

CHHATTISGARH STATE MINOR FOREST PRODUCE (T& DEV.) CO-OPERATIVE FEDRATION LTD, RAIPUR

TRAVELLING ALLOWANCE RULES

These Rules will be called "C.G. State Minor Forest Produce (T & Dev) Co-operative Federation Ltd. Travelling Allowance Rules" and shall come into **effect from 01-08-1987.**

Those rules shall apply to all employees of the C.G. State Minor Forest (T&D) Coop. Federation Ltd.

RULE -1 (Definition): In these rules unless the context otherwise requires;

1. '**Registrar**' means the Registrar of Co-operative Societies of Chhattisgarh.
2. '**Board**' means the Board of Directors of the C.G. State Minor Forest Produce (T&D) Coop. Federation Ltd.
3. '**Chairman**' means the Chairman of the Board of Directors of the C.G. State Minor Forest Produce (T & D) Coop. Federation Ltd., appointed in accordance with by-laws of the C.G. State Minor Forest Produce Federation.
4. '**Competent Authority**' means the Managing Director of C.G. State Minor Forest Produce (T&D) Coop. Federation Ltd. or any other authority to whom the power is delegated by the Managing Director under these Rules.
5. '**Federation**' means the C.G. State Minor Forest Produce Trading & Development Co-operative Federation Limited.
6. '**Day**' means A Calendar Day.
7. '**Family**' means
 - i) The wife or husband of the Federation Employee.
 - ii) The parents, legitimate children including adopted legally and step children of such employee residing with him and wholly dependent on him.
8. '**Head Quarter**' means the place where the employee has reported for duty as per the terms of posting.
9. '**Actual fare**' means the actual price of passenger conveyance.
10. '**Managing Director**' means the Managing Director of the Federation appointed in accordance with bye-Laws of the Federation.
11. '**Pay**' means the amount to which an employee is entitled to and is drawn by him monthly in respect of the post held by him and includes;
 - a) Personally pay.
 - b) Special pay / Deputation pay.

And

- c) Any other emoluments which may be specially classified as pay by the competent authority.
12. '**Transfer**' means movement of an employee from the Head Quarters station at which he is employed to another station to take up the duties of a new post or as a result of a change in his head quarters,

13. 'Travelling Allowance' is a compensatory allowance granted to an employee to cover the expenses which he incurs on tour in the interest of the Federation. It is so regulated that it is not a source of profit to the recipient.

NOTE:

1. No revision of claims of travelling allowance is permissible/given in cases where an employee is promoted or reverted or is granted an increased rate of pay with retrospective effect in respect of the period intervening between the date of promotion or a grant of increased rate of pay and that on which it is notified.

Note: - Words and phrases not defined above will in case of doubt have the same meaning given to them from time to time by the Managing Director.

RULE No. 2 Change in Rules:

Any new Rules or alteration of existing Rules shall be made by the Board with the approval of Registrar.

RULE No.3 Power to interpret the Rules:

These rules shall be interpreted by the Managing Director whose decision shall be final and binding.

RULE No. 4 Grades of officers :

For the purpose of grant of Travelling and Daily Allowance of Federation employee shall be of the Following Grades:-

श्रेणी “ए” रू 10000/- या उससे अधिक ग्रेड वेतन प्राप्त करने वाले तथा एच.ए.जी. वेतनमान प्राप्त करने वाले समस्त अधिकारी ।

श्रेणी “बी” रू 7600/- या इससे अधिक किन्तु 10000/- से कम ग्रेड वेतन प्राप्त करने वाले समस्त सेवक ।

श्रेणी “सी” रू 2400/- से 4400/- तक ग्रेड वेतन प्राप्त करने वाले समस्त सेवक

श्रेणी “डी” रू 2400/- से कम ग्रेड वेतन प्राप्त करने वाले समस्त सेवक

RULE No. 5 The following allowance may be paid in respect of tour:

i) DAILY ALLOWANCE :

