भारतीय खाद्य निगम (मुख्यालय)
FOOD CORPORATION OF INDIA (HQRS.)
कार्मिक (नीति एवं औद्योगिक सम्बंध) प्रभाग
PERSONNEL(POLICY & INDUSTRIAL RELATIONS) DIVISION
स्थापना नीति अनुभाग
ESTABLISHMENT POLICY SECTION
खाद्य सदन १६-२०, बाराखम्बा लेन, नई दिल्ली - ११०००१
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No. E.P.19 (1)/2018 **Date:18.10.2018**

(Circular No. EP-13-2018-24)

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

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

i) EP-13-2009-07 dated 26.02.2009 regarding Travelling allowance on Tour/Transfer to the employees of the Corporation.

ii) EP-13-2010-38 dated 27.12.2010 regarding Travelling allowance on Tour/Transfer to the employees of the Corporation.

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. 19030/1/2017-E.IV dated 13/07/2017. 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 Composite Transfer / Packing Grant and Transportation of personal effects for Category III and IV employees, will be decided after wage revision. Instructions in this regard with respect to Category III and IV shall be issued separately.

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. The above instructions come into force with effect for journey made on or after 21.06.2018.

(Authority Item No. **46/2018** of the**388th**Meeting of the Board of Directors held on 27th Sept. 2018).

HKumar 18/10/18

(Harish Kumar)
Deputy General Manager (EP)

Encl: as above
Distribution: As per mailing list.

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1. Entitlement for Journeys on Tour/Training:

A. Travel entitlement within the country.

Designation	Travel Entitlement
EDs and above	Business /Club Class by air/ AC I Tier by Train.
CGMs, GMs and CMOs	Economy Class by air/ AC I Tier by Train.
DGMs, AGMs, ZMOs, MOs, Managers, AG.I and their equivalent.	Economy Class by air/ AC II Tier by Train.
AG.II, AG.III and their equivalent and Category IV	First Class/ AC III Tier/ AC chair car by Train.

It has also been decided to allow employees to travel by Premium Trains/Premium Tatkal Trains and Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and reimbursement of Dynamic /Flexi Fare in Shatabadi/Rajdhani /Duronto Trains while on official tour/training. Reimbursement of TatkalSeva charges which has fixed fare shall also continue to be allowed.

Travel Entitlement for journey in Premium /Premium Tatkal/Suvidha /Shatabadi/Rajdhani/Duronto trains will be as under

Designation	**Travel Entitlement in Premium / Premium Tatkal / Suvidha/ Shatabdi/ Rajdhani/ Duranto Trains.**
CGMs, GMs, CMOs and above	Executive / AC 1st Class (in case of Premium / Premium Tatkal / Suvidha/ Shatabdi/ Rajdhani/ Duranto as per available highest class)
DGMs, AGMs, ZMOs, MOs, Managers, AG.I and their equivalent.	AC 2nd Class / Chair Car (in Shatabdi Trains)
AG.II, AG.III and their equivalent and Category IV	AC 3rd Class / Chair Car.

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.

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(iii) 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) In case of non-availability of seats in entitled class, all Corporation employees are allowed to travel below their entitled class of travel.

(v) The revision of Travelling Allowance entitlement for Manager and AG-I on the above mentioned subject is applicable only for tour purposes and not for LTC purposes.

B. <u>International Travel entitlement.</u>

Designation	Travel Entitlement
CMD	First Class
Managing Director and EDs	Business/Club Class
Others	Economy class.

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C. <u>Entitlement of journey by sea or by River steamer.</u>

Designation	Travel Entitlement
AGMs, ZMOs, MOs and above	Highest Class
Managers, AG-I and their equivalent	If there be two classes only on the steamer, the lower class.
AG-II and equivalent	If there be two classes on the steamer, the lower class. If there be three classes on the steamer, the middle or second class. If there be four classes on the steamer, the third class.
AG-III, below AG-III and their equivalent	The lowest class

(II) 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:

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Designation	Travel Entitlement
AGMs, MOs and above	Deluxe class
Managers, AG-I & equivalent	First/ 'A' Cabin Class
AG-II & equivalent	Second/ 'B' Cabin Class
AG-III, below AG-III & their equivalent	Bunk Class

(a) Mileage Allowance for journeys by Road:

At places **where specific rates have been prescribed**:

Designation	Travel Entitlement
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 journey by auto rickshaw, own Car, motor cycle, moped, etc,.
ii)CGMs, GMs, CMOs, DGMs, AGMs, ZMOs, MOs, Managers, AG.I and their equivalent.	Same as at (i) above with the exception that journeys by AC taxi will not be permissible.
iii)AG-II and equivalent	Actual fare by any type of public bus excluding air conditioned bus. *Or* At prescribed rates for auto rickshaw for journey by auto rickshaw, own car, motor cycle, moped, etc,.
iv)AG.III, below AG-III and their equivalent	Actual fare by ordinary bus only *Or* At prescribed rates for auto rickshaw for journey by auto rickshaw, own scooter, motor cycle, moped, etc.

