

# **INDIAN DRUGS & PHARMACEUTICALS LTD.**

## **TRAVELLING AND DAILY ALLOWANCE RULES, 2008**

### **1. APPLICABILITY**

- 1.1. These Rules will be called “IDPL TRAVELLING AND DAILY ALLOWANCE RULES, 2008”.
- 1.2. These rules will come into force with effect from 1<sup>st</sup> April, 2008 and shall apply to all journeys on tour or on transfer commencing on/or after the date from which travelling allowance is admissible.
- 1.3. These rules shall apply to all employees of the Company including those under contract/agreement/deputation to the extent not otherwise specified in the contract/agreement or terms of deputation, and will govern all inland travels performed on duty.
- 1.4. The Company/ Chairman and Managing Director (CMD) reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules/amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.
- 1.5. In case of doubt or dispute, in regard to the interpretation of these rules and / or the supplementary rules and / or amendments issued thereto, the decision of the CMD shall be final.

### **2. Definitions**

Unless there be anything repugnant in the subject or context, the following terms in these rules and/or supplementary rules and/or amendments issued thereto are/will be used in the sense herein explained.

- i) “EMPLOYEE” means any person appointed to any service or post in connection with the affairs of the Company. Anybody taken by Company on Contract/ Trainees/ Apprentices for the purpose of these rules would be considered as an employee.
- ii) “FAMILY” means the employee’s wife (one only) or husband, legitimate children, step children and not more than one legally adopted child wholly dependent on the employee. Besides for Transfer TA Family would include parents, sisters, widowed sisters and minor brothers residing with and wholly dependent upon the employee.

- iii) “DEPENDENT” means any family member whose income from all sources, including pension (inclusive of pension equivalent of DCRG but excluding Dearness Relief) / family pension, does not exceed Rs. 1500/- per month may be deemed to be wholly dependent upon the employee. Children getting stipend , scholarship etc. in excess of Rs. 1500/- p.m. are not considered as dependents.
- iv) “Controlling Officer” means CMD/ Director/ Chief Vigilance Officer/ General Manager and other officers to whom such power has been or specifically delegated by the CMD shall act as Controlling Officer for employees working under them.
- v) “HEADQUARTERS” means the normal place of duty of an employee as may be fixed by the Company from time to time.
- vi) “SHORTEST ROUTE” means the route which is normally used by passengers between two stations at a particular time.
- vii) “PAY” means the amount drawn monthly by an employee as-
  - a) Basic pay/Wages in the grade applicable to the post held by him,
  - b) Personal/Special/Deputation pay
  - c) Deputation(Duty) Allowance and
  - d) Stipend in the case of trainees, limited to the minimum of the basic pay of scale in which they are expected to be absorbed on completion of training.  
 Note:- In the case of re-employed pensioners, pay means pay plus pension and/or pensionary equivalent of retirement benefits including Contributory Provident Fund, as have been taken into account for the purpose of fixation of pay in the Company subject to the condition that where such pay plus pension / pensionary equivalent exceeds the maximum of the scale, only the maximum of the scale shall be considered as pay.
  - e) Lumpsum payment made to the contractual employees.

### **3. Journey on Tour**

- 3.1 Journey on tour shall be deemed to commence from and end at the residence of the touring official at the Headquarters or at any other station.
- 3.2 Return tickets should be purchased, whenever possible, to perform the return journey.
- 3.3 Travelling Allowance is admissible for journeys on tour by air / rail/ road/ steamer to the extent indicated below:

#### **A: Entitlement By Air:**

CMD/CVO/Director/ General Manager or equivalent will be entitled to travel by air.

- Note: 1. Entitlement of class of travel will remain the same.
2. Air tickets and Boarding Pass shall be enclosed with the TA bill.

3. In emergent cases, any non-entitled officers may be allowed to perform journey by Air (Economy Class) on the recommendations of the Head of Department with the prior approval of C&MD.

