

NATIONAL SCHEDULED CASTES FINANCE AND DEVELOPMENT CORPORATION
TRAVELLING ALLOWANCE RULES, 1992
(Revised in 150th Board Meeting held on 20th March, 2019)

These rules will be called the “NSFDC Travelling Allowance Rules, 1992”
(Revised in 150th Board Meeting held on 20th March, 2019).

I. OBJECTIVE

To define and lay down the corporation’s policy and rules on reimbursement of expenses incurred on official travel in India.

II. SCOPE

These rules will be applicable to all regular full time employees of the corporation including full time stipendiary trainees other than Apprentices under the Apprentices Act, 1961. These rules shall also cover the candidates called for interview/fresh appointment and any other person required by the Corporation to perform its work.

III. DEFINITIONS

- a) Travelling Allowance means an Allowance, the employee draws on account of the expenses incurred on official travel within India in connection with the Corporation’s work.
- b) Corporation means NSFDC its Headquarters and Liaison Centres.
- c) Employee means a person employed by the corporation on a regular full time basis including probationers, deputationists (unless the terms and conditions of deputation otherwise prescribe) but does not include casual or part time employees.
- d) FAMILY means an employee’s spouse residing with the employee and legitimate children including legally adopted children and step children residing with and wholly dependant on the employee.

For the purpose of transfer travelling allowance, family would also include Parents, Step Mother, Brothers (below 18 years) and Sisters (unmarried or widowed) residing with or wholly dependant upon the employee.

- e) Dependant for the purpose of these rules will cover the family member whose individual income from all sources does not exceed **Rs.500/- p.m.** In case of parents income of both father and mother jointly will be taken into account for this purpose.
- f) Pay means Basic Pay together with special pay, personal pay, officiating pay, deputation allowance. In respect of stipendiary trainees, the amount of stipend admissible to them or the pay at the minimum of the scale of the post

to which they will be appointed after satisfactory completion of the training whichever is lower shall be treated as pay for the purpose of these rules.

- g) Tour means a journey undertaken for the Corporation's work out of the municipal/geographical limits of the Headquarters or station at which he/she is posted for which Travelling Allowance is payable.
- h) Transfer means the movement of an employee from the Headquarters at which he/she is posted to another station to which his/her headquarters have been changed to take up duties of a new post.
- i) Controlling Officer means an officer delegated with the power of counter signing TA bill under the approved Delegation of Powers.

IV. TRAVELLING ALLOWANCE

An employee will be eligible for Travelling Allowance by the shortest route if journey are undertaken by him/her with the consent of the Controlling Officer for the following purposes:

- a) Recall from leave;
- b) Appearing in interview departmental examination or selection test conducted by the corporation;
- c) Journey for joining duty on first appointment in the Corporation;
- d) Superannuation/retirement journey undertaken by the employee and/or his family;
- e) Participation in training programmes, seminars and conferences as participants;
- f) Medical examination and/or treatment;
- g) Appearing in the court as jury, assessor, witness (only in the interest of the Corporation);
- h) Appearing as prosecution witness on behalf of the state;
- i) Employees of the Corporation appearing as accused/or assisting the officer in departmental/vigilance inquiry;
- j) Travel on tour;
- k) Transfer;
- l) Participation in sports/cultural events representing the Corporation;
- m) Receiving national awards;

In addition to the above, TA will be payable in respect of the following journeys:

- n) Appearing for test/interview by external candidates for appointment to post in the Corporation;

- o) Journey undertaken by the family in the event of the death of the employee from the last station of duty to their hometown or to a place where they decide to settle down permanently.

V. ENTITLEMENT OF EMPLOYEES TO THE PRESCRIBED MODE OF TRAVEL/TRANSPORT, RATE OF ROAD MILEAGE WHEN USING OWN CONVEYANCE FOR OFFICIAL WORK ON TOUR

(a) Mode of Travel/Transport for employees of the Corporation for official work on tour

