

## Chapter - VIII

# TRAVELLING ALLOWANCE

### EXPENSES OF TRAVEL – REIMBURSEMENT:

#### a) OSR Provisions:

##### Regulation 41:

##### Mode of Travel and Expenses on Travel:

The following provisions shall apply wherever an officer is required to travel on duty:

##### (1.)

- i) An officer in Junior Management Grade is entitled to travel by 1<sup>st</sup> class or AC 2 tier sleeper by train. He may, however, travel by air [economy class] if so permitted by the competent authority, having regard to the exigencies of business or public interest.
- ii) An officer in Middle Management Grade is entitled to travel by 1<sup>st</sup> class or AC 2-tier sleeper by train. He may, however, travel by air [economy class] if the distance to be traveled is more than 1000 kms. He may, however, travel by air [economy class] even for a shorter distance if so permitted by the Competent authority, having regard to the exigencies of business or public interest.
- iii) An officer in Senior Management or Top Executive Grade is entitled to travel by AC 1<sup>st</sup> class by train or by air [economy class]
- iv) An officer in Senior Management or Top Executive Grade may travel by car between places not connected by air or rail provided that the distance does not exceed 500 kms. However, when a major part of the distance between the two places can be covered by air or rail only the rest of the distance should normally be covered by car.
- v) Any other officer may be authorised by the Competent Authority, having regard to the exigencies of business, to travel by his own vehicle or by taxi or by the Bank's vehicle.

(2.) i) For air or rail travel, a single fare for the officer will be reimbursed.

ii) For travel by road by his own vehicle, such rate on a kilometer basis as may be decided by the bank, from time to time having regard to the type of vehicle used, shall be reimbursed.

iii) Where hiring of a taxi is permitted, the actual taxi charges will be reimbursed.

iv) For travel by public motor or water transport, the actual fare will be reimbursed.

(3.) Actual expenses incurred for transport and portage will be reimbursed.

##### (4.) (a) Halting Allowance:

An officer in the grades / scales set out in column 1 of the Table below shall be entitled to per diem Halting Allowance at the corresponding rates set out in column 2 thereof:

S. No.	Grades/Scales of officers	Major 'A' class cities	Area I	Other places
	1	2		
1	Officers in Grade IV & above	Rs. 600/-	Rs. 550/-	Rs. 500/-
2	Officers in Scale I, II & III	Rs. 550/-	Rs. 500/-	Rs. 400/-

<b>3</b>	Halting Allowance Rs.700/- for Special Places like Delhi, Mumbai, Kolkata & Chennai for Officers in Scale IV & above.
----------	---

Provided that where the total period of absence is less than 8 hours but more than 4 hours, Halting Allowance at half the above rates shall be payable.

**Explanation:**

For the purpose of computing Halting Allowance per diem shall mean each period of 24 hours or any subsequent part thereof, reckoned from the reporting time for departure in the case of Air Travel and the scheduled time of departure in other cases, to the actual time of arrival (at the place of posting). Where the total period of absence is less than 24 hours 'per diem' shall mean a period of not less than 8 hours.

**(b) Lodging Expenses:**

An officer in the Grade / Scales set out in column 1 of the Table below may be reimbursed the actual Hotel Expenses, restricting to single room accommodation charges in ITDC Hotels of the corresponding Star category set out in column 2 below.

**I. Lodging Expenses: Page No. 119**

(HO Cir. HRD/66/04/2008/17 dated 07.04.2008)

**(w.e.f. 01.04.2008)**

S. No.	Grades / Scales	Eligibility to Stay in ITDC Hotels	Maximum Room Tariff Permissible (Exclusive of admissible taxes)		
			Major A class cities	Area - I	Other places
1	VI & VII	4 * Hotel	6,800	3,400	3,000
2	IV & V	3 * Hotel	4,000	2,400	2,000
3	II & III	2 * Hotel (Non – AC)	2,400	1,600	1,200
4	JMG I	1 * Hotel (Non – AC)	1,600	1,200	800

The Board may prescribe reimbursement of additional limit in excess of the limits prescribed above in accordance with the guidelines of the Government.

