



# Travelling Allowances

## AIUCBOF Empowerment Series Chapter 13

### **Travelling Allowances** **(Regulation 41 of OSR 1979)**

Travelling expenses are payable to officers for duties outside the branch/office (Head Quarter), on Transfer, deputation, attending Training programme etc. As per salary Revision wef 01-11-2007, the mode of travel according to each scale of officers are furnished below:

Scale of officers	Mode of travel			
	Rail	Air	Steamer	Road
Junior Management	First Class or AC II tier sleeper	Only with permission from competent authority	The class by which fare does not exceed the rail fare by the class to the officer is Entitled.	Public bus including super Deluxe / AC Bus provided the fare does not exceed the rail fare by the class to which the officer is entitled
Middle Management	Do	Economy class When distance is more than 1000km. With permission from competent authority, may travel by air (economy class) for shorter distances	Do	Do

Senior Management and Top Executives	AC first Class	Economy class	Do	May travel by car between places not connected by air or rail provided that the distance does not exceed 500 kms. 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.
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Any other officer may be authorized by the Competent Authority having regard to the exigencies of business, may travel by air or by his own vehicle or by taxi or by the Bank's vehicle.

**Journey by Rail:** Journey to be performed by Direct and Shortest route and by any kind of class. However the reimbursement will be within the ceiling limit applicable to the scale of the officer

**Journey by air:** Journey by air is permitted for specific scale/grade of officers, as above only when the Place of posting and destination are directly connected by air. However if the surface distance of air route is longer than the shortest rail route, a person may travel by air, provided this route is normally adopted by the public and the time taken for air journey is not more than the time taken by rail/any other surface transport.,

**Journey by Road:** it is permitted only when it is the only mode of transport and more practicable in terms of cost, time and convenience. Competent authority may permit an officer to travel by Bank's vehicle, hired vehicle or his own vehicle

#### **Air passage for journey to foreign countries;**

Air passage for journey to foreign countries may be made only on the strength of approval from the Competent Authority. However the responsibility of obtaining passport and Visa and acquiring minimum foreign currency as per RBI/VISA norms are generally vested in the officer concerned. Apart from posting in foreign branches, participation in training programme/seminar organised by overseas institute warrants such type of journeys. Needless to mention, that ticket booking with domestic airlines be made only with the corporate codes allotted to our bank by different airlines (CHO/PMG/48/2011-12 dt 10.02.2012)

**Misc:** In addition to reimbursement of actual fare, Reservation charges, spl supplementary charges, reasonable service charges paid to reputed travel agents, tax, surcharge etc are also payable. However, no claim for expenses for travelling in a longer route, hotel expenses, travel in higher class/mode due to non-availability of birth /accommodation will be entertained.

### **HALTING ALLOWANCE (Regulation 42 of OSR 1979)**

Officers are entitled to halting allowance (PER DIEM = PER DAY) at the following rates w.e.f. 01.05.2010 for the journey undertaken on Bank's work outside the Head quarter [ HQ: a) Entire CCA Area comprising of several municipalities /cantonment/Municipal corporation etc b) The city /urban agglomeration /cantonment /Municipality/ Panchayat in case of Non- CCA area]

(Amount in Rupees)

GRADE	MAJOR "A" CLASS	AREA I	AREA II
	Ahmedabad, Bangalore, Chennai, Delhi, Hyderabad, Kolkata and Mumbai	(Popln of > 12 lacs) Agra, Bhopal, Coimbatore, Indore, Jaipur, Kanpur, Kochi, Lucknow, Ludhiana, Madurai, Nagpur, Patna, Pune, Surat, Vadodara, Varanasi, Vizag.	Other places
Scale I – III	Ahmedabad, Bangalore & Hyd.800	700	600
	Chennai, Kolkata Mumbai & Delhi 1000		
Scale IV & above	Ahmedabad, Bangalore & Hyd. 1000	800	700
	Chennai, Kolkata Mumbai & Delhi 1200		

1. 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.

2. Where free lodging is provided at a place of halt,  $\frac{3}{4}$ th of the halting allowance will be admissible. Where free boarding is provided at a place of halt, half of the

halting allowance will be admissible. Where free board and lodging is provided, 1/4th of the halting allowance as out of pocket expenses will be admissible.

3. Where an Officer claims boarding expenses/Halting Allowance on a declaration basis without production of bills for actual expenses incurred, he shall not be eligible for out of pocket expenses (Ref. CHO/POS/12/92 dt.31.3.92). He may claim full boarding expenses on declaration basis (Ref. CHO/POS/4/93 dt.4.2.93).

4. For the purpose of computing halting allowance, "per diem" will mean each period of 24 hours or any subsequent part thereof from the reporting time for departure in case of air travel and the scheduled time of departure, in other cases to the actual time of arrival. Where the total period of absence is less than 24 hours, "per diem" shall mean a period of not less than 8 hours.