### **B: Entitlement by Rail**

Entitlement for journeys by rail shall be as specified as under;

Category	Designation	Shatabdi Express	Rajdhani Express	Other Trains
I	CMD	Executive Class	A.C. First Class	A.C. First Class
II	Dir./CVO	Executive Class	A.C. First Class	A.C. First Class
III	GM	Executive Class	A.C. First Class	A.C. First Class
IV	Sr. DGM /DGM/ Sr. Mgr. / Sr. DM/ or equivalent.	A.C. Chair Car	A.C. 2 Tier	A.C. 2 Tier
V	Mgr./ DM./ Dy. M/ Sr. RM/ or equivalent	A.C. Chair Car	A.C. 2 Tier	A.C. 2 Tier
VI	RM / Sr. Exec./ Exec./ Mktg.Exec. or equivalent	A.C. Chair Car	A.C. 3 Tier	A.C. 3 Tier
VII	Supervisor	A.C. Chair Car	A.C. 3 Tier	A.C. 3 Tier
VIII	Below Supervisor	---	---	1 <sup>st</sup> Class/ Sleeper Class

Note: When an employee is compelled by circumstances to travel, by a higher class by / longer route than to his entitled class, he should take prior approval of the CMD / or such officer to whom the powers have been delegated by the CMD.

#### Admissibility of T.A.

- a) Single fare by the shortest route of the class of accommodation appropriate to the status of the employee as indicated above including the charges incurred for reservation and/or sleeper / other accommodation/Tatkal / Internet charges. If, however, an employee travels in a lower class, the actual fare of the lower class and reservation charges and sleeper charges or other accommodation charges including Tatkal/Internet charges actually incurred would be allowed.
- b) Ticket Nos./PNR Nos. should be furnished in all T.A. bills for journeys performed .

### **C: Entitlement By Road:**

The entitlement for journeys by road shall be as indicated as under;

Category	Designation	Class of Accommodation
I	CMD	Actual fare by taxi will be reimburseable. In case he/she travels by his/her own car reimbursement will be made at the rate of Rs. 6/- per km.

II	Dir./CVO	Actual fare by taxi will be reimbursable. In case he/she travels by his/her own car with the prior approval of CMD, the reimbursement will be made at the rate of Rs. 6/- per km.
III	GM	Actual fare by taxi will be reimbursable. In case he/she travels by his/her own car with the prior approval of CMD, the reimbursement will be made at the rate of Rs. 6/- per km.
IV	Sr. DGM /DGM/ Sr. Mgr. / Sr. DM/ or equivalent.	Actual fare by taxi subject to maximum of railway fare as per entitlement will be reimbursable.
V	Mgr./ DM./ Dy. M/ Sr. RM/ or equivalent	Actual fare by taxi subject to maximum of railway fare as per entitlement will be reimbursable.
VI	RM / Sr. Exec./ Exec./ Mktg. Exec. or equivalent	AC Bus/ Deluxe Bus
VII	Supervisor	AC Bus/ Deluxe Bus
VIII	Below Supervisor	Semi-deluxe / Ordinary Bus

Note:-

- (i) Production of bill/ vouchers for travel by taxi and /or bus tickets will be necessary.
- (ii) The above provisions shall not be applicable for **Marketing Cadre** personnel for whom separate provision have been made.

#### **D : Local Conveyance on tour**

- i) For journeys from Residence/ Guest House/ Office to Airport/ Railway Station/Bus Stations and vice-versa.

The Officials will be eligible for reimbursement of actual conveyance expenses incurred by them for journeys from to Residence/Guest Houses / Offices at Headquarters to Airports /Railways stations / bus stands as well as at station on tour and vice-versa.

Employees of the level of category VI and above would be entitled to actual expenses for travel by taxi. The employees of the level of Supervisor and below Supervisor would be entitled to actual expenses for travel by auto rickshaw for the above journeys.