Sl. No.	Grade/Pay Scale	By Air	By Train	By Road
i)	CMD/Director	Business Class	AC 1 st Class	Actual taxi fare or actual bus fare of any AC, Delux, Ordinary Bus
ii)	E-6 to E-7	Economy Class	AC 1 st Class	Actual taxi fare or actual bus fare of any AC, Delux, Ordinary Bus
iii)	E-3 to E-5	Economy Class	AC 1 st Class	Actual taxi fare or actual bus fare of any AC, Delux, Ordinary Bus
iv)	E-1 to E-2	N.A.	AC 2 nd Class	Actual taxi fare or bus fare of any AC, Delux, Ordinary Bus
v)	E-0	N.A.	AC 2 nd Class	Auto or Actual bus fare of any AC, Delux, Ordinary Bus
vi)	N-1 to N-6 & S-1	N.A.	3 rd AC	Auto or actual bus fare of AC, Delux, Ordinary Bus

[Amended vide Office Order No.NSFDC/HR(POL)/3/91/VOL.II dated 14.05.2019 (150th BM held on 20.03.2019)]

(b) Rate of Road Mileage when using own conveyance for official work on tour

S. No.	Category/ Grade	Own Conveyance (Road mileage in case of own Conveyance)
i)	CMD	Rs. 16/- per km. in case of own car.
ii)	E-1 to E-7	Rs. 12/- per km. in case of own car. Rs. 8/- per km. in case of own scooter/motorcycle.
iii)	N-1 to N-6, S-1 & E-0	Rs.8/- per km. in case of own scooter/motorcycle.

[Amended vide Officer Order No. NSFDC/p-II/4(1)/91/2159 dated 29th August, 2013. (127th BM held on 25.07.2013)]

NOTE

In case an employee is required to travel by a mode of transport other than that prescribed in these rules and if the Chairman-cum Managing Director/Managing Director thinks it necessary or expedient to do so, he may by order for reason to be recorded in writing and allow the change in mode of transport.

Further to the above, employees would be entitled to the following on travel:

1. Actual fare for journey from residence, place of stay to Railway Station/Airport/Bus Stand and vice versa for journeys undertaken while on tour for official work shall be reimbursed subject to the approval of the Controlling Officer.

2. Road mileage in case where the employee use their own vehicle for official work on tour at the touring station.
3. Reservations charges, surcharges and cancellation charges if the journey is cancelled due to official reasons.
4. Where journey are performed by employee either on tour or transfer, by road between stations connected by rail, taxi fare or road mileage allowance as calculated will be limited to the actual or rail fare as admissible whichever is less and reimbursement shall be made on production of a cash receipt.
5. For the purpose of these rules, Chairman-cum Managing Director/Managing Director shall be the Controlling Officer for General Managers. In case of all other employees irrespective of their pay range, General Managers shall be the Controlling Officer(s).

VI. ADMISSIBILITY OF TRAVELLING ALLOWANCE FOR THE FOLLOWING JOURNEYS IS AS UNDER:

1. Recall From Leave

A Corporation employee temporarily recalled from leave to join duty before the expiry of leave and in case the leave is curtailed by not less than one month, only the employee will be paid travelling allowance for the journey from the station the leave was being spent to the station of recall.

If the period by which the leave is curtailed is less than one month, then the Competent Authority may at its discretion, sanction travelling allowance to the employee for the journey from the station the leave was being spent to the station of recall.

2. Appearing in Departmental Examination, Interview or Selection Test

(i) A corporation employee called for examination from outstation for posts in the executive and non executive categories will be paid Travelling Allowance admissible to him/her as per his/her normal entitlement.

(ii) External candidates called for interview, selection test for posts in the **Grade/Pay Scale of E-1 & above** will be paid single return second class and first class rail fare respectively or actual bus fare limited to the rail fare admissible whichever is less. (Charges for sleeper and reservation if paid will also be reimbursed).

Only outstation Scheduled Caste and Scheduled Tribe candidates called for interview/selection test for posts in the **Grade/Pay Scale of E-0 & below** will be paid single return second class rail fare or actual bus fare whichever is less in accordance with government directives in force from time to time. (Charges for sleeper and reservation, if paid, will also be reimbursed)

3. Travel On First Appointment in the Corporation

a) Candidates joining the corporation against posts carrying the **Grade/Pay Scale of E-1 & above** on fresh appointment will be allowed by the Controlling Officer after their joining the

Corporation actual air/rail/bus fare/road mileage allowance for self and family as admissible under these rules according to the grade/post and pay offered to them by the Corporation.