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

(i) For journeys performed in own car/taxi: Rs 24/KM

(ii) For journeys performed by auto rickshaw, own scooter, etc,.: Rs 12/KM

The rates will further rise by 25% percent whenever DA increases by 50%.

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2. T.A on transfer

A. Travel Entitlement:

i) Travel entitlements are 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.

As per SR 114 travelling allowance is admissible if the transfer is done for the public convenience and the employee is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the public convenience unless the authority sanctioning the transfer for special reasons which should be recorded, otherwise directs.

The officials transferred after completion of full tenure will be eligible for travelling allowance even if posted to the place of their choice. This is because the transfer after completion of tenure is mandatory and is subject to public convenience.

ii) The provisions relating to small family norms as contained in para 4(A) of Annexure to Ministry of Finance O.M F No 10/02/98 –IC &F no 19030/2/97/ -EIV dated 17.04.1998 circulated vide para 3 of circular no 40 of 1998 dated 15.09.1998 shall continue to be applicable. The said para is summarized as below:

To encourage adoption of small family norms, travelling allowance on transfer will be restricted to only two dependent children of an employee. This condition shall not be applicable to those employees who already have more than two children including those born upto 31.12.1998.This condition is also not applicable if future pregnancy result in multiple birth as a consequence of which the number of children exceed two.

B. Composite Transfer and Packing Grant :

i) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay as defined in para 3 of OM no. 19030/3/2017-E.IV dated 13.07.2017in case of transfer involving a change of station located at a distance of or more than 20 Kms. from each other. However, for transfer to and from the Island territories of Andaman, Nicobar and Lakshadweep, it shall be at 100% of last month's Basic Pay. Further, NPA and MSP shall not be included as a part of Basic Pay for determining entitlement for Composite Transfer Grant.

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ii) In cases of transfer to stations which are at 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 change of residence is actually involved.

iii) In cases, where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the 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:

Level	By Train/Steamer	By Road
EDs, CGMs, GMs, CMOs	6000 Kg by goods train/4 Wheeler wagon/1 double container	Rs. 50/- per Km
DGMs, AGMs, ZMOs, MOs, Managers and their equivalent	6000 Kg by goods train/4 Wheeler wagon/1 single container	Rs. 50/- per Km

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The rates will further rise by 25% percent whenever DA increases by 50%.

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. The claim for reimbursement shall be admissible subject to the production of actual receipts /vouchers by the employee. Production of receipts /vouchers is mandatory in respect of transfer cases of North Eastern region, Andaman & Nicobar Islands and Lakshadweep also. Transportation of Personal effects by road is as per KM basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.

D. Transportation of Conveyance.

Level	Reimbursement
Manager and above	1 motor car etc. or 1 motor cycle/scooter
AG.I and below	1 motorcycle/scooter/ moped/ bicycle

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The general conditions of admissibility of TA on retirement as prescribed in S.R.116 will, however, continue to be applicable. The Government of India Orders under the SR 116 allows following rates

a.	By passenger train	Actual freight charged by rail for transporting at owner's risk
b.	By good train	Actual freight charged for goods train plus cost of transporting the packed car to and from the goods shed at the arrival and departure stations limited to the amount at a) above
c.	On its own propulsion	Prescribed rates limited to expenditure on transportation by passenger train if stations are connected by rail else prescribed rates
d.	By truck	Actual expenses limited to prescribed rates or expenditure on transportation by passenger train whichever is less, if stations are connected by rail else Actual expenses limited to prescribed rates

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Prescribed rates mean the rate notified by concerned Directorate of Transport for taxi and auto rickshaw at the starting point.

If the employee and or family members travel with the car or conveyance when being transported on its own propulsion, they shall not be eligible for separate fare by air or rail or road mileage.

Under Rule 116 a) I iv, Note 1, one second class fare for the chauffeur or cleaner (other than domestic servant) can be drawn for the shortest route from and upto the station to which the car is actually carried by rail.

3. T.A entitlement of Retiring Employees:

TA on Retirement includes 4 components:- (i) Travel entitlement for self and family (ii) Composite Transfer and Packaging Grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance. The general conditions of admissibility of TA on retirement as prescribed in S.R.147 will, however, continue to be applicable.

(i) Travel Entitlement

Travel entitlement as prescribed for tour/transfer in Para 1 above, except for International Travel, will be applicable in case of journeys on retirement.

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ii) **Composite Transfer and Packing Grant(CTG)**

The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than20km. However, in case of settlement to and from the island territories of Andaman, Nicobar and Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as a part of Basic Pay for determining entitlement for Composite Transfer Grant.

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 CTG subject to the condition that a change of residence is actually involved.

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iii) **Transportation of personal effects: -**Same as Para 2(C) above.

iv) **Transportation of Conveyance:-**Same as Para 2(D) above.

As per SR 147, TA on retirement is not admissible on resignation, dismissal, removal or compulsory retirement as a measure of penalty. It can be availed by employee during the leave preparatory to retirement or within one year of the date of his retirement.

TA to the family of deceased employee is same as TA entitlement for retiring employees and is admissible when journey is conducted within one year of death of employee from the last headquarters of employee to his hometown or any place where the family wishes to settle. It is subject to general condition of admissibility as per SR 148

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