

**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD  
KELTRON HOUSE, VELLAYAMBALAM, TRIVANDRUM**

**KSEDC Ltd TRAVELLING ALLOWANCE RULES (2011-12)  
INCORPORATING AMENDMENTS AND EXPLANATIONS OF STANDING ORDERS ISSUED IN THIS REGARD**

**1.0 NAME:**

These rules shall be called the KSEDC Travelling Allowance Rules and shall be applicable to all journeys performed inside India by the employees of Kerala State Electronics Development Corporation Ltd.

**2.0 EFFECT:**

These rules shall come into effect from such date as the Chairman/Managing Director notifies.

**3.0 OBJECTIVE:**

- 3.1 To reimburse expenses incurred by employees on travel, boarding and lodging in the course of duty as provided under these rules.
- 3.2 To meet expenses of transportation of house hold goods for employees on transfer within the Corporation as provided under these rules.

**4.0 SCOPE:**

- 4.1 These rules shall apply to all employees of the Corporation, including those on deputation, for journeys inside India.
- 4.2 These rules shall also cover trainees, probationers, contract employees, those appointed on trial basis or any other person required to perform the Corporation's work.

**5.0 INTERPRETATION:**

- 5.1 "Employee" means persons employed by the Corporation, including those on probation, but does not include temporary, part-time or casual employees.
- 5.2 "Family" means an employee's wife or husband as the case may be, residing with the employee, parents, unmarried and widowed sisters, minor brothers, and children residing with and wholly dependant on the employee.
- 5.3 Scale of pay for the purpose of these rules is classified for Executives from E1 to E9, Supervisors from S1 to S3 and Workmen from grade I to VIII (See Annexure-1 Enclosed)

Category AI	Employees in Executive Grade E9
Category A	Employees in Executive Grade E7& E8
Category B	Employees in Executive Grade E3-E6

Category C	Employees in Executive Grade E1 & E2 and Supervisors in Grades S1 to S3
Category D	Employees in Workmen Grade V, VI, VII & VIII
Category E	Employees in Workmen Grade I, II, III&IV

Note: Executive Trainees are eligible for benefits for Category C employees. Supervisory Trainees will also be eligible for benefits provided for Category C employees and Workmen Trainees will be eligible for Category E. Employees on contract basis are eligible for the benefits provided for the corresponding category of regular employees concerned.

5.4 Tour commences when the employee leaves headquarters and ends on his/her arrival at headquarters. These rules are not applicable to those employees required to travel within the city/town limits or within a distance of 30 kms from his/her headquarters.

“Explanation”

Kannur	Kalliassery (Keltron Nagar)
Kozhikode	Katalur
Kochi	Aroor
Thiruvananthapuram	Vellayambalam, Kulathur, Karakulam etc.

5.5 “Transfer” means movement of an employee from his/her present headquarters to the new headquarters to which he/she is posted.

5.6 “Headquarters” means the station at which an employee is posted permanently.

5.7 “Competent Authority.” For the purpose of these rules the competent authority will be as under:

i)	Managing Director	Full powers
ii)	Joint Managing Director / Functional Director/ Executive Director/ Heads of Divisions/Complexes	Full powers in respect of employees working under them
iii)	Heads of Units/SBU’s/ Branches Departmental heads who have been delegated with this authority	Full powers in respect of employees working under them

The Competent authority may authorize his / her subordinate officers to permit journeys on tour of the person working under them but the same may be ratified by him.

## 6.0 TRAVELLING ALLOWANCE

### 6.1 Eligibility

An employee shall be eligible for TA if journeys are undertaken for the following purposes:

- a) Official tour sanctioned by competent authority.
- b) Transfer
- c) Participation in sports, games, and other competitions representing the Corporation.
- d) Participation in Training Programmes, Seminars and Conferences representing the Corporation.
- e) Appearing in Court/Departmental or Vigilance enquiry as assessor, witness, in connection with the Corporation's work.
- f) For any other purpose specifically authorized as such by the Managing Director.

Provided, however, that an employee eligible for traveling allowance as above, shall not be entitled to any overtime allowance while on tour.