- b) Such candidates will also be entitled to the actual expenses incurred on transportation of his/her personal effects/packing charges as admissible under these rules corresponding to the post offered by the Corporation subject to production of the cash receipts.
- c) For entitlement of travelling allowance under the rules, the families of fresh appointees should join them within a maximum period of 6 months reckoned from the date of their joining the Corporation.
- d) Provided that where a fresh appointee who has availed himself all the benefits under these rules resigns within one year of his joining the Corporation he will be liable to refund the amount paid to him in terms of travelling allowance, transportation charges.
- e) Candidates joining the Corporation against all other posts on fresh appointment from any source will be required to report for duty at the prescribed station of posting at their own expenses.

4. Travel on superannuation/retirement including voluntary retirement/death of the employee

Employee including a deputationist from Central/State Government/Public Sector Undertaking retiring from the services of the Corporation without reverting to his/her parent department shall be entitled to transfer grant and reimbursement of other expenditures as applicable for normal transfer as per NSFDC TA Rules, 1992.

[Amended vide Office Order No. NSFDC/P-II/4(1)/91/2159 dated 29th August, 2013 (127th BM held on 25.07.2013)]

5. Travel for training programmes/ seminars/ conferences

Employees sponsored or nominated for participating in a training programmes, seminars, conferences will be entitled to normal Travelling Allowance as admissible to them on tour under these Rules.

6. Travel for medical examination/treatment:

Travelling allowance shall be admissible to an employee/any member of his family who is entitled to medical facilities for medical examination/treatment under the Medical Benefit Rules of the Corporation as per his/her normal entitlement under these rules.

7. Travel for attending vigilance/disciplinary enquiry/court of law outstation

Employees required to travel outstation for :

- i) Giving evidence in court of law where the Corporation is not actually a party but is interested in the case or
- ii) Attending a departmental/vigilance inquiry (other than at employee's own request or that of co-employee) shall be entitled to Traveling Allowance as on tour under these rules.

Any amount received by the employee from the Court for attendance or boarding and lodging etc. shall be refunded to the Corporation if TA/DA has been claimed from the Corporation for this purpose.

In respect of employees under suspension, Travelling Allowance as on tour from the Headquarters to the place of inquiry or from the place at which he has been permitted to reside during suspension, to the place of inquiry shall be admissible to him/her according to the Grade to which he/she belonged prior to his suspension under these rules.

8. Travel on tour

Employees on tour/official journey shall be entitled to Travelling Allowance admissible to them under these rules.

9. Travel on transfer

An employee on transfer shall be entitled to reimbursement as follows:

a) Travel Expense

- i) Travel for self and family by the entitled class/mode of transport as on official tour under these rules. In case of inter office/unit transfers, Travelling Allowance will be paid with reference to the grade and pay of the employee at the new station of posting.
- ii) Reimbursement of actual fare for journey from residence/place of stay to airport/railway station/bus stand and vice versa as per entitlement.
- iii) In case own car/scooter/motor cycle/moped is used on transfer, actual or entitled road mileage for self and family or rail fare of the entitled class whichever is less will be reimbursed.

An employee on transfer whose family does not accompany him to the new station during his first journey to join the post, may avail the option to claim Travelling Allowance for himself either for the first journey performed by him or for the subsequent journey that he may undertake along with his family to the new station.

Employees who join the Corporation on fresh appointment and to whom rail fare for self and family is admissible under these rules will also be entitled to the above option.

b) Transfer Grant

Employees will be entitled to one month's Basic Pay plus DA of his/her grade/pay of the new station of posting as Transfer Grant for setting up of the new establishment.

c) Packing Charges

Actual packing charges will be reimbursed subject to production of receipt as per the following limits:

S. No.	Grade/Pay Scale	PACKING CHARGES
1.	E-7 and above	Rs. 1500/-
2.	E-5 & E-6	Rs. 1200/-
3.	E-4	Rs. 1000/-
4.	E-1 to E-3	Rs. 800/-
5.	N-6, S-1 & E-0	Rs. 600/-
6.	N-1 to N-5	Rs. 400/-

NOTE:

- 1) Packing Charges will be granted at flat rates and are not related to the quantity of personal effects transported.
- 2) Packing charges will be admissible even if the employee does not shift his family but only his personal effects within a period of 6 months from the date of his journey on transfer.
- 3) No packing charges shall be admissible for transfers within the same station or if the distance between two stations is less than 20 Kilometers.

d) Transportation of Personal Effects by Road on Transfer and Applicable Rates of Road Mileage