An employee, who is required to go out on tour shall be entitled to draw daily allowance of his grade from the time of his departure from his Head Quarters till the time of his arrival back to his Head Quarters (including time spent in journey) as Follows;

- | | | |
|----|--|--------|
| A. | Less than 6 hours | : Nil |
| B. | 6 hours or more but less than 12 hours | : Half |
| C. | 12 hours or more than 12 hours | : Full |

ii) For purpose of calculating actual duration of journey while on tour, the scheduled time for departure and arrival of bus/train/plane will be considered.

iii) For journey performed by the conveyance provided by the Federation, an employee who proceeds on tour in a vehicle

provided by the Federation will be entitled to daily allowance of his grade form the x time of departure till the time of arrival back to his head quarters. Provided, that no TA/DA shall be admissible to respect of journeys performed within a radius of ten kilometers of the Head Quarters.

- iv) The Federation employee shall be entitled to claim half the daily allowance, admissible for journeys from their residence to the Railway Station/Bus stand/ Airport for departure from and arrival back at Head Quarters as head Quarter allowance and half the daily allowance admissible for journeys from Railway Station/Bus Stand/Air Port for arrival at end departure from the destination as a special halt Allowance from the federation of a certificate that he has not used the Federation Vehicle for their journeys to Railways Station/Bus stand/Air port and vice - versa.

Provided that the Special halt allowance shall be admissible only at the place of last destination in a day where the employee halt for night.

RULE No. 6 The rates of daily allowance lodging charges & Local Conveyances of the Federation will be as follows:-

राज्य शासन द्वारा छत्तीसगढ़ यात्रा भत्ता नियम के पूरक नियम 32 के अनुसार दैनिक भत्ता के स्थान पर नगर की श्रेणी (एक्स, वाय, जेड) के अनुसार दैनिक भत्ता, आवास एवं स्थानीय परिवहन हेतु अलग-अलग दरें निर्धारित की गई है, जो निम्नानुसार है -

शासकीय सेवक की श्रेणी	दैनिक भत्ता नगर की श्रेणी के अनुसार			आवास (प्रतिदिन होटल व्यय)			स्थानीय परिवहन प्रतिदिन		
	एक्स	वाय	जेड	एक्स	वाय	जेड	एक्स	वाय	जेड
ए	500	300	300	7500	2000	1000	1000	500	300
बी	300	200	200	5000	1500	750	800	400	250
सी	200	125	125	2000	750	375	400	250	150
डी	150	80	80	1000	500	250	200	150	100
ई	100	60	60	500	250	125	100	75	50

टीप:-

1. नगरों का श्रेणीकरण भारत शासन के ज्ञापन क्रमांक 2 (13)/2008- E II (B) दिनांक 29.08.2008 के साथ संलग्न परिशिष्ट (जो इस ज्ञापन के साथ परिशिष्ट के रूप में संलग्न है) के अनुसार होगा ।
2. राज्य के अंदर यात्रा हेतु प्रवास स्थान पर शासकीय/अर्द्धशासकीय सर्किट हाऊस/रेस्ट हाऊस/गेस्ट हाऊस इत्यादि में स्थान उपलब्ध होने पर निवास हेतु इसे प्राथमिकता दी जाये ।
3. होटल व्यय की उक्त सीमा सभी प्रकार के करों को शामिल करते हुए होगी । होटल में ठहरने पर होटल किराये की तथा स्थानीय यात्राओं के लिए माईलेज की किराये की रसीद यात्रा देयक के साथ प्रस्तुत करना अनिवार्य होगा । माईलेज की पात्रता केवल उस तिथि के लिये होगी, जिस तिथि में शासकीय सेवक द्वारा उक्त स्थान पर शासकीय कार्य संपादित किया गया हो, मुकाम की अवधि 6 घंटे से कम न हो तथा आंशिक रूप से भी शासकीय वाहन का उपयोग नहीं किया गया हो ।
4. यदि शासकीय सेवक अपने ठहरने की व्यवस्था स्वयं करता है, अर्थात यदि वह अपने परिचित/रिश्तेदार के यहां ठहरता है अथवा कोई अन्य व्यवस्था करता है तो ठहरने हेतु व्यय के प्रतिपूर्ति की पात्रता नहीं होगी, किन्तु यदि वह किसी दिन स्थानीय यात्रा हेतु किराये का वाहन

