

**NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**  
**(Ministry of Social Justice & Empowerment)**  
**Red Cross Bhawan, Sector - 12, Faridabad - 121 007.**

**TRAVELLING & DAILY ALLOWANCE RULES, 1998**

**I. OBJECTIVE**

To define and lay down the Corporation's Policy and Rules on reimbursement of expenses incurred on official travel in India.

**II. SCOPE**

These rules will be applicable to all regular full time employees of the Corporation including full time stipendary trainees other than Apprentices under the Apprentices Act, 1961. These Rules shall also cover the candidates called for the interview/fresh appointment and any other person required by the corporation to perform its work.

**III. DEFINITIONS**

- a) 'Travelling Allowance' means an Allowance, the employee draws on account of the expenses incurred on official travel within India in connection with the Corporation's work.
- b) 'Corporation' means NHFDC, its Headquarters, Zonal Offices, Regional Offices and Branch Offices.
- c) 'Employee' means persons employed by the Corporation on a regular full time basis including probationers, deputationists (unless the terms and conditions of deputation otherwise prescribe) but does not include casual or part-time employees.
- d) 'Family' means an employee's spouse residing with the employee and legitimate children including legally adopted children and step children residing with and wholly dependent on the employee.

Family would also include Parents, Step Mother, Brothers (below 18 years) and Sisters (unmarried or widowed) residing with and wholly dependent upon the employee. It also include a domestic servant and a pet animal normally residing with the employee.

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- e) 'Pay' means Basic pay together with special pay, personal pay, officiating pay, deputation allowance. In respect of stipendiary trainees, the amount of stipend admissible to them or the pay at the minimum of the scale of the post to which they will be appointed after satisfactory completion of the training whichever is lower shall be treated as pay for the purpose of these Rules.
- f) 'Tour' means a journey undertaken for the Corporation's work out of the municipal/geographical limits of the Headquarters or station at which he/she is posted for which travelling allowance is payable.
- g) 'Transfer' means the movement of an employee for Headquarters at which he/she is posted to another station to which his/her Headquarters have been changed to take up duties of a new post.
- h) 'Controlling Officer' means an officer delegated with the power of countersigning TA Bills under the approved Delegation of powers.
- i) Classification of city for the purpose of computing TA/DA as per notification of Government of India from time to time.
- j) 'Day' for the purpose of computing the DA Allowance is as under :

Day means calendar day beginning and ending at mid-night. This is for general reckoning only. For the purpose of calculating Daily Allowance, Day is to be taken as a period of 24 hours from the time of departure from Headquarter in respect of any particular tour/transfer etc.

#### IV. TRAVELLING ALLOWANCE

An employee will be eligible for Travelling Allowance by the shortest route if journeys are undertaken by him/her with the consent of the Controlling Officer for the following purposes :

- a) Recall from leave.
- b) Appearing in interview/departmental examination of selection test conducted by the Corporation.
- c) Journey for joining duty on first appointment in the Corporation.
- d) Superannuation/retirement journey undertaken by the employee and/or his family.

- e) Participation in training programmes, seminars and conferences as participant.
- f) Medical examination and/or treatment.
- g) Appearing in the court as jury, assessor, witness (only in the interest of the Corporation).
- h) Appearing as prosecution witness on behalf of the State.
- i) Employees of the Corporation appearing as accused or assisting the Officer in departmental/vigilance inquiry.
- j) Travel on tour.
- k) Transfer
- l) Participation in sports/cultural events representing the Corporation.
- m) Receiving National Awards.

In addition to the above, TA will be payable in respect of the following journeys :

- n) Appearing for test/interview by external candidates for appointment to post in the Corporation.
- o) Journey undertaken by the family in the event of the death of the employee from the last station of duty to their home town or to a place where they decide to settle down permanently.