An employee will be entitled to actual expenditure incurred on transportation of his personal effects on production of receipts, subject to the following limits:

S. No.	Grade/Pay Scale	Entitlement for Carriage of Personal Effects by Train/Steamer	Rate Per Km – for Transportation by Road (Rs. Per Km.)
1.	E-7 and above	Four Wheeler full wagon or 6000 Kgs. by goods train or one double container.	Rs.18/- per Km.
2.	E-5 & E-6	Four wheeler full wagon or 6000 Kgs. by goods train or one single container.	Rs.18/- per Km.
3.	E-4	5000 Kgs. by goods train.	Rs. 16/- per Km.
4.	E-1 to E-3	4000 Kgs. by goods train.	Rs.12/- per Km.
5.	N-6, S-1 & E-0	3000 Kgs. by goods train.	Rs.9/- per Km.
6.	N-1 to N-5	2000 Kgs. by goods train.	Rs.6/- per Km.

An employee may transport his/her personal effect either by goods train/steamer or by road and his/her admissibility shall be regulated as per the rates mentioned in the table above. Where the actual expenditure is less than the amount admissible as per these rules, the claim will be restricted to the actual cost of transportation. Charges for transportation of personal effects of an employee on transfer may be admitted even if personal effects do not accompany him, provided that personal effects are carried within 6 months of his taking over charge at the new station of posting.

[Amended vide Officer Order No. NSFDC/P-II/4(1)/9 dated 29th August, 2013 (127th BM held on 25.07.2013)].

e) **TRANSPORTATION OF VEHICLE**

In addition to the above, an employee shall be entitled to reimbursement of transportation cost of his vehicle (one motor car or motor cycle or scooter or bicycle) provided the same is necessary for the purpose of his duties subject to the following limits:

- i) If transported by goods train:
Actual cost of packing and freight between 2 stations;
- ii) If transported by passenger train:
Actual freight charges by the railways;
- iii) If transported by road by truck or under own propulsion:
Freight admissible had the vehicle been transported by passenger train.

The above benefits i.e. Travel Expenses, Travel Grant, Transportation of Personal Effects and Transportation of Vehicles, Packing Charges etc. will neither be admissible to employees in case transfer from one station to the other is effected at his own request or the employees transferred from one station to another temporarily for short period not exceeding 180 days. In latter case, the employee may be treated as on tour for the purpose of regulating their entitlement to Travelling Allowance under these rules.

10. Travel for sports/cultural events

Employees participating in sports/cultural events representing the Corporation will be entitled to normal Travelling Allowance as admissible in tour under these rules.

11. Receiving National Awards

Employees receiving national awards will be entitled to normal Travelling Allowance as admissible on tour under these rules.

12. Miscellaneous

- i) Employees proceeding on journey on tour or transfer may be granted an advance to meet travelling and other expenses.
Normally not more than one TA advance may be allowed to be drawn by an employee. However depending upon the merits of the case, the controlling officer may relax this provision and allow a second advance.
- ii) Employees on transfer shall be given advance not more than 2 months, before the date of commencement of the journey. An employee may be granted a second transfer travelling allowance advance to meet the travelling expenses of his family members who follow him provided the first advance drawn by him has been fully adjusted. Other permissible expenses will be reimbursed on submission of actual bills.

- iii) An employee shall be required to submit the travelling allowance bill on completion of journey. The advance granted shall be recovered from his salary, if the bill is not submitted by him/her:
 - (a) Within 15 days of completion in respect of tours.
 - (b) Within 3 months of the date of taking over charge at the new station in respect of transfers.
- iv) Besides transfer travelling allowance an employee on transfer may be allowed an advance not exceeding one months pay, which shall be interest free and recoverable in 6 equal installments from the salary of the employee from the following month.
- v) Application and bills for travelling allowance advance (tour) and travelling allowance advance (transfer) shall be submitted in the prescribed formats. Similarly tour travelling allowance and transfer travelling allowance bills shall also be submitted in the prescribed formats, in force and amended from time to time.
- vi) These rules shall come into force with immediate effect and shall supersede all the rules and regulations, orders, instructions issued earlier in this regard.
- vii) Classification of employees prescribed above in these rules shall hereinafter be applicable to all TA and related rules and regulations framed by the Corporation.
- viii) The corporation reserves the right to modify, amend/repeal these rules.