उपयोग करता है तथा आंशिक रूप से भी शासकीय वाहन का उपयोग नहीं करता है तो उपरोक्त पैरा के अनुसार वाहन किराये की प्रतिपूर्ति प्राप्त कर सकेगा ।

5. मुख्यालय भत्ता एवं विशेष विराम भत्ता की पात्रता संशोधित दैनिक भत्ता के अनुसार होगा तथा इस हेतु लागू अन्य शर्तें यथावत लागू रहेंगी ।
6. दिल्ली प्रवास के दौरान प्रथम श्रेणी के वरिष्ठ अधिकारियों को आवासीय आयुक्त छत्तीसगढ़ भवन, नई दिल्ली द्वारा वाहन सुविधा उपलब्ध कराई जायेगी । इनमें से श्रेणी ए में शामिल अधिकारियों को हवाई अड्डा/रेलवे स्टेशन से छत्तीसगढ़ भवन तथा छ.ग. सदन आने के लिए टैक्सी की इंतजाम भी वाहन सुविधा में शामिल होगा । इन अधिकारियों को यह विकल्प भी होगा कि वे शासकीय वाहन सुविधा का उपयोग न करते हुए उपरोक्तानुसार माईलेज प्राप्त करें ।
7. अगर शासकीय सेवक किसी महानगर में केवल ट्रांजिट के लिए रुकता है एवं उस यात्रा में अपने परिवहन का साधन वायुयान से सड़क या रेल या इसके विपरीत बदलता है तो हवाई अड्डा से बस/रेलवे स्टेशन अथवा इसके विपरीत तक की यात्रा हेतु पूरक नियम -23 के अनुसार स्थानीय परिवहन पर वास्तविक रूप से किये गये व्यय के प्रतिपूर्ति की पात्रता होगी । यह पात्रता श्रेणी ए में शामिल अधिकारियों को दोनों स्थानों के मध्य टैक्सी किराये की सीमा तक तथा अन्य शासकीय सेवकों के मामले में आटो रिक्शा किराये की सीमा तक होगी । इस हेतु दावा पावती द्वारा समर्थित होना आवश्यक नहीं है । ऐसे स्थानीय यात्राओं के लिए शासकीय सेवक को यह विकल्प भी होगा कि वह या तो उपर्युक्त पूरक नियम-23 के अनुसार अथवा इस ज्ञापन के अनुसार माईले प्राप्त करें ।

Provided that, the Managing Director may allow the reimbursement to pay employee in excess of the limit, if he has reason to believe that it was necessary for the employee to incur the expenditure in the discharge of his duties.

RULE NO. 9 ENTITLEMENT TO TRAVEL:

- i) **The eligibility to travel by various modes while on tour will be as in the table given below :-**

श्रेणी	राजधानी	शताब्दी	सामान्य
ए	ए.सी.प्रथम श्रेणी	एक्सीक्यूटिव क्लास	रेल की उच्चतम श्रेणी
बी	ए.सी. 2 टीयर	ए.सी.चेयरकार	रेल की उच्चतम श्रेणी, वातानुकूलित प्रथम श्रेणी को छोड़कर उच्चतम श्रेणी
सी	ए.सी. 3 टीयर	ए.सी.चेयरकार	रेल की उच्चतम श्रेणी, वातानुकूलित प्रथम श्रेणी को छोड़कर उच्चतम श्रेणी
डी	-	-	शयनयान श्रेणी (वातानुकूलित नहीं) एवं वातानुकूलित कुर्सीयान
ई	-	-	शयनयान श्रेणी, (वातानुकूलित नहीं)

छत्तीसगढ़ यात्रा भत्ता नियम के पूरक नियम 21 के अनुसार हवाई यात्रा की पात्रता निम्नसार होगी :-