#### V. ENTITLEMENT OF EMPLOYEES TO THE PRESCRIBED MODE OF TRAVEL

S.NO.	CATEGORY/PAY	MODE OF TRAVEL/TRANSPORT				
		AIR	RAIL	ROAD	STEAMER	OWN CONVEYANCE
1.	Employees drawing pay of Rs. 8250/- & above.	AIR	AC 1 <sup>st</sup> class	Actual taxi fare or bus fare of any type	Highest	Own vehicle (four wheeler) @ Rs. 4.00 per k.m. as mileage allowance.
2.	Employees drawing pay between Rs. 8240/- & Rs. 7000/-	AIR	AC 1 <sup>st</sup> class	Actual taxi fare or bus fare of any ordinary bus.	Highest A/c delux,	Own vehicle (four wheeler) @ Rs. 4.00 per k.m. as mileage allowance.
3.	Employees drawing -- pay between Rs. 6999/- & Rs. 5400/-		AC IInd class 2 Tier Ist Class	Actual taxi fare or bus fare of any Sleeper/	Highest type	Own vehicle (four wheeler) @ Rs. 4.00 per k.m. as mileage allowance.

4.	Employees drawing -- pay between Rs. 5399/- and Rs. 4000/-.	AC IInd Class 2 Tiers Sleeper/ Ist Class	Actual bus fare of AC, deluxe, ordinary bus, single Seat in taxi.	Highest	Own scooter, motor cycle, moped @ Rs. 1.50 per k.m. as mileage allowance.
5.	Employee drawing -- pay between Rs. 3999/- and Rs. 2685/-.	Ist Class/ AC Chair Car	Actual bus fare of AC deluxe, ordi- nary bus.	Highest 1.50 per	Own scooter, motor cycle, moped @ Rs. k.m. as mileage allowance.
6.	Employees drawing -- pay between Rs. 2684/- & Rs. 2160/-  allowance.	AC 3 Tier/ Sleeper	Actual bus fare of a deluxe bus.	Highest	Own scooter, motor cycle, moped @ Rs. 1.50 per k.m. as mileage
7.	Employees drawing -- pay between Rs. 2159/- & Rs. 1970/-  allowance.	IInd Class/ Sleeper	Actual bus fare of an ordinary bus	Lowest	Own scooter, motor cycle, moped @ Rs. 1.50 per k.m. as mileage

## NOTE :

In case an employee is required to travel by a mode or level of transport other than than prescribed in these Rules and if the Managing Director thinks it necessary or expedient to do so, by order for reasons to be recorded in writing the change in mode of transport may be allowed.

Further to the above, employees would be entitled to the following on travel :

1. Actual fare for journey from residence, place of stay to Railway Station/Airport/Bus stand and vice versa for journeys undertaken while on tour for official work shall be reimbursed subject to the approval of the Controlling Officer.
2. Road mileage in case where the employees use their own vehicle for official work on tour at the touring station.
3. Reservation charges, surcharges and cancellation charges if the journey is cancelled due to official reasons.
4. Where journeys are performed by employees either on tour or transfer by road between stations connected by rail, taxi fare or road mileage allowance as calculated will be limited to the actual or rail fare as admissible whichever is less and reimbursement shall be made on production of a case receipt.

5. In course of inspection of beneficiaries, officers, drawing pay between 4000-5399 will also be entitled for actual taxi fare.

**VI. ADMISSIBILITY OF TRAVELLING ALLOWANCE FOR THE FOLLOWING JOURNEYS IS AS UNDER :**

**1. Recall from leave :**

A Corporation employee temporarily recalled from leave to join duty before the expiry of leave and in case the leave is curtailed by not less than one month, only the employee will be paid travelling allowance for the journey from the station the leave was being spent to the station of recall.

If the period by which the leave is curtailed is less than one month, then the competent authority may at its discretion, sanction travelling allowance to the employee for the journey from the station the leave was being spent to the station of recall.

**2. Appearing in Departmental Examination, Interview or Selection Test :**

i) A Corporation employee called for examination from outstation for posts in the executive and non executive categories will be paid Travelling Allowance admissible to him/her as per his/her normal entitlement.

ii) External candidates called for interview, selection test for posts in the pay scale of Rs. 4000-7150/Rs. 5400-9050 and above will be paid single return AC II class/Ist class rail fare respectively or actual bus fare limited to the rail fare admissible, whichever is less. (Charges for sleeper and reservation, if paid will also be reimbursed).

