

THE ORISSA STATE CO-OPERATIVE MILK PRODUCERS' FEDERATION LTD.
D-2, SAHID NAGAR, BHUBANESWAR-751007.

Ref. No. ESTT:TA:08:

Date: 10.04.2008

OFFICE ORDER No. 66/08

In pursuance of Resolution No. 1395 passed in the 77th. Board of Directors meeting of the Federation held on 25:03:2008, the Federation is pleased to make comprehensive revision of Travelling Allowance Rules 1982 which is called Travelling Allowance Rules 2008 as Annexed herewith.

The Travelling Allowance Rules- 2008 of the Federation shall come in to force w.e.f 01:05:2008.

By Order of
Chairman cum Managing Director

Sd/-10.04.08
Dy. General Manager (P&A)

Memo No. 1534

Date: 10.04.08

Copy forwarded to all Sectional Heads, OMFED Corp. Office/All Unit Heads, OMFED/All Plant Managers, OMFED/Manager(Finance), OMFED Corp. Office for information and necessary action/P.S to CMD/Concerned file, P&A Division/Guard file, P&A Division for record.

Dy. General Manager(P&A)

TRAVELLING ALLOWANCE RULES - 2008

1.0. PREFACE

- 1.1 These Rules shall be called the Orissa State Coop. Milk Producers' Federation Travelling Allowance Rules, 2008. These rules shall be effective from 01.05.2008.
- 1.2 These revised Rules shall be applicable to all employees of the Federation including Probationers and Deputationists.
- 1.3 These Rules shall supercede the T.A.Rules 1982, and subsequent instructions issued from time to time.

2.0. DEFINITIONS:

- 2.1 'Employee' for these Rules only means as described under Rule 1.2 above.
- 2.2 'Family' means an employee's spouse, children and the parents who are residing with and are wholly dependent on the employee.
- 2.3 'Pay' means the Basic Pay including Dearness Pay/Interim Relief, if any.
- 2.4 'Transfer' means the movement of an employee from one head quarter station to another station to which he is posted, or deployed.
- 2.5 'Competent Authority' in relation to exercise of any power means the Officer under rule 11 of these Rules.
- 2.6 'Federation' means The Orissa State Cooperative Milk Producers' Federation Limited.

- 3.0 Travelling Allowance shall be admissible only for journey in connection with bona- fide work of the Federation. All such journeys shall be authorized by the controlling officer as may be nominated for the purpose by the Managing Director.

4.0. **Gradation of Employees:**

For the purpose of calculating travelling allowances, the Regular employees shall be classified into the following grades as mentioned below :-

Grade	A	Chairman, M.D. & Directors.
Grade	IA	C.G.M/G.M/D.G.M./Manager
	IB	Dy.Manager/Asst.Manager
Grade	II	Jr.Manager
Grade	III	Superintendent to Jr.Asst.
Grade	IV	Below Jr. Assistant

- 4.1 An employee of the Federation deputed as General Manager of a Milk Union shall be entitled to allowances applicable to Gr-I A employee.

5.0 **Travelling allowance shall be admissible for travel in the following circumstances :-**

- 5.1 Travel on tour to an out station
- 5.2 Travel on transfer.
- 5.3 Travel within the head quarter station.
- 5.4 Recall from leave.
- 5.5 Any other occasion authorised by the Managing Director.

6.0

Travelling Allowance on Tour:

6.1 The following allowances are admissible:

Mileage allowance: To cover actual expenses incurred for journey by air/train/ road/ steamer or boat.

Halting allowance: To cover expenses incidental to a journey and cost of living while away from the head quarter.

Expense allowance: To cover taxi charge and other petty expenses incurred solely in the interest of the Federation while on out station duty.

6.2

Mileage Allowance:

6.2.1

The class of Air/Rail/Steamer/ Road accommodation and the category of public transport to which an employee is entitled shall be:

<u>Grade</u>	<u>Rail</u>	<u>Steamer</u>	<u>Air</u>	<u>Road</u>
A	AC 1 st Class	1 st Class	Eligible	AC Car
IA	AC 2nd class	1st class	Eligible (Economy class)	AC Bus Non AC Taxi
IB	Ac 2 nd class	1st class	Not eligible	AC Bus Non AC Taxi
II	Sleeper class/ 3- tier AC	Tourist	Not Eligible	Non AC, Bus
III	Sleeper class	Tourist	Not Eligible	Bus
IV	Sleeper Class	Deck	Not Eligible	Bus

6.2.2. While claiming mileage Allowance claimant should produce:

- (a) For 2nd class journey by Rail Original Ticket
- (b) For class higher than 2nd class Original Ticket
- By Rail, Steamer & Deluxe AC class by Bus.

