR 1038(E) dt. 28/10/1988]

Provided that in the case of any journey performed by an official of the Central Government, or an employee of a Corporation owned or controlled by the Central Government, in connection with the attending the meetings of the Board or of any Committee or to attend to any other business of the Board, the traveling and daily allowances admissible to him shall be payable by the Board at the rates admissible to him under the rules of the Government or the Corporation under which he is for the time being employed.

(5) Notwithstanding anything contained in sub-rules (1) to (4), the Chairman or any other member of the Board who is also a member of Parliament or of the Legislature of a State, shall not be entitled to any remuneration other than compensatory allowance as defined in clause (a) of section 2 of the Parliament (Prevention of Disqualification) Act, 1959, or as the case may be other than the allowances, if any, which a member of the Legislature of the state may under any law for the time being in force in the state relating to the prevention of disqualification for membership of the State Legislature, receive without incurring such disqualification.

(6) If a member of the Board or an employee of the Board is treated as guest of the Board or Government or any other organization, the daily allowance shall be regulated in the manner indicated below :-

Where lodging is provided fee	3/4th of daily allowance
(b) Where boarding is provided free	1/2 of daily allowance
(c) When both lodging and boarding are provided free.	1/4th of daily allowance

(7) Where the hotel bills specify only consolidated amount towards lodging and breakfast charges 10% of such consolidated amount would be deducted towards breakfast charges.

11. Expense Allowance:- Miscellaneous expenses of the following nature incurred while on tour by an employee will be reimbursable with the special sanction of the Controlling Officer on production of the requisite details/vouchers/certificates.

(a) Telephone charges (Local/trunk) with details.

(b) Telegram /phonogram charges.

12. Employees traveling within eight Kilometers of head-quarters may with the permission of the competent authority, draw the actual cost of hiring conveyance.

13. T.A. on transfer: (1)A transfer at the employees own request will not be treated as transfer in the interest of the Board unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

(2) Where no change of residence is involved consequent on the transfer of an employee no traveling allowance is admissible in such cases.

(3) A member of an employee's family who follows him/ her within six months from the date of his/her transfer or precedes him/her by not more then one month may be treated as accompanying him/her. The same time limit will apply for transfer of personal effects.

(4) If the family of an employee travels to a station other than the new station or to the new station from a station other than the old station the employee shall be entitled to draw actual fare limited to the fare from the old station to the new station of transfer.

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14. (1) The employees of the Board shall be entitled to transfer grant and packing allowance at the rates as may be laid down by the Central Government for its employees from time to time.

(2) In addition to the fare for himself and members of family for journey by rail/steamer/air, as the case made be, and actual bus fare for himself and members of family in the case of journey by road, an employee may draw daily allowance for himself and each member of his family for every completed day occupied in the journey from his residence reckoned from midnight to midnight.

(3) For the period less than 24 hours on any day, the daily allowance will be admissible as follows :-

Upto 6 hours	:	Nil
Exceeding 6 hours but not exceeding 12 hours	:	70% of the normal rate
Exceeding 12 hours	:	Full

Note : The children below 12 years will be allowed daily allowance at half of the rates for adult.

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(4) If the journey is undertaken by road between places connected by rail, the actual cost of road journey, limited to rail fares for entitled class, shall be admissible.

(5) For the transportation of personal effects, an employee may draw actual cost of carriage of personal belongings the scale of entitlement will be regulated in accordance with the orders issued by the Central Government from time to time for its employees.

(6) If an employee carries his personal effects by passenger train or by road or by any other mode of transportation, he may draw the actual cost of carriage upto a limit of the amount which would have been admissible had he taken the maximum number of kilograms by goods train under Quick Transit Service.

(7) Subject to the prescribed limit of weight an employee may draw the actual cost of transporting personal effects to his new station from a place other than his old station or from his old station to a place other than his new station, provided that the total amount drawn including the cost of transporting these personal effects shall not exceed that admissible had the prescribed maximum luggage been transported by goods train from old to new station direct.

(8) 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/additional amount of not more than 25% thereof, whichever is less.

(9) The rates for carriage of personal effects between places connected by road only will be the same as may be prescribed by the Central Government from time to time for its employees.

(10) An employee will be entitled to an additional fare by the entitled class for both onward and return journeys, in addition to the normal transfer T.A. entitlement, if he has to leave his family behind because of non-availability of residential accommodation at the new place of posting.

(11) On transfer or retirement, the employee will be entitled to convey at the Board's expenses the vehicles owned by them at the following scale :

Pay range	Scale
Rs.1900 and above	One motor car or one motorcycle/scooter
Below Rs.1900	One motorcycle/scooter/one bicycle.

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Actual transportation charges limited for freight charged by passenger train will be reimbursed,

(12) A claim for reimbursement of travelling allowance on transfer shall be supported by the money receipts showing the actual weight and the amount paid for the transportation of personal effects separately by rail/road etc.

(13) For cartage of luggage from residence to railway station and vice-versa on transfer, transportation charges, subject to a maximum of Rs.100 each, both at the old and the new station will be allowed to all the employees other than those getting a pay below Rs.1100 per month, to whom Rs.50 each at the old and the new station will be allowed."[GSR 1038(E) dt. 28/10/1988]

15. T.A. for proceeding or returning from leave: - When an employee is compulsorily recalled to duty before the expiry of leave and the leave is thereby curtailed by not less than 30 days, he is entitled to draw traveling allowanced as for a journey on tour from the place at which the order of recall reaches him to the station of his headquarters.

16. Journey to give evidence and to attend court as a Junior: - in such cases an employee shall be entitled to T.A. as on tour if the amount paid by the court is credited to the Board.