- (अ) एच.ए.जी. वेतनमान प्राप्त करने वाले अधिकारी देश के अंदर एक्सीक्यूटिव क्लास से यात्रा के पात्र होंगे ।
- (ब) रुपये 8700.00 या इससे अधिक ग्रेड वेतन प्राप्त करने वाले अधिकारी देश के अन्दर एकोनामी क्लास से यात्रा के पात्र होंगे ।
- (स) रुपये 7600 या इससे अधिक किन्तु 8700 से कम ग्रेड वेतन प्राप्त करने वाले अधिकारी दिल्ली यात्रा हेतु एकोनामी क्लास से यात्रा के पात्र होंगे ।

छत्तीसगढ़ यात्रा नियमों के पूरक नियम 22 के अनुसार लोक वाहन द्वारा सड़क यात्रा की पात्रता नियमानुसार होगी :-

- (अ) श्रेणी ए, श्रेणी बी तथा श्रेणी सी के शासकीय सेवक को वातानुकूलित बस से यात्रा की पात्रता होगी ।
- (ब) श्रेणी डी के शासकीय सेवक को गैर वातानुकूलित डीलक्स बस तथा वीडियो कोच से यात्रा की पात्रता होगी ।
- (स) श्रेणी ई के शासकीय सेवक को गैर वातानुकूलित फास्ट पैसेंजर अथवा सुपर एक्सप्रेस बस से यात्रा की पात्रता होगी ।

- a) The Chairman and the Managing Director will, however, be entitled to travel in the highest class by rail, sea or air irrespective of their pay.

Actual fare paid will include;

- b) Charges collected by air transport agency from city booking office to air port and vice-versa.

Charges separately paid for sleeping accommodation in rail in 2nd class.

- c) Reservation charges for travel by Air, Rail or by Bus (Shall be reimbursed to the Federation employees) subject to the restriction regarding entitlement. For charge under 9 (b) and 9 (c) above, the employees shall have to support their claims by giving ticket/receipt numbers or attaching actual money receipt or reservation tickets etc.

For journey by Air, higher class of railway, the claims will have to be supported by producing Air tickets and Railway tickets numbers respectively.

Journey by Taxi, cars or any other mode of conveyance plying for hire, where tickets may not be produced for any reason may be allowed on production of certificate that fares of the Taxi Car for the used mode of conveyance are not higher than the prescribed entitlement to journey under the rules.

- d) For bus journey, the tickets must be enclosed with the bill, in case the ticket is lost, a certificate be given and bus fare (ordinary class) will be admitted. Such certificate shall be signed by Head of Division in case up to the rank of officers drawing pay up to Rs. 2,000/- per month and by Managing Director in case of others.
- d) In addition to the charges covered by actual fare, surcharge payable for travel by super-fast trains will be treated as part of Railways fare and
- e) Booking charges for purchase of tickets of Air/Rail/or Road Transport paid to any booking Agency will also be reimbursed to Grade A and B officers on production of actual receipts.

ii) Journey by special means of conveyance :

The Managing Director may authorise the employees to undertake journeys by air service or any special means of conveyance, the cost of which exceeds travelling expenses, which would otherwise be admissible.

RULE NO 10: JOURNEY BY OWN CONVEYANCE ON TOUR:

If an employee undertakes journey on tour in his own conveyance with the permission of the Chairman/Managing Director, he will be entitled to Road mileage as follows:-

शासकीय सेवक की श्रेणी	यात्रा का साधन	दर (प्रति किलोमीटर)	अभ्युक्ति
ए एवं बी	स्वयं की कार टैक्सी (ए.सी. टैक्सी शामिल)	10 रुपये 14 रुपये	1. टैक्सी की पात्रता तब होगी जब यात्रा वास्तव में टैक्सी से की गई हो तथा इसकी रसीद प्रस्तुत की गई हो । 2. यदि दोनों स्थान रेल से जुड़ा हो तो टैक्सी द्वारा की गई यात्रा शासकीय सेवक द्वारा रेल द्वारा यात्रा की पात्रता