### 6.2 Entitlement

Designation	Grade	Entitlement
Functional Directors, Executive Directors, Heads of Business Centre		Travel by Air & 1 <sup>st</sup> Class AC Rail against production of tickets / boarding pass / receipts
CGM GM DGM MANAGER	E 9 ) E 8 ) E 7 ) E 6 )	Travel by train in 1 <sup>st</sup> class/1 <sup>st</sup> class Chair car/II AC Sleeper/II AC Chair car/III AC sleeper Rail journey.  However 1 <sup>st</sup> class AC Sleeper Rail journey shall not be undertaken for short distance travel i.e. wherever no overnight journey is involved and the ticket shall invariably be furnished for claiming the fare in these classes.
Dy. Engineer/ Officer to Dy. Manager Sup I to Asst.Engineer / Asst Officer / PS II  Workmen-D	E1-E5 ) ) S1- S3 ) ) ) Grades ) V,VI,VII ) & VIII )	Travel by train in IIIAC/AC Chair car  However III AC sleeper journey shall not be undertaken for short distance travel i.e wherever no overnight journey is involved. The ticket numbers shall invariably be furnished for claiming the fare
Workmen-E	Grades I- IV	IInd class rail or actual fare by Fast Passenger Bus by Road.

Note:

- i) Journeys should be performed by the shortest route, but in special circumstances, the competent authority may permit any other route.
- ii) Charges for reservation of seats, berths, shall be admissible, cancellation charges shall be permitted, if the journey is cancelled due to official reasons.
- iii) An employee shall be eligible for reimbursement of journey expenses from residence/place of stay to railway/bus station/airport and vice versa, and for journeys undertaken while on tour by taxi, autorickshaw, bus etc subject to the following rates:

<b>Category</b>	<b>Local Conveyance</b>
GM and above	Actual taxi fare
Executives from Dy Engineers to DGM and all Supervisors from Grade S1 to S3 and Workmen in Grade V, VI, VII, VIII	Actual fare by auto or any public transport
Workmen in Grade I to IV	Actual fare by bus, or by auto/local train if authorized by competent authority

Conveyance while on tour shall be moderated as under:

- a) Any movement to a distance of more than 8kms shall be by public conveyance i.e by Rail or bus
  - b) In other cases, Autorickshaws can be used, if necessitated by the circumstances of the case. In the case of cities like Bombay where Autorickshaw is not available, Taxi car can be used.
  - c) Conveyance by taxi car is eligible for GM and above and shall be used judiciously.
  - d) If two or more persons travel together, the local trips by Autorickshaws/Taxi Cars, if eligible and required, shall be undertaken together and claimed by the senior person.
- iv) Employees of A1, A & B categories are eligible for reimbursement of road mileage at the rate of Rs 8/- per km if traveled in his own car or actual bus fare by road. Reimbursement of road mileage is permissible only where the stations are not connected by rail; if the journey is performed by car, the claim would be limited to the entitled rail fare, unless special sanction is obtained for road mileage.
- v) The TA Claim bills should indicate ticket numbers for train journeys and when taxi charge is claimed, destination, mileage covered and purpose should be indicated. In case of air journeys, the counterfoil of the ticket/boarding pass/receipt should be attached.

- vi) Air travel shall not be allowed, where the journey could be completed overnight by surface transport (TVM-MADRAS, TVM-B'LORE etc sectors)
- vii) Other categories of employees shall be allowed to travel by air in emergent circumstances only with the prior approval of the Chairman / Managing Director / Director /Executive Director concerned.

## 7.0 DAILY ALLOWANCE ENTITLEMENT/ROOM RENT/ACTUALS

### 7.1 (a) Daily Allowance Entitlement

Category	Grade	Designation	Scale of Pay	DA (Rs)
A1	E9	CG M & above	17,900-35,050	260
A	E8	GM	15,250-30,360	230
	E7	DGM	14,100-27,440	
B	E6	Manager	12,850-24,990	220
	E5	Deputy Manager	11,550-21,670	
	E4	Assistant Manager	10,625-19,625	
	E3	Senior Engineer / Senior Officer / Senior P.S	9,900-17,880	
C	E2	Engineer/Officer/PS-I	8,890-15,995	200
	E1	Dy.Engineer / Dy. Officer / PS-II	8,250-14,625	
	S3	Asst:Engr/ Asst.officer / PS-III	7,790-13,640	
	S2	Senior Sup / Senior TA /CA- II	7,430-12,770	
	S1	Sup- I/ TA – A/ CA- III	7,020-11,825	
D	Workmen VIII & VII	VIII	7,000-12,260	180
		VII	6,805-11,405	
		VI	6,565-10,465	
		V	6,310- 9,860	
E	Workmen I-VI	IV	6110-9310	150
		III	5855-8880	
		II	5660-8510	
		I	5480-8155	