For this purpose, the following places fall in the categories of Major 'A' class cities & Area – I as per 2001 Census:-

Major 'A' Class cities	Area – I Centres		
1. Mumbai	1. Pune	8 Patna	15 Madurai
2. Kolkata	2. Nagpur	9 Vadodara	16 Agra
3. Delhi	3. Kanpur	10 Kochi	17 Varanasi
4. Chennai	4. Surat	11 Indore	
5. Ahmedabad	5. Jaipur	12 Bhopal	
6. Bangalore	6. Lucknow	13 Ludhiana	
7. Hyderabad	7. Vishakhapatnam	14 Coimbatore	

Further, if the officers in Top Executive Grade in Scales – VI & VII are unable to stay in eligible hotels in Delhi, Kolkata, Mumbai, Chennai, Bangalore & Hyderabad within the permissible room tariff, they may be reimbursed actual lodging expenses for staying in other hotels not exceeding 125% of the room tariff of their entitled class.

**Government Guidelines: clause (b) to sub-regulation (4) of Regulation 41**

[Government letter F. No. 4/1/10/96-IR dated 14.11.1996]

With effect from 04/10/1996, if officers in Top Executive Grade (Scales VI & VII) are unable to stay in ITDC hotels in Delhi and in other hotels in Kolkata & Mumbai within the tariff limit of ITDC hotels, they may be reimbursed actual lodging expenses for staying in other hotels not exceeding 125% of the tariff of their entitled class at Mumbai, Kolkata and Delhi. (HO Circular Per/54/4/97/301 dated 06/01/1997)

---

---

**(c) Boarding Expenses:**

An Officer shall be entitled to per diem Boarding Expenses at the rates set out in sub-regulation 4 (a) above.

- (i) Where lodging is provided at Bank's cost or arranged through the Bank free of cost, 1/4th of the Halting Allowance will be admissible.
- (ii) Where Boarding is provided at Bank's cost or arranged through the Bank free of cost, 1/2 of the Halting Allowance will be admissible.
- (iii) Where lodging and Boarding are provided at Bank's cost or arranged or arranged through the Bank free of cost, 1/4th of the Halting Allowance will be admissible.

**Note:** Where the above facility (ies) is provided by the Bank and the same is not availed of by the officer staff, then the admissible Halting Allowance, as above, will be paid.

Provided that, in the case of an Officer claiming boarding expenses on a declaration basis without production of bills for actual expenses incurred, he shall not be eligible for 1/4th of the Halting Allowance.

- (i) Supplementary Diem Allowance of Rs.10/- per day of halt outside headquarters on inspection duty maybe paid to all Inspecting Officers.

**Regulation 42**

**Transfer Travelling Allowance etc.:**

**(1)**

- i) An Officer on transfer and the members of his family will be eligible to travel to the place of posting by the same mode of travel and class of accommodation by the officers as in the case of travel on tour.
- ii) When the members of the family travel by road, the entitlement will be the actual or the 1st Class rail fare/AC II tier for the distance covered, whichever is less.
- iii) **Second time Journey fare on transfer:** As per HO HRD Circular HRD/67/04/2009/61 dated 09/05/2009, it has been decided to allow the second time journey fare to the officers in all cases of transfer only when they fetch their family & household goods to the place of transfer by availing joining time or otherwise, but not later than six months of their joining at the new place of posting. They shall not be entitled to Halting Allowance for such period of travel. However, the joining time must be availed of within six months of their joining at the new place of posting, as heretofore.

**Explanation:**

"Family" for the purpose of this Regulation will be limited to the spouse as also children parents, brother and sister residing with and wholly dependent on the officer employee.

- (2)** (i) An officer on transfer will be reimbursed his expenses for transporting his baggage by goods train.
- (ii) If an officer eligible for full wagon avails of the facility of 'Container Service' by Railway, he will be reimbursed actual charges for One Container if he is in Junior or Middle Management Grade. If the baggage is transported by Road between places connected by rail, the reimbursement will be limited to the actual freight charges against submission of bills subject to the cost not exceeding the cost of transport of the maximum permissible quantity by goods train. If there is no railway station of railway out agency at the old or new place of posting, the officer will be paid actual cost of transporting the baggage by road upto the nearest railway station or railway out agency. If both the places do not have railway station / out agency, the officer will be paid actual cost of transporting the baggage by road upto the stipulated weight by an approved transport operator.