6.2.3 For travel by Air an employee who is not entitled for such journey can be allowed by prior approval of the M.D. in case he is satisfied that such journey shall be in the interest of the Federation and to save public time.

6.3 Journey by Road on personal vehicle:

6.3.1 Except where free transport is provided by the Federation or any other agency, an employee may draw mileage allowance at the following rates, when he uses his own vehicle for the official purpose for all grades.

<u>Grade</u>	<u>Vehicle</u>	<u>Amount (Per K.m)</u>
IA & IB	Two Wheelers	
	i) Scooter/Motor Cycle	Rs. 2.00
	ii) Mopeds.	Rs. 1.50
II & III	Two Wheeler	
	i) Scooter / Motor Cycle	Rs. 2.00
	ii) Moped.	Rs. 1.50
IV	Two Wheeler	
	i) Scooter/Motor Cycle	Rs. 2.00
	ii) Moped	Rs. 1.50
	iii) Bi-cycle	Rs. 1.00

6.3.2 The mileage allowance by Road for places connected by Rail or Bus, shall be restricted to the fare of entitled class by rail/bus.

6.3.3 An employee shall use his personal conveyance, between the places connected by public transport system, only with the prior approval of the Controlling officer.

6.3.4 Tour by personal car will not entitle any allowance except in case of transfer where an employee will be eligible to get mileage allowance @ Rs.5/- per KM, if he/she uses his/her personal car to proceed to the new place of posting.

- 6.3.5 Those who get consolidated T.A. shall not be entitled for any additional allowance within their area of operation.

6.4 **Explanations:**

- 6.4.1 While on tour an employee shall be paid a single fare for the class of accommodation to which he is entitled by the shortest route. If he travels in a lower class, he will be entitled to the actual fare of the class by which he travels.

- 6.4.2 In case of a journey, when a particular class of accommodation to which an employee is entitled is not available he should travel by the next lower class of accommodation. Travel by a class higher than the entitlement may be permitted by the Managing Director depending on the case.

- 6.4.3 Charges for reservation of seats and sleeping berths, where such facility is available, shall be borne by the Federation. Agency charges and other incidental expenses there to incurred by the employee shall also be admissible.

- 6.4.4 Where a journey is cancelled solely due to official reasons or reasons beyond the control of the employees, the cancellation charges paid to railways or airlines, may be reimbursed with the approval of the Controlling officer.

- 6.4.5 The M.D may allow travel by a higher class for reasons to be recorded in writing.

- 6.4.6 Where an employee has traveled by a class higher than his entitlement without obtaining approval of Managing Director, in such case his mileage claim shall be restricted to the class for which he is entitled.

6.5 **Halting Allowance:**

- 6.5.1 Halting Allowance will be admissible at the following rates for each day of absence from head quarters at a distance of 10 Kms. or more. This is intended to cover ordinary daily charges incurred by an employee in consequence of such absence. However, no halting allowance will be admissible for the period of leave like Casual/Earned/Medical Leave etc. availed while on tour.

(in Rupees)

Grade	Cash Allowance (Rs.)		Lodging allowance actual subject to a ceiling of (in Rs.)		Lodging allowance without receipt. (In Rs.)
	Inside State	Out side State	Inside State	Outside State	
Gr-A	300	400	Actual	Actual	200
Gr-IA	250	300	1200	3000	150
Gr-IB	200	250	1000	3000	135
Gr-II	150	200	750	2000	120
Gr-III	110	150	650	2000	100
Gr-IV	90	130	500	1000	90

6.5.2 No halting allowance will be permissible when an employee has requested for residence away from headquarters either for the place of residence or the headquarter, or any place in between.

6.5.3 While claiming Lodging allowance on total ceiling, claimant is to produce money receipt. However, if free lodging is provided by any Organization / Institution, no lodging allowance would be admissible.