(b) Room rent may be reimbursed subject to the following limits on producing receipts:

<b>Category</b>	<b>X Class cities (in Rs)</b>	<b>Y Class Cities (in Rs)</b>	<b>All Other Stations (in Rs)</b>
A1	2250	1850	1300
A	1750	1500	1100
B	1500	1250	900
C	1350	1050	800
D	1000	900	700
E	900	750	600

The Claim for Room rent shall invariably be supported by Hotel Bills and Receipts. Luxury tax or any other Government levy will be paid in addition to the above rate as provided in the existing rule. However, the luxury tax reimbursement will be limited to the amount of tax applicable on the maximum eligible room rent.

The Chairman & Managing Director and the Board of Directors of the Corporation and also all Functional Directors and Executive Directors of the Corporation are entitled to reimbursement of actual expenses without limit.

Note:

Classification of cities as X, Y etc for the purpose of these rules shall be on the basis of the orders of the Central Government for payment of HRA from time to time.

- 7.2 Receipt for actual expenses should be produced for claiming lodging as well as actuals. Where receipts are not produced in respect of lodging, employees may claim 50% of the eligible quantum of Daily Allowance reckoned with reference to the duration of halt in the touring place. In particular, for cases where the halt does not exceed 12 hours, only 25% of DA (i.e. 50% of half DA) will be paid under this provision.
- 7.3 In respect of air travel, employees shall be entitled to air travel insurance upto Rs One lakh and reimbursement of actual premium.

7.4 DA will vary according to the duration of halt of outstation as shown under:

<b>Duration of halt at outstation</b>	<b>D.A</b>
Below three hours	Nil
Upto 6 hours	25%
Exceeding 6 hours but not exceeding 12 hour	50%
Exceeding 12 hour	Full DA
First 30 days	Full DA
31 to 60 days	75% of full DA
Beyond 60 days	Will be treated as temporary transfer
“In cases where due to exigencies of work an employee is required to remain on tour for more than 30 days continuously the authorities referred to in Rule 5.7 may at their discretion sanction payment of full DA upto 60 days.”	

7.5 Daily allowance shall accrue from the time of arrival at an outstation and shall end at the time of departure from such outstation.

7.6 Incidentals:

1. For journey by air/train

Incidental expenses for Air Journey are allowed limited to one Daily Allowance. For train journeys 1/3<sup>rd</sup> of the train fare by the entitled class, limited to Rs 75/- per journey not exceeding 12 hours.

Stopovers at intermediate stations to catch connecting flight/train or break in journey (even if it is beyond 6 hours) shall not be treated as the termination of a journey for purposes of calculating incidental expenses. In the case of train journeys exceeding 12 hours without break, incidentals may be claimed by way of Daily allowance for the duration of journey without limiting to Rs 75/- as per the existing provisions in the TA Rules.

2. Where office car/a vehicle hired by the Company/free transport/public transport is used:

Where the duration of the journey does not exceed 12 hours without break                      ½ daily allowance

Where the duration of the journey exceeds 12 hours without break                      1 daily allowance

Provided, however, that irrespective of the number of journeys performed in a day, only a maximum of one daily allowance per day shall be allowed.

3. Where an employee performs journeys by more than one mode of conveyance on the same day (eg. by air and road, by rail and road etc) he will be allowed to draw the actual incidental expenses at the prescribed rates, subject to a minimum of ½ daily allowance and maximum of 1 daily allowance.

4. For the purpose of calculating incidental expenses in terms of (2) above, the rate of daily allowance applicable to the station to which the employee is proceeding on tour shall only be reckoned.

## 8.0 TRAVEL ON TRANSFER

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

- 8.1. Journey for self and family as on tour provided; air journey is not admissible in such cases.
- 8.2. An employee shall be entitled to road mileage between residence and railway station/bus stand.
- 8.3. An employee shall be entitled to reimbursement of actual expenses subject to limits as under, for transportation of personal effects by goods train:

CATEGORY	MAXIMUM PERMISSIBLE LUGGAGE
A1	5000kg
A	5000kg
B	3000kg
C	2000kg
D	2000kg
E	1000kg

Note: If goods are transported by passenger train/road instead of goods train, he may claim actual expenses incurred, but not exceeding the maximum limit admissible for goods train.