Only outstation Scheduled Caste and Scheduled Tribe candidates called for interview/selection test for posts in the pay scale of Rs. 3500-6200 and below will be paid single return second class rail fare or actual bus fare whichever is less in accordance with Government Directives in force from time to time. Charges for sleeper and reservation, if paid, will also be reimbursed).

**3. Travel on first appointment in the Corporation.**

- a) Candidates joining the Corporation against post carrying the pay scale of Rs. 4000-7150 and above on fresh appointment will be allowed by the controlling officer after their joining the Corporation, actual air/rail/bus fare/road mileage allowance for self and family as admissible under these rules according to the grade/post and pay offered to them by the Corporation.
- b) Such candidates will also be entitled to the actual expenses incurred on transportation of his/her personal effects/packing charges as admissible under these rules corresponding to the post offered by the Corporation subject to production of cash receipts.
- c) For entitlement of travelling allowance under the rules, the families of fresh appointees should join them within a maximum period of 6 months reckoned from the date of their joining the Corporation.
- d) Provided that where a fresh appointee who has availed himself all the benefits under these Rules resigns within one year of his joining the Corporation, he will be liable to refund the amount paid to him in terms of travelling allowance, transportation charges etc.
- e) Candidates joining the Corporation against all other posts on fresh appointment from any source will be required to report for duty at the prescribed station of posting at their own expenses.

**4. Travel on superannuation/retirement including voluntary retirement/death of the employee.**

The employee including a deputationist from Central/State Government/Public Sector Undertakings retiring from the services of the Corporation without reverting to their parent Department and/or his/her family will be entitled to reimbursement for journey by the shortest route to the home town or anywhere in India where the employee or his family intend to settle down on the same terms as in the case of serving employees on transfer excluding the cost of transportation of personal conveyance of the employee subject to the condition that this journey commences within 6 months from the date of retirement/death.

**5. Travel for training programmes/seminars/conferences.**

Employees sponsored or nominated for participating in training programmes, seminars, conferences will be entitled to normal Travelling Allowances as admissible to them on tour under these Rules.

**6. Travel for medical examination/treatment.**

Travelling allowance shall be admissible to an employee/any member of his family who is entitled to medical facilities for medical examination/treatment under the Medical Benefit Rules of the Corporation as per his/her normal entitlement under these Rules.

**7. Travel for attending vigilance/disciplinary enquiry/court of law outstation.**

Employees required to travel outstation for (i) giving evidence in court of law where the Corporation is not actually a party but is interested in the case or (ii) attending a departmental/vigilance inquiry (other than at employee's own request or than of co-employee) shall be entitled to Travelling Allowance as on tour under these rules.

Any amount received by the employee from the court for attendance or boarding and lodging etc. shall be refunded to the Corporation if TA/DA has been claimed from the Corporation for this purpose.

In respect of employees under suspension, Travelling Allowance as on tour from the Headquarters to the place of inquiry or from the place of inquiry or from the place at which he has been permitted to reside during suspension, to the place of inquiry shall be admissible to him/her according to the Grade to which he/she belonged prior to his suspension under these rules.

**8. Travel on Tour**

Employees on tour/official journey shall be entitled to Travelling Allowance admissible to them under these rules.

**9. Travel on Transfer**

a) Travel Expenses

i) Travel for self and family by the entitled class/mode of transport as on official tour under these rules. In case of inter office/ unit transfer, Travelling Allowance will be paid with reference to the grade and pay of the employee at the new station of posting.

ii) Reimbursement of actual fare for journey from residence/place of stay to airport/railway station/bus stand and vice versa as per entitlement.

iii) In case own car/scooter/motor cycle/moped is used on transfer, entitled road mileage for self and family will be reimbursed.