- (iii) An officer who owns a car will be eligible to claim the cost of transporting it by train to the place of transfer, as per Coaching Tariff No. 24 – Part IV Booklet published by Indian Railway Conference Association (Table – I) rate, and where the car is driven by road, the cost of so taking it, at the rates decided by the Board.

S. No.	Type of Vehicle	Rate / Km.
1	Four Wheelers (Engine capacity of 1000 cc or more)	Rs. 5.80
2	Four Wheelers (Engine capacity of less than 1000 cc)	Rs. 4.60
3	Motor Cycles / Scooters	Rs. 2.80
4	Mopeds	Rs. 2.00

- (iv) An officer who owns a scooter, motor cycle or any other vehicle, will be eligible to claim the cost of transporting it to the place of transfer at goods train rate, and if the vehicle is transported by lorry, the actual lorry charges. If the vehicle is driven by road, the Officer will be eligible to claim at the rates decided by the Board.

#### Competent Authorities:

All staff members should seek prior approval of the Competent Authority before undertaking any journey outside their place of posting. the Competent Authority for this purpose will be as under:-

S. No.	Jurisdiction in respect of Staff Matters	Competent Authority
1.	All Staff Members posted in the Region	Regional Heads
2.	All Officers / Faculty & Other staff posted in STCs & Other Training Centers of the Bank	Principal / Incharge STCs & Training Centres.
3.	All officers upto Scale III at Head Office	General Manager (HRD)
4.	All officers in Scale IV & above at Head Office & Regional Heads.	Executive Director / Chairman & Managing Director
5.	<b>a)</b> Officers IV and above posted in Inspection & Control Department at Head Office. <b>b)</b> DGMs / AGMs of Inspectorates & Other Departments of I&C.	General Manager (I&C)

- (3) An officer on transfer will be eligible to draw a lump sum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage etc.

S. No.	Grades	Lump Sum
1	Top Management & Senior Management	Rs.8,750/-
2	Middle Management & Junior Management	Rs.7,000/-

- (4) An officer transferred to any station shall be eligible to claim Halting Allowance for the period spent on journey at the same rates as in the case of travel on tour.

Provided that where no residential accommodation is made available by the Bank to an officer at the new place of posting where such an officer may incur additional expenses in the process of taking over charge, for reasons beyond his control, the Competent Authority may consider on merit, grant of Halting Allowance to him upto a maximum period of 15 days or till the time the quarters are made available to him, whichever is earlier.

### **Regulation 43: Travelling Allowance on Retirement:**

On retirement, an officer will be eligible to claim Travelling Allowance, baggage and other expenses for himself and his family as on transfer from the last station at which he is posted to the place where he proposes to settle down on retirement.

As per IBA Circular No.PD/CIR/76/H7/E9/1452 dated November 27, 2000 and subsequent HO letter Per/21368 dated 30/12/2000 to all Regional Heads, an Officer whose services are terminated or who is compulsorily retired as a punishment as per Regulation 4 of the Officer Employees (Discipline & Appeal) Regulations **will not** be entitled for leave encashment and travelling allowance on retirement.

### **c) Transfer of personal effects on transfer of an officer**

#### **Bank's Guidelines:**

Est. Cir dt. 14.10.2006, HO/HRD/63/54/2006/328 dt. 14.10.2006  
& Est. Cir.No.HO/HRD/69/19/2011-12/120 dated 23/05/2011

As per HO circular dated 23.05.11 as above, revised rates according to IBA guidelines effective from 01.04.2011 are as under:-

- |                           |                               |
|---------------------------|-------------------------------|
| <b>1 Distance in Kms.</b> | <b>Rate per tonne per km.</b> |
| Upto 1000 Kms.            | Rs.2.80                       |
| Beyond 1000 Kms.          | Rs.2.00                       |
- (Note: The above rates will apply on slab basis)**
- 2 Minimum threshold limit of Distance - The officers transferred to shorter distance upto 300 Kms, the reimbursement may be permitted upto the amount chargeable for 300 Kms., i.e. 300 x weight x Rs.2.80  
Officers who are transferred into and out of hilly terrains may be reimbursed two times the
  - 3 applicable rate for the distance covered in hilly terrain and the balance distance at normal rates.