			की श्रेणी के किराये से सीमित किया जाएगा ।
सी	स्वयं की कार टैक्सी (नान ए. सी.शामिल)	10 रुपये 12 रुपये	1. टैक्सी की पात्रता तब होगी जब यात्रा वास्तव में टैक्सी से की गई हो तथा इसकी रसीद प्रस्तुत की गई हो । 2. यदि दोनों स्थान रेल से जुड़ा हो तो कार या टैक्सी द्वारा की गई यात्रा शासकीय सेवक द्वारा रेल द्वारा यात्रा की पात्रता की श्रेणी के किराये से सीमित किया जाएगा ।
समस्त श्रेणी	स्वयं की मोटर सायकिल अन्य साधन	4 रुपये 1 रुपये	

i) If two or more employee travel together in a conveyance belonging to one who would claim the normal mileage allowance for the journey, the other will be entitled to daily allowance only.

b) At head Quarter :

In Case of journey performed within the Head Quarters approval of the Competent Authority the employee may be reimbursed as under, when the Federation car or transport is not provided and the employee performs such journey.

By his own Car (For Grade A B & only) mileage @ Rs. 1.30 per Km.

By his own Scooter (For Grade A B C) only mileage at Rs. 0.40 per Km.

c) By Public Conveyance :

Grade A - Actual expenses for Taxi, Auto-Riksha or Bus.

Grade B - Actual expenses for Auto-Riksha or Bus.

Grade C - Actual expenses for Bus/Tempo.

Grade D - -do-

N.B. Drivers, Peons should travel by bus or Tempos, plying in cities and claim actual expenses. Full detail of such journeys giving names of places, mileage and purpose of visit will be given while claiming the payment of each day in form prescribed under rule No. 8.

Rule No. 11:

The Managing Director may fix the payment of daily allowance at other rates than motioned at the rule 6 of any category of employee who are required to remain on tour for more than 15 days in a month which may be in the nature of grant of fixed travelling allowance instead of grant of usual travelling allowance. The amount of such grant of fixed travelling allowance shall not, in any case, be more than an amount equivalent to twenty days daily allowance admissible under rule No. 6.

Rule No. 12: Submission of tour note

All officers/Employee of the Federation except chairman and Managing Director shall go out on tour by obtaining permission of Competent Authority and shall submit the tour note on completion of tour to them. The Competent Authority shall record on the T.A. Bill that 'Tour Note' for the respective tour has been submitted. The employees undertaking tour for delivering dak are however, exempted from submitting tour notes. Competent Authority in case of officers drawing pay of Rs. 6500/- and above shall be 'Managing Director' and in all other cases 'Head of the Division'.

Rule No. 13: Journey on transfer

For journey on transfers, an Federation employee shall be in-titled to the following:-

1. Actual fare for the Federation employee and members of his/her family according to his/her entitlement to travel while on tour except that no employee shall be entitled to travel on transfer by air/ by air conditioned First class by Rail.
2. One Daily allowance for every 24 hours of journey at the ordinary rate mentioned under Rule No. 6 and Rule No. 11 for the Federation employee and on similar daily allowance for each member of his family (half daily allowance for each children below the age of twelve years) to cover their expenses.

Actual expenses for transportation of Car, Motor cycle and other means of conveyance.

If the conveyance is actually carried by, Rail, an employee may draw the actual cost of transporting at owner's risk on the following scales:-

Grade of officer	Conveyance
i. Grade A & B	A motor car or Motor cycle or Scooter with or without a side car.
ii. Grade C	A motor cycle/scooter with or without a side car or an ordinary bicycle.
iii. Grade D	Moped or an ordinary bicycle.

NOTES: In the case of a motor Car, single 2nd class fare in respect of chaffaur or cleaner other than domestic servant, actually employed and travelled by rail may be claimed provided certificate is recorded on the travelling expenses statement by the Employee concerned.