An employee on transfer whose family does not accompany him to the new station during his first journey to join the post, may avail the option to claim Travelling Allowance for himself either for the first journey performed by him or for the subsequent journey that he may undertake alongwith his family to the new station.

b) Transfer Grant

Employees will be entitled to one month's Basic Pay plus DA of his/her grade/pay of the new station of posting as Transfer Grant for setting up the new establishment. This however will not be admissible to employee to join the Corporation on fresh appointment.

c) Packing Charges

Actual packing charges will be reimbursed subject to production of receipts, as per the following limits :

S.NO.	CATEGORY/PAY RANGE	PACKING CHARGES
01.	Employees drawing pay of Rs. 8,250/- and above.	Rs. 2,000/-
02.	Employees drawing pay between Rs. 8,249/- & 7,000/-.	Rs. 1,800/-
03.	Employees drawing pay between Rs. 6,999/- & 6,500/-.	Rs. 1,600/-
04.	Employees drawing pay between Rs. 6,499/- & 5,400/-.	Rs. 1,400/-
05.	Employees drawing pay between Rs. 5,399/- & 3,000/-.	Rs. 1,200/-
06.	Employees drawing pay between Rs. 2,999/- & 1,970/-.	Rs. 1,000/-

**NOTE :**

1. Packing charges will be granted at flat rates and are not related to the quantity of personal effects transported.

2. Packing charges will be admissible even if the employee does not shift his family but only his personal effects within a period of 6 months from the date of his journey on transfer.
3. No packing charges shall be admissible for transfers within the same station or if the distance between 2 stations is less than 20 kilometers.

d) Transportation of Personal Effects on Transfer

An employee will be entitled to actual expenditure incurred on transportation of his personal effects on production of receipts subject to the following limits :

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S.NO. CATEGORY/PAY RANGE ENTITLEMENT FOR CARRIAGE OF PERSONAL EFFECTS.

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1.	Employees drawing pay of kgs. Rs. 7,500/- and above.	i)	Four wheeler full wagon or 6000 by goods-train or one double container
2.	Employees drawing pay between kgs. Rs. 5,400/- and Rs. 7,499/-.	ii)	Four wheeler full wagon or 4000 by goods-train or one single container.
3.	Employees drawing pay between Rs. 4,800/- and Rs. 5,399/-.	iii)	3000 kgs. by goods-train.
4.	Employees drawing pay between Rs. 3,000/- and Rs. 4,799/-.	iv)	2500 kgs. by goods-train.
5.	Employees drawing pay of Rs. 2,999/- & below.	v)	2000 kgs. by goods-train.

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If an employee carrying his personal effects by road instead of by goods train between points connected by rail he may claim the actual expenditure incurred subject to the amount claim had he taken the maximum package by goods-train.

However, in case an employee transport his personal effects by road between stations not connected by rail, his claim will be regulated at the following rates :

S.NO.	CATEGORY/PAY RANGE	ALL CITIES - RS. PER KILOMETER
1.	Employees drawing pay of Rs. 8,250/- and above.	Rs. 18.00
2.	Employees drawing pay between Rs. 8,249/- and Rs. 7,000/-.	Rs. 15.00
3.	Employees drawing pay between Rs. 6,999/- and Rs. 5,400/-.	Rs. 12.00
4.	Employees drawing pay between Rs. 5,399/- and Rs. 4,000/-.	Rs. 09.00
5.	Employees drawing pay of Rs. 3,999/- & Rs. 3,000/-.	Rs. 06.00
6.	Employees drawing pay between Rs. 2,999/- & Rs. 1,970/-.	Rs. 05.00

Where the actual expenditure incurred is less than the amount admissible as per these rates, the claim will be restricted to the actual cost of transportation. Charges for the

transportation for personal effects of an employee on transfer may be admitted even if personal effects are carried within 6 months of his taking over charge at the new station of posting.

d) Transportation on Vehicle

In addition to the above, an employee shall be entitled to reimbursement of transportation cost of his vehicle (one motor car or motor cycle or scooter or bicycle) subject to the following limits :

- i) If transported by goods train :  
Actual cost of packing and freight between 2 stations :

- ii) If transported by passenger train :  
Actual freight charges by the railways.
- iii) If transported by road by truck or under own propulsion :  
Freight admissible had the vehicle been transported by passenger train.

The above benefits i.e. Travel Expenses, Travel Grant, Transportation of Personal effect, Vehicles, Packing charges etc. will neither be admissible to employees in case transfer from one station to the other is effected at his own request or the employees transferred from one station to another temporarily for short period not exceeding 180 days. In later case, the employee may be treated as on tour for the purpose of regulating their entitlement to Travelling Allowance under these rules.