5. Inspecting Officers are entitled to a supplementary diem allowance of Rs. 10/- per day for halt outside headquarters on inspection duty. (Ref. CHO/POS/22/88 dt.3.8.88)

#### **6. Lodging Expenses (for outstation duty of Officers)**

Entitlement of hotel expenses : ( CHO/PMG/06/2011-12 dt.06.05.2011, w.e.f.29/04/2011)

Scale	Eligibility to Stay	Maximum Permissible Room Tariff in		
		MAJOR A	AREA-I	OTHER
TEG VI & VII	4* Hotel	6800#	3400	3000
SMG IV & V	3* Hotel	4000#	2400	2000
MMG II & III	2* Hotel [Non AC]	2400	1600	1200
JMG-I	1* Hotel [Non AC]	1600	1200	800

# Reimbursement at Mumbai, New Delhi, Kolkata, Chennai, Bangalore, Ahmedabad, & Hyderabad may be upto 125% of the above applicable ceilings of tariff for executive in scale IV to VII.

6.1. Officers in JM Sc-I and MM Sc-II and III are entitled to non-AC accommodation while officers in SM-IV and V and TM VI & VII can stay in AC accommodation.

**6.2. Officers in all grades are further entitled to reimbursement of boarding expenses when they stay in hotels and claim reimbursement of lodging expenses. This is limited at the rate of one diem allowance per day as applicable to the place where hotel expenses are claimed.**

6.3. Both lodging and boarding expenses will be reimbursed only on production of bills/receipts etc.

6.4. An officer who claims reimbursement of lodging expenses as well as boarding expenses on production of actual bills is also entitled to an out-of-pocket expenses reimbursement at the rate of 1/4th of the diem allowance admissible at that place.

6.5. An officer is also entitled to reimbursement of conveyance expenses incurred by him at the place of outstation duty in connection with bank's work. This is limited to 1/4 of the diem allowance admissible at that place or actual expenses, whichever is less, and details of such conveyance expenses on day to day basis have to be furnished and should not be paid on, a lump sum basis.

6.6. An officer may be allowed to claim either actual boarding expenses against bills subject to the maximum permissible diem allowance (separate bills or include in the composite hotel bill) or claim full halting allowance in lieu of boarding expenses on declaration basis.

6.7. In case full halting allowance is claimed on a declaration basis, no out-of-pocket expense is admissible.

6.8. Where an officer is required to report to a ZO/other office outside his headquarters for further posting, he would be entitled to halting allowance/reimbursement of actual hotel expenses as on tour for the period commencing with the beginning of his journey from his earlier place of posting till he reports to that office.

Thereafter, when final posting is given he would be entitled to halting allowance or reimbursement of actual hotel expenses including out-of-pocket expenses and actual local conveyance subject to 1/4 of halting allowance for the period of stay at that ZO/other administrative offices, provided his final posting is at a place outside the limits of headquarter of that ZO/other administrative offices.

6.9. Subject to the eligibility of the officer for Bank's residential facility, halting allowance for 15 days or reimbursement of actual lodging expenses for 15 days on a continuous basis other than for Bank's work or halting allowance and reimbursement of actual lodging expenses combined for 15 days as mentioned above and thereafter reimbursement of lodging expenses subject to rental ceiling for official quarters at the place of work for a maximum period of one month. (Ref.CHO/POS/25/92 dt.14.8.92).

The halting allowance/ actual lodging expenses shall be paid from the date and time the officer arrives at the new place of posting, but not during leave or joining time availed during the period of non availability of Bank's residential accommodation (CHO/POS/38/90 dt.20.10.90).

6.10. In case prior permission to occupy Bank's residential accommodation at the previous place of posting has been obtained, the eligibility for actual lodging expenses at the new place of posting will be limited to the rental ceiling for

quarter at the new place of posting. The limit of halting allowance in such cases is half the halting allowance for a maximum period of 15 days. (CHO/POS/27/92 dt. 15.9.92).

6.11. While on outstation duty, participation of the employee in Strike Call given by Union/Association will debar the employee from getting halting allowance or reimbursement of lodging/boarding expenses for those days.

6.12. In case of any kind of leave availed by an officer on tour or deputation, no halting allowance would be payable except in case of casual leave on ground of sickness duly supported by a proper certificate issued by a registered medical practitioner acceptable to the bank and the period of absence is not more than 4 working days and 7 days in all inclusive of Sundays and other holidays preceding, succeeding or Intervening. (SCL 5/82 dt.25.1.82).