**ii) Local conveyance expenses while on tour (at the touring station).**

The officials while on tour may be allowed reimbursement of conveyance charges (per day) subject to ceilings given as under;

Category	Designation	Metropolitan & A-1 Cities	Other Cities
I	CMD	Actual expenses	Actual expenses
II	Dir./CVO	Actual expenses	Actual expenses
III	GM	Actual expenses	Actual expenses
IV	Sr. DGM /DGM/ Sr. Mgr. / Sr. DM/ or equivalent.	Rs.200/-	Rs. 150/-
V	Mgr./ DM./ Dy. M/ Sr. RM/ or equivalent	Rs. 150/-	Rs. 100/-
VI	RM / Sr. Exec./ Exec./ Mktg.Exec. or equivalent	Rs. 150/-	Rs. 100/-
VII	Supervisor	Rs. 120/-	Rs. 50/-
VIII	Below Supervisor	Rs. 75/-	Rs. 50/-

**E. Field allowances for marketing staff.**

Fixed monthly Field Allowance for following categories are as under:-

S. No.	Designation	Amount (per month)
(i)	Senior Manager/ Senior Divisional Manager/ Divisional Manager	Rs. 1800/-
(ii)	Senior Regional Manager/ Regional Manager	Rs. 1500/-

For Marketing Associates and Senior Marketing Associates following categories of allowances are to be paid:

**Field allowance for marketing staff (conveyance allowance):**

<u>S. No.</u>	<u>Description</u>	<u>Marketing Associates</u>	<u>Senior Marketing Associates</u>
(i)	Head Quarter Allowance	Rs. 120/-*	Rs. 120/-*
(ii)	Ex. Station Allowance	Rs. 150/-*	Rs. 200/-*
(iii)	Out Station Allowance	Rs. 250/-*	Rs. 400/-*
(iv)	Travelling Allowance (per km) up to 100 km.\$	Rs. 2.00 per km (by his own conveyance)#	Rs. 2.00 per km (by his own conveyance)#

\* To be paid for days of actual visit, as per approved tour programme.

# If he travels by public transport he will be paid actual fare as per entitlement in lieu of per km rate.

\$ Travelling Allowance @ Rs. 2/- per km will be admissible in addition to field allowance mentioned above.

@ For journeys to ex-station and out-stations.

Note:-

(1) In case Marketing Associates and Senior Marketing Associates travel by their own scooter/motorcycle within a radius of 100 km, they will be reimbursed travelling expenses @ Rs. 2/- per km (including cost of wear/tear of their vehicle).

Similarly, in case the officers receiving fixed monthly allowance, travel by their own car, beyond distance of more than 100 km (one way) they will be reimbursed traveling expenses @ Rs. 4.00 per km.

(2) The Officers / Executives in the marketing cadre shall not be entitled to any daily allowance (except above) for journeys within a radius of 100 km. For journeys beyond 100 km they will be entitled to TA/DA as on tour.

#### **F: Journey by Sea**

Journey by sea can be undertaken with the approval of the Competent Authority when no other mode of entitled transport is available. Entitlement for journeys by sea would be as under:

S. No.	Designation	A&N Islands at Lakshdweep	Others
I	CMD	Deluxe Cabin	Highest Class
II	Dir./CVO	Deluxe Cabin	Highest Class
III	GM	Deluxe Cabin	Highest Class
IV	Sr. DGM /DGM/ Sr. Mgr. / Sr. DM/ or equivalent.	Deluxe Cabin	Highest Class
V	Mgr./ DM./ Dy. M/ Sr. RM/ or equivalent	First/ 'A' Class Cabin	If there be two classes only on the steamer, the lowest class.
VI	RM / Sr. Exec./ Exec./ Mktg. Exec. or equivalent	Second/ 'B' Class Cabin	If there be two classes only on the steamer, the lowest class. If there be three classes, the middle or second class. If there are four classes, the third one.
VII	Supervisor	Bunk Class	The lowest class.
VIII	Below Supervisor	Bunk Class	The lowest class.

#### **3.4 No Overtime allowance to Drivers on tour**

In case drivers are sent on tour, no overtime allowance would be paid to them in addition to traveling expenses as per Rules.

#### **4. Daily Allowance(D.A.)**

4.1 A day for the purpose of payment of D.A. on tour means 00.00 hours to 24.00 hours. The entitlement of D.A would be as under:-

(i) For period exceeding 12 hours in a day Full D.A

- (ii) For period of 06 hours but less than 12.00 hours in a day. 70% of full D.A  
 (iii) For period less than 06 hours in a day. 30% of full D.A

4.2 Where an employee on tour stays in a hotel at the touring station, he will be required to produce hotel bill. He will be reimbursed the actual lodging charges as per hotel receipt, subject to the upper ceiling limit laid down for such charges, as per Table “A”.