10) **Travel for Sports/Cultural events**

Employees participating in sports/cultural events representing the Corporation will be entitled to normal Travelling Allowance as admissible on tour under these rules.

11) **Receiving National Awards**

Employees receiving National Awards will be entitled to normal Travelling Allowance as admissible on tour under these rules.

12) **Miscellaneous**

- i) Employees proceeding on journeys on tour or transfer may be granted an advance to meet travelling and other expenses.

Normally, not more than one TA advance may be allowed to be drawn by an employee. However, depending upon the merits of the case, the Controlling Officer may relax this provision and allow a second advance.

- ii) Employees on transfer shall be given advance not more than 2 months before the date of commencement of the journey. An employee may be granted a second transfer travelling allowance advance to meet the travel expenses of his family members who follow him provided the first advance drawn by him has been fully adjusted. Other permissible expenses will be reimbursed on submission of actual bills.

- iii) An employee shall be required to submit the Travelling Allowance bill on completion of journey. The advance granted shall be recovered from his salary if the bill is not submitted by him/her :
  - a) Within 15 days of completion in respect of tours :
  - b) Within 3 months of the date of taking over charge at the new station in respect of transfers.
- iv) Besides transfer travelling allowance, an employee on transfer may be allowed an advance not exceeding one months pay, which shall be interest free and recoverable in 6 equal instalments from the salary of the employee from the following month.
- v) Application and bills for travelling allowance advance (tour) and travelling allowance advance (Transfer) shall be submitted in the prescribed formats. Similarly tour travelling allowance and transfer travelling allowance bills shall also be submitted in the prescribed formats, in force and amended from time to time.
- vi) These rules shall come into force with immediate effect and shall supersede all the rules and regulation, orders, instructions issued earlier in this regard.
- vii) Classification of employees prescribed above in these Rules shall hereinafter be applicable to all TA and related Rules, Regulations framed by the Corporation.
- viii) The Corporation reserves the right to modify, amend/repeal these Rules.
- ix) All the executives of the Corporation are eligible for the fare of one railway ticket by sleeper class for their personal servant and pet animals.

## VII. DAILY ALLOWANCE-RULE

An employee on official tour will be entitled to daily allowance intended to cover expenses incurred for food and incidentals e.g. breakfast, lunch, dinner etc. including porridge etc. at airport/station etc. in the course of travelling and for boarding and lodging at places other than headquarters as provides hereinafter.

\*2. Daily allowance will be admissible at the following rate :

S. No (1)	Grade/Category (2)	Accommodation charges		Allowance Food & incidentals		Composite Daily Allowance in lieu of (3) (4) & (6)	
		Principal City (3)	Other City (4)	Principal City (5)	Other City (6)	Principal City (7)	Other City (8)
1.	Chairman-cum-Managing Director/ Managing Director	Limited to rent of single room of Ashoka, New Delhi or its equivalent	80% of (3)	850/-	680/-	1000/-	800/-
2.	Officers at the level of (E-7) and (E-6)	80% of (1) above	"	680/-	595/-	800/-	700/-
3.	Officers at the level of (E-5) and (E-4)	50% of (1) above	"	510/-	425/-	600/-	500/-
4.	Officers at the level of (E-3),(E-2) and (E-1)	30% of (1) above	"	425/-	383/-	500/-	450/-
5.	Officers at the level of (E-0)	25% of (1) above	"	383/-	319/-	450/-	375/-
6.	Supervisory & non-executive staff	15% of (1) above	"	298/-	234/-	350/-	275/-

3. P means Principle Cities which presently includes Ahmedabad, Bangalore, Calcutta, Delhi, Greater Bombay, Hyderabad, Jaipur, Kanpur, Lucknow, Madras, Nagpur, Pune. Any further change will be as per Govt. of India Rules. Principles Cities will also include all states capitals/U.T.s for the purpose of these rules.

O means other cities.

3.1 As an option of employee, rate of composite daily allowance for one day will be admissible at the rate of 10% of the tariff rate of entitled accommodation or at the prescribed rate of D.A. as shown in the table hereinbefore whichever is higher.