- In terms of Regulation 42(2) of Officers' Service Reg., an officer on transfer is eligible for being reimbursed expenses for transporting his baggage by goods train upto the following limits :-

<b>Pay Range</b>	<b>Where an officer has family</b>	<b>Where an officer has no family</b>
Rs.14,500/- per month to Rs.19,400/- per month	3000 Kgs	1500 Kgs
Rs.19,401/- per month & above	Full wagon	2500 Kgs

- The maximum weight limit in cases where "full wagon" is applicable is 60 quintals (6 tonnes).
- If the baggage is transported through approved transport operators, recommended by IBA from time to time, under its Approved Transport Operators Scheme, the maximum weight limit in cases where 'full wagon' is applicable has been prescribed as 120 quintals (12 tonnes).

In view of the above, all officers transferred from one station to another on or after 01.04.2011 will be entitled to claim reimbursement of expenses towards transport of personal effects at the above rates.

### **d) Administrative Clarification: Local Conveyance on Outstation Duty**

---

---

Local conveyance expenses actually incurred for travel by the cheapest and direct mode of public transport, depending upon the local conditions, from residence to airport/railway/bus-station at the place of work and from airport/railway/bus-station to the place of stay/hotel/lodge and vice versa at the place of visit will be reimbursed against furnishing the information such as date of travel, mode of transport, starting point, destination, approximate distance and expenses incurred etc.

Such of those officer employees drawing vehicle maintenance expenses are expected to use the vehicle for all official purpose within the city/municipal limits and there is no provision for payment of T.A. in such cases. Similarly, there is no provision for payment of T.A. reimbursement of expenses for any visits within the city/metropolitan/municipal area irrespective of the distance involve.

Explanation:

1. The bills/vouchers produced should invariably contain the break-up figures with regard to boarding and lodging expenses on a day-to-day basis. Full particulars such as name of the hotel/place, date of issue of the bills etc., should also be indicated. All such bills/vouchers must be countersigned by the officer concerned on the reverse of the bills/vouchers while submitting his claim for sanction.
2. Where two or more officers share the room in a hotel while on official duty, the officer who is entitled for higher amount of reimbursement by virtue of his being in a particular scale/grade will be reimbursed with actual lodging expenses incurred by him or his entitlement whichever is less and other officer/s in lower grade/scale who stayed with him will be reimbursed with the balance amount of lodging expenses, if any, of his/their entitlement, whichever is less. As regards reimbursement of boarding expenses during such stays, the official may claim reimbursement within their entitlement either by declaration or by producing the bills for the amount spent by them individually.
3. However, where separate bills are not available the amount of bills towards boarding will be equally divided and claims will be admissible subject to the eligible limit in case of each of the officers.
4. Officers claiming boarding expenses on declaration basis should note to adhere to the following guidelines:
  - i) The column provided for claiming boarding expenses in the TA bill form itself may be used for claiming boarding expenses on declaration basis, if the boarding expense incurred is for more than one day, break up figures on day-to-day basis should be furnished. Boarding expenses on declaration basis should not be claimed in the column provided for halting allowance.
  - ii) A declaration in the following form should be made in the TA bill:

"I hereby declare that I have actually incurred a sum of Rs.....as indicated in the TA Bill towards boarding expenses.
5. Claiming the Halting Allowance as applicable towards boarding expenses [in the column provided for claiming boarding expenses] without declaration as stated above shall not be construed as claim for boarding expenses on declaration basis. In such cases Halting Allowance as applicable would only be sanctioned.
6. An officer on transfer along with dependent members of his family is eligible to travel to the place of posting by the same mode of travel and class of accommodation for which the officer is eligible as in the case of travel on duty.
7. When the members of the family travel by road, the entitlement will be the actual or the 1st class rail fare/AC II tier for the distance covered whichever is less.
8. Where the family of an officer, consequently upon his/her transfer, travels from a place different from where the officer is transferred, actual travelling expenses incurred in respect of such wholly dependent family members up to the notional eligible amount, as applicable to the shortest/direct route between the previous place of work and the new place of posting shall be reimbursed.