13. **POWER TO RELAX**

Where the CMD/MD is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may by order for reasons to be recorded in writing dispense with or relax the requirement of these rules to such extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner.

ANNEXURE
(TA Rules, 1992)

Amended vide Office Order No. NSFDC/HR(POL)/3/91/VOL.II dated 14.05.2019
(150th BM held on 20.03.2019)

(I) **Lodging charges** admissible to employees of the Corporation on tour, is revised as under:

Grade/Pay Scale	Lodging Allowance*		
	X Class Cities	Y Class Cities	Z Class Cities
CMD	15000	13000	11000
E-6 to E-7	12000	10000	8000
E-4 to E-5	10000	8000	6000
E-1 to E-3	8000	6000	4000
E-0	6000	4000	3000
N-1 to N-6 & S-1	4000	3000	2000

* The above rates will be exclusive of taxes.

(II) **Daily Allowances (DA)** admissible to employees of the Corporation on tour, is revised as under:

Grade/Pay Scale	DA rates		
	X Class Cities	Y Class Cities	Z Class Cities
CMD	1200	1100	900
E-6 to E-7	1000	900	800
E-4 to E-5	800	700	600
E-1 to E-3	700	600	500
E-0	600	500	450
N-1 to N-6 & S-1	500	450	400

Other features governing admissibility and regularization of Daily Allowance (DA) claim is as under :

- Henceforward, all mileage points received against air journeys shall be used for office purpose.
- Payment of Daily Allowance will be regulated on the basis of the absence from Headquarters on any calendar day
 - More than 6 hours but : 50% of the normal rate
does not exceed 12 hours
 - More than 12 hours : Full rate
- Wherever free lodging is provided by any organization of the State Government, Daily Allowance will be payable @ 85% of the rate of DA applicable to each of such category.
- Where lodging and boarding i.e. everything is provided free by any organisation or State Government, Daily Allowance will be payable @ 25% of the rate of DA applicable to each of such category.

5. Each tour shall be undertaken only after obtaining the approval of the Chairman-cum-Managing Director.
6. No Daily Allowance will be admissible for the days of leave whether spent at the tour station or elsewhere and for holidays/weekly off days spent away from the tour station.
7. Every employee shall be required to submit his/her tour bill within maximum 3 months in the prescribed proforma available with the Corporation. All original bills, receipts and tickets shall also be required to be attached with the tour bill. Bill submitted after 3 months will not be accepted and the entire advance shall be recovered.
8. As far as practicable, officers shall avail themselves of guest house facility of Central/State Governments and those of Public Sector Enterprises wherever available. They should plan their tour in advance accordingly.
9. No daily allowance will be paid for journeys within the municipal limits of employees Headquarters, but actual conveyance charges if otherwise admissible will be reimbursed.
10. Normal advance of TA for official tours would be restricted to 90% of the fare by Air, Train, Road etc. In exceptional cases, higher amount can be paid with the sanction of the Chairman-cum-Managing Director.
11. Daily Allowance during journey period will be admissible as applicable for other places.
12. Chairman-cum-Managing Director will have the right to relax the TA/DA rules if he is satisfied that doing so is in the interest of the working of the Corporation.
(Amended vide Office Order No. NSFDC/Pers(POL)/3/91/VOL.II dated 19th March, 2009 (105th BM held on 27.02.2009)

REFERENCES:

- I. **CLASSIFICATION OF CITIES** as per DPE's OM dated 04/08/2017 is as under:

Classification of Cities	Population
X Class Cities	50 lakhs and above
Y Class Cities	5 lakhs to 50 lakhs
Z Class Cities	Below 5 lakhs

- II. **PRESENT GRADE/PAY SCALES** are as under:

Sl. No.	Posts	Pay Scale (w.e.f.01.1.2017) (Rs.)
Below Board Level Executive Posts:		
1.	E-7	100000-260000
2.	E-6	90000-240000
3.	E-5	80000-220000
4.	E-4	70000-200000
5.	E-3	60000-180000
6.	E-2	50000-160000
7.	E-1	40000-140000
8.	E-0	30000-120000
Non-Unionized Supervisory Level:		
1.	S-1	27000-95000
Unionized Non-Executives:		
1.	N-6	26000-93000
2.	N-5	25000-90000
3.	N-4	24000-87000
4.	N-3	23000-84000
5.	N-2	22000-80000
6.	N-1	21000-77000