### 8.4. Transportation of vehicles:

An employee shall be entitled to reimbursement of transportation cost of his vehicle (One motor car for category A1 and A, one motor cycle or one scooter for category A1,A,B and C and one bicycle for category D & E) as under:

Provided, however, that employees in Executive Grades E5 & E6 shall also be entitled to reimbursement of transportation of motor car

Sl. No.	Mode of Transport	Entitlement
a)	Goods Train	Actual cost of packing and freight between the two stations
b)	Passenger train	Actual freight charged by the railways
c)	Road	Freight admissible had the vehicle been transported by goods train or at the road mileage rates prescribed for Grade A1 Officers in Rule 6.2 whichever is lower.
d)	Driven down	Actual freight charges if brought by train (goods) or at the road mileage rate prescribed for Grade A1 Officers in Rule 6.2,whichever is lower.



## 8. 5 Transfer Allowance

Transfer allowance shall be given to cover incidentals incurred for setting up establishments. This shall be 15 days Basic pay.

- a) Employees on temporary transfer for periods extending from 2 months to 6 months will be eligible for transfer allowance as per following rates:

Category	X Class cities	Y Class cities	Z class cities and all other Stations
A1	Rs 1000/-	Rs 900/-	Rs 700/-
A	Rs 1000/-	Rs 900/-	Rs 700/-
B	Rs 900/-	Rs.800/-	Rs.600/-
C	Rs.800/-	Rs.700/-	Rs 500/-
D	Rs 700/-	Rs 500/-	Rs 400/-
E	Rs 700/-	Rs 500/-	Rs 400/-

- 8.6 Octroi duty, entry taxes, terminal taxes and insurance charges for transportation of personal effects will be paid on production of receipts.

- 8.7. If both husband and wife are employees of the Corporation, working at the same headquarters and are transferred within six months from one place to another, only one of them shall be entitled to transfer benefit under sub clauses 8.2 to 8.6 and other under sub-clause 8.1 only.

- 8.8. The durations as mentioned below are permissible for joining after transfer:

Time for preparation of joining	Purpose/conditions
4 days	For preparation, if the posting is more than 500 kms from headquarters.
2 days	For preparation, if the journey is below 500kms
1 day	For travel per 500kms distance or part thereof
1 day	If journey is by air
I day (no time for journey)	Transfer within the same station

Actual time only, in emergency transfers.

Note:

- a) In case of an emergency transfer the difference between the entitled joining time/journey time and actual time will be credited to a special leave account which he could avail within a year of transfer.
- b) In special cases, the competent authority may sanction extension of joining time.
- c) In case of request transfers, the concerned person shall not be entitled to any of the above benefits covered under Rule 8.
- d) For temporary transfer, benefits under clauses 8.2 to 8.7 are not admissible.

#### **9.0 TA/DA/INCIDENTALS FOR REPRESENTING THE CORPORATION IN SPORTS/GAMES ETC.**

9.1 TA, DA and incidentals for participation in sports events, games and other competitions representing the Corporation shall be admissible as per the following rates:

TA	TA admissible as per these rules
DA	Rs.20/-fixed
Lodging	As per rules mentioned in Clause 7, if no arrangements Are made by the host.

#### **10.0 TA/DA IN CASE OF SEMINARS, CONFERENCES AND TRAINING**

10.1. If an employee gets TA and DA from the sponsoring body, he shall refund the same, if he claims TA and DA from the Corporation.

10.2. An employee shall be entitled to only ¼ of his normal DA where he/she is officially treated as guests by outside agency or where he/she attends programmes / training / seminars which are residential in nature and included in the course itself.