- 
- 
9. "Family" for this purpose will be limited to the spouse as also children, parents, brothers and sisters, widowed/deserted sisters, daughters/widowed daughters/deserted daughters of the officer employee. The term "wholly dependent" child/brother sister/parent shall mean such relative having a monthly income not exceeding Rs.2,550 /- per month. In the case of brothers and sisters of an officer they should ordinarily be residing with the officer. If the income of one of the parents exceeds Rs.2,550/- per month both the parents will not be considered as "wholly dependent" on the officers. In such cases, the officer's brother/s and sister/s also would be considered as "wholly dependent" on their parents and the said brother/s and sister/s also will not be considered as "wholly dependent" on the officer, even though they are residing with the officer and do not have an individual income of Rs.2,550/- per month.
  10. In respect of married female officers, the criteria for inclusion of dependent parents/brothers/sisters/under the definition "family" will be as under:
  11. The parents/brothers/sisters of the married female officer shall ordinarily be residing with her.
  12. The female officer is the only earning member in that family.

**e) TA/DA to Directly Recruited Officers:-**

- a) These officers were required to join at STC on their own and no fare or expenses are to be paid for their joining at STC.
- b) These officers have been allowed 7 days joining time in addition to the journey period while proceeding from STC to their respective branches of first posting. However, Joining time will not be given in case the officer is posted at his/her Home Town.
- c) These officers may be reimbursed actual fare for traveling from STC to their native place and from native place to their place of first posting (subject to overall entitlement of II nd AC fare from STC to their place of posting.)
- d) These officers can draw a lump-sum amount of Rs. 7000/- in terms of Regulation 42 (3) (a) for expenses connected with packing, local transportation, insuring the baggage etc. where shifting of luggage is involved.
- e) These officers can be paid Halting / Diem Allowance for the normal journey period from STC to their place of posting at the prevailing rates as per Regulation 41 (4) (a).
- f) The officers appointed in grade II and above can be allowed facilities of conveyance / entertainment / residential / news paper and telephone at the residence immediately after their joining subject prior sanction of Competent Authority and other facilities like furniture shall be made available immediately on their confirmation in the service of the bank.
- g) With effect from June 1998 Festival Advance to Directly Recruited Officer is being allowed on completion Six Months service in the Bank. (Association's settlement dated 25.06.1998)

**f) Traveling to attend Sporting Events / Sports Meet: (HO Establishment Circular Per/44/7/31 dated 17/01/1987)**

The employees who are selected for participating in sporting events of National / International importance within India shall be allowed to travel by First Class by Train. In case of events of international importance held outside India, they shall be entitled to travel by economy class by Air.

---

---

**Travel on duty / LTC by AIR – est. cir. HO/HRD/69/44/2011-2012/502 dt. 04.10.2011:**  
As per rule, an eligible officer / employee may travel on duty / LTC by AIR (eco. Class) as per eligibility or with the permission of competent authority. It has been pointed out by the Vigilance department that the air fare claimed by the officers/employees in their TA/LTC bills in the recent

---

---

past has been found much higher than the actual fare charged by the concerned airlines and the same involves vigilance angle.

Please be informed that it is the primary responsibility of the officer/employee concerned claiming reimbursement of LTC/LFC air tickets to claim actual charges only for the shortest route to & fro from the destination for the self and dependents. All officers/employees are advised to be careful while claiming reimbursement of airfare so as to avoid any action against on this account.

It is also desired that while processing the TA/LTC bills submitted by the officers/employees, their claim for reimbursement of airfare must be cross-checked from the website of the concerned airlines against the tickets/boarding cards submitted and only the actual fare charged by the airlines must be reimbursed.

**People who value their privileges above their principles, soon lose both.**