An employee who is entitled to transfer his motor car/motor cycle/scooter or bicycle by Rail at the expenses of the Federation may do so by passenger train or goods train at his option, in the former case the actual freight charges by Railway may be drawn by the Employee.

In the later case, i.e. if the motor car/motor cycle/scooter/bicycle is dispatched by Goods Train, the employee may draw in addition to the freight charges by Railways, the cost of packing and of transporting the packed motor car or motor cycle/scooter or bicycle to and from the goods sheds at the station of departure and arrival provided that the total amount so drawn shall not exceed the freight chargeable for transporting the motor car or motor cycle/scooter or bicycle by passenger train.

An employee claiming the cost of transporting a conveyance by Rail must support his claim by the Railway receipt/certificate. In case, where the receipt has been lost or has been surrendered to the Railway without cash receipt having been obtained in exchange, and where the production of duplicate receipt is likely to involve a dis-proportionate amount of the trouble, the claim would be payable/admissible on certificate to the effect that the amount claimed is not more than the expenses actually incurred.

When an employee is entitled to transport his conveyance by Rail at the expense of the Federation but transports by Road, he may draw the actual cost of road transportation up to the limit of the amount admissible for carriage by Rail at owner's risk.

4. For travelling on transfer in his own car, or federation employee would be entitled to the daily allowance as prescribed in para (b) above and the Railway fare for himself and each dependent member of his family travelling with him to which he would have been entitled under para (a) had he travelled by train on transfer. In addition, Rs. 35.00 paise per kilometer would be paid for the transportation of car provided he is in receipt of pay of Rs. 8000/- per month and above.
6. In case of transfer for short period not exceeding 30 days, the journey from head quarters to the station of deputation and back may be treated as on tour for purpose of regularising travelling allowance, daily allowance being paid for the days of halt at that station under the normal rules applicable to the employees.
7. A member of an employee's family who follows him within six months or precede him by not more than one month from the date of relief at his old station may be treated as accompanying him. These limits may be extended by the competent Authority in individual cases.
8. Charges for the transport of personal effects and conveyance of an employee on transfer will be admissible even if they do not, for any reason, accompany him provided, that they follow him by a period not exceeding twelve months from the date of his relief at his old station.
9. An employee who takes leave not exceeding four months after he had handed over charge of his old post and before he has taken charge of his new post is entitled to travelling allowance under these rules whether the order of transfer is received before or after the commencement of the leave.
- e) If personal effects are transported by train, the actual cost of transportation or the cost of transportation by goods train of the following maximum quantity of goods for various grades of officials whichever is less, shall be paid provided the personal effects are transportation within a month before the date of transfer or within one year after that date.

(अ) निजी समान परिवहन :-

शासकीय सेवक की श्रेणी	सड़क द्वारा (रुपये प्रति किलोमीटर)	रेल द्वारा
ए	18	6000 किलोग्राम
बी	18	4500 किलोग्राम
सी	15	2240 किलोग्राम
डी	9	925 किलोग्राम
ई	5	1500 किलोग्राम

- f) If the personal effects are transported by Road, the actual cost of transportation or the cost of transportation at approved rates of the maximum quantities of goods mentioned above, which- ever is less shall be paid.

EXPLANATION:

1. The Federation employee shall have an option to transports his personal effects by Rail or by Road.
2. Approved rate means the rate fixed for this purpose which is as follows :
75 paise per km for every 100 kg (Fraction of a kg will also be taken into account for the purpose of calculation)

RULE NO. 14: The Federation employees on transfer will be eligible for lumpsum transfer grant to cover packing, unpacking, unloading and other incidental expenses at the following rates:

(अ) स्थानांतरण अनुदान :-

शासकीय सेवक की श्रेणी	स्थानांतरण अनुदान की दर (रुपये)
ए	8000
बी	6000
सी	5000
डी	4000
ई	2000

RULE NO. 15: Travelling expenses when permitted to handover or take over charge at a place other than at Head Quarter. An employee transferred from one post to another, who under the order of the competent Authority is permitted to handover charges of his hold post or to take over charge of the new post at a place other than Head Quarter, is entitled to :

- i) Travelling expenses as for ordinary journeys from the place of handing over charge to the place of taking over.
- ii) Daily allowance to which he is entitled for performing the journey from his old to his new head Quarter.
- iii) All other concessions admissible under rule 13. direct from the old to the new Head Quarters excluding those in clause (i) and (ii) of rule referred to above.