#### **11.0 ENTITLEMENT AND ELIGIBILITY OF TA & DA FOR OTHER PURPOSES:**

<b>Purpose</b>	<b>Entitlement</b>
Appearing in Court as Jury/Assessor (only for Corporation's work)	TA+ DA as under these rules, but shall be refunded if any amount is received from the Court.
For attending enquiry( in connection with Corporation's work)	TA+DA as per rules
If enquiry is held at an outstation at the request of an employee	No TA or DA
For employees under suspension	TA as on tour from headquarters to the place of enquiry

An employee retires on superannuation after 5 years' of service in the Corporation	TA for himself and family for proceeding to home town. Actual transportation costs of his/her personal effects and vehicle as admissible for journeys on transfer as applicable to employees.
Death of an employee	Family should be allowed TA and transportation of personal effects including vehicle to home-town.
Employees discharged from service on invalidation	TA for self and family proceeding to home town and transportation charges of his personal effects and vehicle as admissible on transfer.
For receiving National or State Awards	TA & DA admissible as on tour.

## 12.0 GENERAL

- 12.1 Proper tour authorization in the prescribed form (attached as Annexure – 2) should be filled in and got approved by the competent authority before the commencement of the journey.
- 12.2 Air/train bookings may be arranged through office, as far as possible
- 12.3 TA advance upto the expected expenditure on tour will be paid only on one working day prior to the date of commencement of the journey based on the sanction of the competent authority. No TA advance will be granted when an earlier advance is pending adjustment.
- 12.4 TA claim should be presented within 7 days of the completion of the tour in the format attached as Annexure -3A and Tour Return Intimation is to be given to Time Office in format attached as Annexure -3B. Unspent balance, if any, of the tour advances should be refunded immediately on returning from tour without waiting for the settlement of the tour claim. Tour advances which are not refunded will attract interest @ 24% from the date of return to headquarters/from the date of cancellation of tour, as the case may be. In such cases the advances together with the interest due will be recovered from the next salary of the employees without notice

All tour claims should invariably be supported with reports on the tour undertaken by the Officer concerned. Copies of tour reports of all officials of the rank of General Manager and above should be submitted to the Managing Director within 3 days after completion of tour.

- 12.5 (a) Transfer Advance:

An employee on transfer may be allowed an advance not exceeding two month's Basic pay + DA ,recoverable in 8 monthly installments from the employee's salary. This is payable by the relieving Division/Unit with a

simultaneous Debit Advice to the Division/Unit to which the employee is transferred. This will attract interest at 24% p.a. in case the employee has not reported for duty at the new place of posting even after availing the joining time as admissible under the rule. Transfer advances to employees who are eligible for and have availed company leased accommodation will not exceed one month's Basic Pay + DA and will be recoverable in 4 or less number of equal installments.

(b) Transfer TA & Transfer Allowance

The entitlement under clause 8 of the existing TA rules is to be reimbursed by the Division/Unit to which the employees are transferred only after his joining duty to the new place of posting and submission of claim in the prescribed manner. As no separate advance is envisaged for this, it is expected that the employees has to initially meet the expenses from the transfer advance drawn by him from the relieving unit and claim reimbursement as per entitlement.

- 12.6 Only in emergencies, employees should take advance from Branches or other Offices of the Corporation and should intimate Head Office within seven days.
- 12.7 No DA will be paid for days on which employees on official tour avail leave at outstation, nor will they be reimbursed lodging charges.
- 12.8 The Chairman/Managing Director can allow drawal of TA over and above the rates mentioned above in individual cases, based on merits
- 12.9 In case of 1<sup>st</sup> Class/II AC travel by special category of express trains such as Rajadhani express, Satabthi express etc the fares of which are higher than the ordinary express trains, the claim shall be limited to 1<sup>st</sup> class/II AC fare applicable to ordinary Express/Mail trains for the eligible categories.
- 12.10 In case of different modes of transport such as bus, air bus, express bus, super express bus etc even for long distance travels where rates are higher than the eligible railway fare employees will be reimbursed only the railway fare of the eligible class as per the TA Rules where the routes are connected by rail. In cases of exigencies, prior approval has to be obtained for using other modes of travel where the rates are higher than normal railway fare. Such claims will have to be supported with used tickets.
- 12.11 Actual fare for IInd Class Janasathabthi express is allowed on production of used tickets.
- 12.12 Incidental expenses will not be allowed for such train journeys where the ticket fare is inclusive of the cost of food items served in the train free of cost.
- 12.13 A list of earlier orders issued in respect of TA/DA attached as Annexure - 4
- 12.14 Amendments/additions/deletions of these rules shall be only with the approval of Board of Directors.

**MANAGING DIRECTOR**