4. Hotel includes any lodging premises maintained by the State Government, Central Government and Public sector undertaking/Pvt. Hotels other than NHFDC. Reimbursement of lodging charges in a hotel will be subject to production of receipts.

- Clause VII (2) Amended in 64<sup>th</sup> BOD meeting held on 11-2-2011

5. For food and other incidental expenses, an employee will be paid as per column (5) and (6) while it would not be necessary to produce actual receipts in support of such expenses the employee will furnish a certificate to the effect that expenditure as per the claimed amount has infact been incurred in case of stay in a hotel in principal cities and other classes respectively.
6. An employee who does not produce receipt of accommodation of charges will be paid composite daily allowance of the rates indicated in col. (7) and (8) for stay at principal cities and other places respectively.
7. Payment of DA will be regulated on the basis of the duration of absence from headquarters on any calendar day as mentioned below :

Amount of charges/allowances

i)	For absence of less than 6 hours	1/4
ii)	For absence of 6 hours and above but less than 12 hours.	1/2
iii)	For absence of 12 hours and above.	Full

Provided that accommodation charges in full will be admissible even for part of a day if the duration exceeds six hours and the accommodation is booked for full day.

8. The absence from headquarters will be calculated as under :
  - i) In the case of tour within India from Headquarters, will be calculated from the time of departure from Headquarters to the time of arrival back at Headquarters.
  - ii) The period of leave of any kind availed of :
    - a) The period of leave of any kind availed of :
    - b) Corporation's holiday/Sundays etc. spent away from the tour station; and
    - c) The time spent on journey in excess of the time required for performing journey by the required shortest route without breaking journey enroot for personal reasons.

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9. i) For prolonged halts, DA will be admissible as under :

Duration of Halt	Daily Allowance admissible
For the first 30 days	full rate
For periods beyond 30 days	half rate

- ii) If the halt at a particular place exceeds 30 days, the Managing Director may sanction DA at full rate up to the period of 60 days, provided he is satisfied that prolonged halts are necessary in the interest of the company's work and that such halts continue after the first 30 days to entail extra expenses upon the halting employee. Prior approval of the Controlling Officer will be obtained for all extended halts beyond 30 days in respect of which full Daily Allowance is to be claimed.
- iii) A period of leave (including casual leave) should be included in computing the first 30 days of a halt at one place.
- iv) A halt is treated as continuous unless it is terminated by return to Headquarters by an absence of duty, other than leave of any nature for a period of not less than three consecutive days.
10. DA is admissible on Sundays and Holidays during halts on tour if the officer is actually present in camp. If the Officer on tour takes leave or goes out to attend to his private business, he is not entitled to draw DA for those days.
11. Where an employee is provided with both boarding and lodging free of cost by the State Undertakings/Government/Cooperative Societies, he will be entitled to draw only 1/4<sup>th</sup> of DA as given in column (7) and (8). If only lodging is provided free of cost, he will be entitled to draw the allowance as shown in column (5) or (6) as the case may be.
12. Employees nominated to attend courses conducted either by an outside authority or the Corporation itself will be entitled to DA at the rate of 1/4<sup>th</sup> of the normal DA payable under the rules wherever boarding and lodging facilities are provided by the authority/Corporation.
13. No DA is admissible for journeys performed within the city limits of headquarters except conveyance/hire charges as per rules of the Corporation.

14. Miscellaneous charges incidental to official tour :

The following tour incidental expenses if actually incurred will also be reimbursed on production of receipts:

- i) The excess baggage charge for carrying official records :
- ii) The expenses on account of official telephone calls (local & trunk) and telegram/phonogram.
- iii) Any other expenses, not covered herein before incidental to and incurred during the course of tour, if specifically sanctioned by the Controlling Officer.
- iv) Price escalation in rates of DA may be reviewed for implementation with the approval of BOD as and when felt necessary by the MD.

VIII) **Power to Relax**

Where the MD is satisfied that the operation of any of these rules cause undue hardship in any particular case, he/she may be order for reasons to be recorded in writing dispense with or relax the requirement of these rules to such extent and subject to such exceptions and conditions as may be considered necessary for dealing with the case in a just and equitable manner.