17. Journey during suspension: - In such cases an employee who is required to undertake journey to another station shall be entitled to T.A. as an tour from the permitted place of residence to place of enquiry. However no T.A.will be admissible if the place of enquiry is changed at the employee's own request.

18. T.A. on retirement: - On retirement an employee is entitled to T.A. as on transfer for himself and members of his family for journey to his home town or to the place where he intends to settle after retirement except that journey by air is not permitted.

19. T.A. to the family of an employee who dies while in service :- The Chairman may grant to the family of an employee who dies while in service traveling allowance for journey on retirement.

This concession shall, however, not be available in following cases :

(a) Employees who die while on leave preparatory to retirement and who have already drawn T.A.

(b) Retired employees who have been reemployed.

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20. T.A. for attending Seminars/Conferences etc. As a general practice when an employee is permitted by the Chairman to attend meetings, seminars and conferences in the interest of the Board, he will be entitled to T.A. as on tour.

21. (1) Journeys to obtain medical treatment etc. :- (a) An employee or any member of his family will be entitled to travel by rail, road or air according to the exigency of each case and the actual cost of travel limited to fare of the entitled class will be reimbursed for the patient as well as for attendant/ escort.

(2) Reimbursement of Ambulance charges :- An employee will be entitled to reimbursement of charges paid for ambulance used for his conveyance or conveyance of members of his family if it is certified to be necessary by the attending Medical Officer.

22. T.A. Advance :- The competent authority may sanction an advance to an employee proceeding on tour or transfer. The advance shall normally be restricted to 90% of the estimated expenditure on tour or entitlement of an employee on transfer.

23. The provisions in these rules will supersede the corresponding provision, if any, in this regard in Oil Industry (Development) Rules, 1975.

24. Claims not covered by these rules will be decided in consultation with the Central Government.

25. Leave Travel Concession :- The leave travel concession shall be admissible to an employee and his family once in each block of two years for visiting his home-town and the entire cost of the fare from headquarters to his home-town and vice-versa irrespective of the distance involved shall be met by the Board. However, if the employee concerned does not avail of leave travel concession to go to his home town in any block of two years, he may choose to go to any place in India other than home-town. However, the concession to visit a place other than home-town can be availed of once in a block of four years. The block years for this purpose would be 1978-81 1982-85 and so on.

26. (1) Each employee, in order to become entitled to travel concession, shall make a declaration of his 'home town' to the Board.

(2) New entrants in service shall make declaration of their 'home town' within 3 months of joining service.

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(3) The 'Home-town' for this purpose shall be the place as will be declared by an employee duly supported by reasons such as ownership of immovable property permanent residence of near relatives for example parents, brother and the place where he would normally reside but for his absence due to service with the Board.

(4) The declaration of 'Home -Town' once made shall ordinarily be treated as final, but in exceptional circumstances, the Chairman may authorise a change in such declaration provided that such change shall not be made more than once during the service of the employee.

27. An employee will be entitled to avail of this concession for visiting his home town only once in each block of two years and for visiting any place in India other than his home-town only once in each block of four years regardless of whether or not his family also avails of this concession. Provided, however, an employee who has a family , as defined in these Rules, living away from his place of work may, instead of having the concession for his family as well as for himself once in a block of two years, avail of the concession for himself alone once every year for visiting his home-town.

28 (1) The leave travel concession shall be admissible to an employee during leave of any kind, including casual leave; irrespective of the amount of leave.

(2) This concession for 'home-town' would also be admissible to an employee and his family during leave preparatory to retirement, refused leave and terminal leave, provided that this concession has not be availed of during particular block in which these periods of leave fall and provided also that the journey commenced within the period of leave.

(3) This concession shall not be admissible to an employee who proceeds on leave and then resigns his post without returning to duty.

29. This concession shall be admissible to :-

(a) all employees of the Board who have completed one year's continuous service in the Board ;

(b) officers on deputation or on foreign service in the Board provided, however the terms and conditions of deputation do not otherwise prescribe; and

(c) re-employed officers who have completed one year's continuous service in the Board.

30. (1) The class of Railway accommodation shall be determined with reference to the entitlement of the employee under these rules, except that journey by air or First class ACC by rail is not allowed.

(2) If for some reason the employee and/or his family travel(s) in a higher class, the concession shall be restricted to the fare of the authorised class only.

(3) If the journey is performed by a class lower than the authorised class, the concession shall be limited to lower class fare actually paid.

(4) All the employees will be entitled to reimbursement of reservation charges for seats/sleeper berths, in addition to the fare of their entitled class.

(5) The employees of the Board may travel by Mail or Express train, at their discretion.

31. (1) The concession shall be limited to the fare by the shortest route calculated on a through ticket basis.

(2) The employee before availing of the concession shall declare where he intends to go.

(3) If the journey or part thereof is made by road, the assistance shall be to the extent of the Railway fare by the authorised class or on the basis of the actual expenses incurred by an employee, whichever is less. Provided that where the journey is performed by an employee by his own car the Board's assistance will be limited to what would have been admissible had the journey been performed by rail by the authorised class. In such cases no scrutiny of the actual expenses incurred for the journey by car will be made.

32. (1) The members of an employee's family need not accompany the employee or even travel in the same calendar year in which the employee

travels. The members of the family will get assistance independently, whether the employee proceeds on regular leave or not.

(2) Family may travel in one group and or in difference groups provided the different group complete the return journey within six months from the date of their respective outward journeys.

(3) Concession for one block can be carried forward to the first year of the next block.

(4) Employees are entitled to get advance for the journeys. The amount of such advances shall not exceed 90% of the T.A. admissible for the journeys.

33. (1) All employees shall submit their claims for charges soon after the completion of the journey.

(2) Full details regarding Ticket Nos. Money receipt etc. Shall be submitted in proof of having performed the journeys.

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