### **7.Travelling allowance on Transfer (CHO/POS/21/2006-07 dt 05.01.2007)**

On transfer an officer is entitled to the following

a) TA from the present place of work to the new place of posting for self and family as per eligible class of travel.

i) **Family** for the purpose of transfer means and includes spouse, dependent Unmarried children (including step children & legally adapted children), dependant parents, Physically challenged brother / sister with 40% or more disability, ordinarily residing with and wholly dependent on the member.

ii) **DEPENDANT/S** : Dependant/s shall mean, such member of family having monthly income not exceeding Rs.3,500/- per month. If income of one of the parents exceed Rs.3,500/- per month OR the aggregate income of both parents exceed Rs.3,500/- per month, then both parents SHALL NOT BE CONSIDERED AS WHOLLY DEPENDANT ON THE MEMBER.

b) **Freight charges** for transporting his/her baggage and other household articles by goods train, are as under:-.

<b>Basic pay</b>	<b>Where he has family</b>	<b>Where he has no family</b>
Upto Rs.19,400 /-	3000 Kg.	1500 Kg.
Above Rs.19,401 /-	Full Wagon (60 Quintals) or one container for officers upto MMG and two containers for officers in senior /Top Management Grade	2500 Kg.

Where the expenses incurred for transportation of goods by Lorry are beyond such maximum, as stated above, the Bank may reimburse the actual expenses

incurred on the basis that the minimum charges for transport of goods in an 8 wheeler wagon would be 120 quintals, provided the baggage is transported through approved transport operators.

In above case , when an officer is shifting his personal effects between the places by approved lorry transport, even if the two places are connected by train, then reimbursement of expenses may be made at the following rates subject to weight stipulation as in Regulation 42(2) of the OSR.

Distance in Kilometers	Rate per tonne per Km
Up to 1000 Kms	Rs2.80
Beyond 1000 Kms	Rs2.00

Note: The above rates will apply on slab basis (Circular No. CHO/POS/05/2011-12 dt 23.05.2011)

**Minimum threshold limit of distance:** The officers transferred to shorter distance up to 300 kms, the reimbursement may be permitted upto the amount chargeable for 300 kms, i.e. 300x weightxRs2.80. (Circular No. CHO/POS/05/2011-12 dt 23.05.2011)

However, the Officers who are transferred into and out of hilly terrains may be reimbursed two times the applicable rate for the distance covered in hilly terrain and the balance distance at normal rates. (Circular No. CHO/POS/05/2011-12 dt 23.05.2011)

### C) Transporting of car, scooter, motor-cycle or any other vehicle :

MODE OF TRANSPORT	ELIGIBILITY FOR REIMBURSEMENT
(a) Transported by TRAIN	Motor Car : as per coaching tariff, No.24Table I Part IV for
	2 Wheeler : rate charged by rail authorities as per RR issued.
(b) Transported by LORRY	Actual lorry charges or coach tariff charges by the railway, whichever is

(c) Driven by Road	As applicable for ' <b>Travel by own vehicle</b> '. Under conveyance reimbursement scheme Prior permission from ZO is a Must.
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#### D) **Compensation on Transfer** ( WEF 01-05-2010)

An officer on transfer will be eligible to draw a lumpsum amount as indicated below for expenses connected with packaging, local transportation, insuring the baggage etc.

<b>Grade/Scale of Officer</b>	<b>(Amount in Rs.)</b>
Officers in Scale IV and above	12,000/-
Officers in Scale I, II and III	9,000/-

#### E) **Joining time**

Seven days exclusive of journey time is permissible to officers for joining at the new place of posting. The joining time can be availed in two stages also with the prior permission of the appropriate authority. Unless specifically instructed not to avail joining time, the Officer is supposed to avail joining time at the time of transfer. Joining time cannot be prefixed to any leave. Joining time is to be availed within 6 months or on relief from the branch/office or within 3 months of the end of the academic session of child whichever is later.

#### F) **Halting allowance on Transfer**

An officer on his transfer from one place to another station shall be eligible to claim Halting Allowance for the period spent on journey and in **exceptional circumstances**, he/she may be allowed Halting Allowance subject to maximum period of 15 days for stay at the new station. Such HA shall be paid from the date and time the officer arrives at the new place of posting but not during leave or joining time availed during this period. The officer shall not be entitled to payment of HRA during the period for which he is being paid Halting Allowance.

G) **Mid-Academic Year Transfer Allowance (MAYTA)** - If the officer is transferred in the middle of the academic year when his/her children are reading in school/college in former place of posting., he is entitled for payment of MAYTA.(Details given in another chapter)

#### H). **Transfer to NE Zone: Special incentive**

Officers posted to North Eastern Region from others parts of the country are eligible for certain incentives as under in terms of guidelines from Govt of India ( SCL:74:84 dt 07.12.1984, SCL 30:84 dt 15.05.84).