RULE NO. 16: Journey to join first appointment:

Travelling expenses will not be allowed to any person for the journey to join his first appointment without the sanction of the competent Authority.

RULE NO. 17: Travelling allowance to FEDERATION Employees called for interview.

An employee of the FEDERATION summoned to appear before the selection committee for the purpose of testing his fitness or for promotion or for a particular employment may be granted travelling expenses for the journeys to and from the station to which he is called.

RULE NO. 18 Journeys occasioned by leave-call to duty:

An employee recalled to duty compulsorily before the expiry of his leave shall be entitled to travelling allowance for the return journey only as per rules for ordinary tour.

RULE NO 19 :JOURNEY ON A COURSE OF TRAINING :

The Grant of travelling expenses to an employee selected to undergo a course, a training, requires the sanction of the competent authority, the payment of daily allowance in such cases will be regulated as under:

- a. Where the period of training is up to one month only and where boarding and lodging has not been paid for provided by the federation, full rate of daily allowance applicable to his grade which shall include expenses on lodging also.
- b. Where the period of training exceeds one month and where boarding and lodging has not been paid for/provide by the Federation, 75% of the applicable rate of daily allowance for the entire period of training after loose of one month which shall include expenses on lodging also.
- c. In cases where the boarding and lodging has been paid for /provided by the Federation, 25% of the applicable rate of daily allowance for the entire period of training shall be paid.

RULE NO. 20: Preperation and passing of T.A. Bills:

All claims of travielling allowance will be drawn on forms to be prescribed by the Managing Director from time to time.

T.A. Bills to be scrutinized by accounts section of Federation keeping in view the above rules.

RULE NO. 21 REGISTERS:

Proper registers will be maintained in the Accounts Section showing declaim of TA. Claims advance, drawn if any, of every officer and employee of the Federation. Every claim will be signed by officers of Federation delegated with the power of passing T.A. claims.

RULE NO. 22 : JOURNEY A BROAD :

If an officer of the Federation is required to undertake journey abroad with the approval of the Board of Directors, his travelling expense shall be governed as under :

1. For the purpose of journey abroad officers shall be grouped in the following two categories :
 - a. Senior Category - Officers drawing salary of Rs. 8000/- pm or above.
 - b. Junior Category - Officers drawing salary below Rs. 2500/- pmThe Managing Director, however, shall be deemed to be in the senior Category, for purposes of this rules irrespective of his salary.
2. They will be entitled to travelling and other expenses as Follows :
 - a. To & from Air Charges.

- b. Daily Allowance per day at the rate of the Managing Director within the general norms of exchange release for business travel and study tours aboard, prescribed by Reserve Bank Of India.
- c. Entertainment expenses at the rate fixed by the Managing Director within the norms of exchange release prescribed by the Reserve Bank of India.

NOTE:

1. In case hospitality is being provide by the outside Agency, the officer concerned shall be entitled to only 20% of the amount he would have been entitled to under the norms of the Reserve Bank of India as fixed from time to time, subject to the condition that the allowance received from the outside agency plus the sum equal to 20% as mention above/ shall not exceed the amount fixed according to Reserve Bank of India norms.
2. In case of journeys abroad the same rules will be applicable to the Chairman and Directors of the Federation.

APPENDIX - 'A'

DETAILS OF EXPENDITURE INCURRED ON LOCAL CONVEYANCE

Date	Place		Mode of conveyance	Appx Distance	Fare Paid	Purpose of Journey	Remark
	From	To					

Certificates that I have actually travelling by local conveyance as detailed above and incurred and expenditure of

.....

(Rs.)

only which kindly be reimbursed to me.

Date

SINGNATURE
DESIGNATION