6.5.4 The employees who are normally on tour for above 20 days a month within the State shall be entitled to a fixed travelling allowance (FTA) as follows in place of any other allowance under this rule :

Grade- IA	Rs.1000/-
Grade-IB	Rs. 800/-
Grade-II	Rs. 650/-
Grade-III	Rs. 550/-
Grade-IV	Rs. 500/-

6.5.4.1 FTA will be deducted proportionately when an employee undertakes tour outside the State, and gets TA/DA for this period, on the basis of no. of days.

6.5.4.2 For period of absence on leave or unauthorised absence, FTA shall be deducted proportionately for every day of absence.

6.5.5 For any day not spent wholly outside the headquarters the quantum of cash Allowance admissible will be as under:

For tour of :

Less than 3 hours	:	Nil
Between 3 & 9 hours	:	50%
Above 9 hours	:	Full.

- 6.5.6 For calculation of cash allowance, a journey is supposed to begin from their residence/office of the employee at his headquarters and end at the duty period at the outstation and vice versa.
- 6.5.7 In case of employees referred to under Rule 6.5.2 above, the distance and hours of tour shall be calculated for the lowest distance or time.
- 6.5.8 Halting allowance is admissible on Sundays and Holidays during the tours, if the employee is present at the place of duty. However, for such days, if an employee desires to take a compensatory off, he shall not be entitled to any halting allowance. When an employee proceeding on official duty outside his headquarters and continues to stay at one place for consecutive 10(ten) days (including Sunday, holidays & leave) or more, his place of halt during such tour shall be treated as his temporary headquarters and no cash allowances for those days will be admissible to the employee on tour.
- 6.5.9 When free boarding is provided by any Institution/ Organization, the cash allowance will be @ 50% of normal cash allowance.

6.6 Expenses Allowance:

Miscellaneous expenses such as Telephone, Telegram charges, conveyance charges incurred while on tour by an employee will be reimbursed with the special sanction of the Controlling Officer on submission of supporting. Conveyance Charges (for official propose) duly approved shall be reimbursed at the following rates/ ceilings, whichever is less subject to the furnishing of information related to places and parties visited, purpose, and the amount actually spent.

<u>Grade</u>	<u>Entitled Mode of conveyance</u>	<u>ceiling per day</u>
A	Taxi Fare	Actual
IA & IB	Taxi fare	Rs.300/-
II	Taxi Fare/Auto Rickshaw	Rs. 200/-
III	Taxi /Auto Rickshaw	Rs. 150/-
IV	Bus fare & other public Conveyance charges.	Rs. 100/-

7.0

Travelling Allowance on Transfer (TAT):

- 7.1 Travelling Allowance under this rule will be admissible to an employee provided he is transferred from one station to another in the interest of the Federation and he is entitled to draw pay during the period of journey. Where no change of residence is involved, no traveling allowance is admissible.
- 7.2 Consequent upon transfer involving change of Headquarters and Establishment thereof, the employee concerned shall be entitled to cash allowance and halting allowance admissible under these Rules for a period of maximum 10 days for enabling him to arrange suitable accommodation.
- 7.3 No TAT will be admissible in case of transfer on representation by an employee.

7.4 Journey by Rail/Road/Air or Steamer:

An employee may draw actual fare by Air/Rail/Road or Steamer not exceeding the entitled class as indicated under rule 6, one for self and one for each member of family as per the age limits specified according to rules and regulations of Roadways / Railways/Airlines/Steamer Lines. In addition, he will be entitled to one allowance for every 24 hours of journey or part thereof.

7.4.1 Transportation of personal effects:

For the transportation of personal effects, an employee may draw the actual cost of carriage of personal belongings or at the rate of Rs10/-(Ten) per Km., which ever is less provided he/she actually incur the expenditure.

7.5 Transfer Grant:

An employee will be entitled to the following lump sum payment to cover expenses for breaking and setting up establishment etc. including transport to and from railway station, portage etc.

<u>Grade</u>	<u>Grant</u>
A	Rs.5000/-
IA & IB	Rs. 2000/-
II	Rs. 1800/-
III	Rs. 1500/-
IV	Rs. 800/-

7.6 Joining Time:

7.6.1 An employee on transfer from one station to another will be eligible for joining time of maximum six days for preparation in addition to journey time..

7.6.2 For calculation of joining time, Sundays will not be taken into account. This means that if a Sunday falls within the joining period, then the joining time will be seven days plus journey time.