1. Adhoc/temporary increase in Salary @ 12.5% of the basic pay of the Officers subject to maximum of Rs. 1500=00 [CHO/POS/15/2002 dated 18.4.2002.
2. After completion of two years of **active service** (excluding all kind of leave except CL maximum of 72 days per year ) in the NE Region posting for a period of three years at a place of their choice out of three places in the Indian Union indicated by them.
3. Officers who choose not to shift their families to their place of posting in NE Region are eligible for following additional incentives.
  - a. Provision /Retention of Bank's accommodation at the former place of posting for the family on payment of 1.20% of the first stage in their respective scale. The ceiling of HRA or rent will be fixed on the basis of concerned Officers' entitlement as per his former place of posting.
  - b. Provision for single bachelor residential accommodation at the place of posting in NE Region subject to 1/3<sup>rd</sup> of the rental ceiling fixed for full residential accommodation ( SCL :30:84 dt. 15.05.84).
  - c. Payment of Mid-academic year transfer allowance for the entire tenure of posting in NE Region provided their School/College going children do not join them at the respective place of posting.
  - d. Reimbursement of single to & fro journey fare by the concerned officers class of entertainment by direct & shortage route once in a year to the place where their respective family resides during their posting in NE Region.

**NOTE:**

[1] The state of Sikkim has been included within the purview of NE Region for extending temporary/Adhoc incentives to officers posted there from other parts of the country [CHO/POS/09/2008-09 dated 07.08.2008]

[2] The above incentives will not be admissible if the officer is on leave/training beyond 15 days at a time and /or beyond 30 days in a year. The incentives are also not admissible during suspension & joining time.

**8. Journey after retirement for permanent settlement in a place other than erstwhile place of posting.**

Travelling expenses in connection with the journey undertaken by self/family members and transportation of household goods from the place of last posting to the place of settlement after retirement of an officer is being allowed at the discretion of the Bank

The terms and conditions of granting advance against such travelling expenses to retiring Officers have been modified as under wef 01-10-2012.

**i) For Officers opted for pension –**

a) An officer who is retiring, may avail of an advance against traveling expenses and transportation of household good as per the entitlement, not earlier than one month from the date of commencement of journey to the proposed place of his/her settlement after retirement.

b) The officer availing of the advance shall give an authority letter that if there is any amount still recoverable from him even after settlement of the relative TA bill, then the amount due shall be recoverable from his/her Pension account.

**c) The TA bill shall be submitted within 30 days of completion of journey and/ or transportation of household goods.**

**d) The Officer should submit his/her TA Bill to the concerned pension paying Branch** and the said Branch should forward the same for passing, to the concerned controlling Office of the Branch/Office from where the officer has retired.

**ii) In the case of PF optees**, the officer concerned may also be permitted to avail advance as per his/her entitlement, not earlier than one month from the date of commencement of journey. The said amount of advance shall be adjusted against submission of TA Bill within 30 days of completion of journey.

**9. Submission of TA Bill;** TA Bill should be supported by satisfactory evidences in respect of claim of journey fare /freight etc. like Journey ticket / counterfoil of journey ticket /Boarding pass / Money Receipt from Transport Authority /Money receipt along with bill from reputed travel agents. **Any falsification in this regard is treated as misconduct and the officer is liable for disciplinary action which may result in termination from service.**

**10. Travelling Allowances for attending Departmental enquiry**

(CIRCULAR NO. CHO/PMG/19 / 2011-12 DATED 18.07.2011-Annexure)

**TA/DA payable to serving employees/retired employees of the Bank attending following**

S.No.	Circumstances		Award Staff		Officer	
			In service	Retired	In service	Retired
1	<b>Attending departmental enquiry as</b>					
a .	Defense Representative		Yes	No*	Yes	No
b .	Charge Sheeted employee including suspended employee		Yes	Yes	Yes	Yes
c .	Defence witness		No	No	No	No
2	<b>Attending CBI/Court cases</b>					
a .	Cases filed by Police/CBI against employee for official acts.	As accused **	No	No	No	No
		As witness on behalf of Bank	Yes	Yes	Yes	Yes
		As Witness on behalf of employee	No	No	No	No
b .	Cases filed by employee against the Bank	As a Petitioner	No	No	No	No
		As witness on behalf of Bank	Yes	Yes	Yes	Yes
		As Witness on behalf of employee	No	No	No	No
c .	Cases filed by outsiders/Customers, etc. pertaining to official acts.	As accused	Yes	Yes	Yes	Yes
		As witness on behalf of Bank	Yes	Yes	Yes	Yes
		As Witness on behalf of others	No	No	No	No

\* However, if the enquiry is held at place other than the place where the incident occurred at the behest of the management, TA/DA will be paid to the defence representative as per rules.

\* \* However, if the employee is acquitted honourably, the TA/DA will be reimbursed as per rules.

PS: For attending personal hearing, TA/DA may be paid, if the Appellate Authority grants a personal hearing,