7.6.3 An authority ordering the transfer may curtail joining time.

7.6.4 When an employee is asked to join without availing joining time, he may avail this within one year.

7.6.5 During joining time an employee will be entitled to the pay he would have drawn if he had continued in his old post or the pay which he will draw on taking charges of his new post, whichever is less.

7.6.6 Allowance during joining time:

During joining time an employee continues to draw HRA, CCA, at the same rate at which he was drawing at the station from which he has been transferred. No conveyance allowance is admissible on transfer.

8.0 Travelling Allowance at headquarters:


8.1 For journeys on Federations duty undertaken at the headquarters station, employees travelling by public transport shall be reimbursed actual expenses, subject to the following ceilings, provided they are not in receipt of conveyance allowance:

Grade IA & IB Employees	:	Taxi
Grade II & III Employees	:	Auto rickshaw fare.
Grade IV Employees	:	Bus fare or ordinary rickshaw charges.

8.2 Persons using their own vehicles with prior permission of controlling authority can claim conveyance as specified in Rule 6. Employees using their own vehicles for official work with the prior approval of authorising authority, shall get their driving licenses verified and license number noted in their personal record.

9.0 FIXED CONVEYANCE ALLOWANCE FOR MARKETING STAFF

<u>Sl.No.</u>	<u>DESIGNATION</u>	<u>Minimum coverage</u>	<u>Approved amount per month</u>
01	Head of Marketing	Actual	He shall use the vehicle provided to him for mobile duty. Where no vehicle is provided, it will be Rs.1000/- per month.
02	Manager/Dy.Manager/Asst Manager/Mktg.Officer	900Kms. (Two wheeler)	Rs. 900/-
	Jr. Manager/Mktg.Suptd / Mktg In-charge,	650 Kms (Two wheeler)	Rs. 650/-
	Cuttack/Rourkela/BBSR/others.	Bicycle	Rs. 500/-
03	Marketing Asst./ Jr.Marketing Asst/Sales	500 Kms (Two wheeler)	Rs. 500/-
	Promoter/Jr.Sales Promoter	Bicycle	Rs. 500/-

- 9.1 If the marketing Assistant/Jr. Marketing Assistant/ Sales Promoter/ Jr. Sales Promoter collects Bank Voucher in addition to their other mobile duties, they will be paid Rs.250/- per month.
- 9.2 The certifying officer shall ensure that concerned officer and staff getting fixed conveyance allowance have covered minimum Kms. for route supervision/Mobile duty mentioned above.
- 9.3 Fixed T.A. shall be paid only after an employee has achieved the target assigned to him. 

10.0 Travelling Allowance for proceeding or Returning from Leave:-

No travelling allowance is permissible for proceeding to or returning from leave. However when an employee is compulsorily recalled to duty before the expiry of his leave and leave is there by curtailed, he is entitled to draw traveling allowance as for a journey on tour from the place at which the order of recall reaches him to the station of his head quarters. This is subject to the condition that the leave address was originally approved at the time of sanction of leave.

11.0 Competent authority/Controlling Officer.

- 11.1 The M.D. is the Competent authority for himself for tour inside the State.
- 11.2 The Chairman is the Competent authority for tour of M.D. outside the State.
- 11.3 M.D. is the Competent authority for all other employees for tour outside the jurisdiction and outside the State. M.D is also the Competent authority for all Heads of Divisions, Plant Managers and unit Heads.
- 11.4 The Unit Heads will be the Competent Authorities in respect of employees in their units, except in case of journey outside the jurisdiction of the Unit Head. For journey outside, prior permission should be obtained from M.D. Where prior permission is not possible, post facto permission should be obtained.

12.0

T.A. Advance:

The competent authority when satisfied that the tour advance is necessary may sanction an advance to an employee proceeding on tour or transfer. The advance will normally be restricted to 90% of the estimated expenditures on tour or entitlement of an employee on transfer. No advance will be granted if a previous advance has yet to be adjusted.

13.0

Submission of T.A. Bills:

T.A Bills together with approved tour programme will be submitted within two months of return from tour. In case of the Transfer, T.A. Bills should be submitted within 3 months from the date of completion of journey. Bills not submitted within the time limit stipulated above shall not be entertained. Delayed submission of T.A. bills will entail rejection of T.A. claims and besides, will amount to misconduct under the conduct rules.