**Table A:**

C a t e g o r y	Designation	When Hotel Accommodation is provided by the Company.				When Hotel Accommodation is not provided by the Company / makes his own arrangement	
		Daily Allowance (D.A.)		Accommodation Charges		Metropolitan & 'A-1' Cities	Other Cities
		Metropolitan & 'A-1' Cities	Other Cities	Metropolitan & 'A-1' Cities	Other Cities		
1	2	3	4	5	6	7	8
I	CMD	Actual Expenses + *Rs. 250/-	Actual Expenses + * Rs 200/-	Actual Expenses	Actual Expenses	Rs.800/-	Rs. 600/-
II	Dir./CVO	Actual Expenses + * Rs 200/-	Actual Expenses + * Rs 150/-	Expenses upto Rs. 8000/- + Taxes	Expenses upto Rs. 6000/-	Rs. 700/-	Rs. 600/-
III	GM	Actual Expenses+ *Rs. 150/-	Actual Expenses+ *Rs 100/-	Expenses upto Rs. 6000/-+ Taxes	Expenses upto Rs. 4000/-+ Taxes	Rs. 700/-	Rs.600/-
IV	Sr. DGM /DGM/ Sr. Mgr. / Sr. DM/ or equivalent.	Rs.450/-	Rs. 350/-	Upto Rs. 4000/-+ Taxes	Upto Rs. 2000/-+ Taxes	Rs. 650/-	Rs.550/-
V	Mgr./ DM/ Dy. M/ Sr. RM/ or equivalent	Rs. 400/-	Rs. 300/-	Upto Rs. 2000/-+ Taxes	Upto Rs. 1500/-+ Taxes	Rs. 550/-	Rs.450/-
VI	RM / Sr. Exec./ Exec./ Mktg.Exec. or equivalent	Rs.300/-	Rs. 250/-	Upto Rs. 1200/-+ Taxes	Upto Rs. 800/-+ Taxes	Rs.400/-	Rs. 300/-
VII	Supervisor	Rs. 250/-	Upto Rs. 200/-	Upto Rs. 600/-+ Taxes	Upto Rs. 500/-+ Taxes	Rs. 350/-	Rs.250/-
VIII	Below Supervisor	Rs. 200/-	Upto Rs. 150/-	Upto Rs. 400/-+ Taxes	Upto Rs. 300/-+ Taxes	Rs. 300/-	Rs. 200/-

\* Note:- This amount is to meet incidental expenses.

- 4.3 (i) Where an employee on tour makes his own outside arrangement for stay, no receipt or no non- accommodation certificate from the Guest house is required.

Note:-- DA will be calculated on the basis of departure from the residence and arrival at residence.

- 4.4 The employees should be allowed D.A. for enforced halts occurring enroute on tour journeys necessitated by break down of communications/ car due to blockade of roads/ on account of floods, rains, heavy snow fall, etc...
- 4.5 No D.A. would be paid for leave and restricted holidays availed of while on tour.
- 4.6 In case free boarding(food) only is provided, the employee will be entitled for reimbursement of the actual expenses to meet lodging charges as per hotel receipts/bills subject to the ceiling fixed for hotel accommodation given in col. 5 or 6 in the table given above with reference to the locality visited. However, in case he makes his own arrangements for stay, the DA entitlement will be @ 50% of the amount payable to him as per table given above with reference to locality visited.
- 4.7 In case TA advance is taken, the settlement claim shall be submitted within 15 days from the date of return from tour failing which the employee will be liable to pay interest + penal interest per annum as per instructions/ orders issued by the Govt. from time to time on the unused amount from the date of drawl of the advance till the date of submission of TA bill.
- 4.8 TA advance on tour may be restricted to actual fare to and fro and 90% of estimated daily allowance, local conveyance plus hotel accommodation.

#### **5. T. A Rules applicable on Transfer:-**

The entitlement of Transfer Traveling Allowance for journeys by air/ rail/ road/ steamer will be as on tour. Other entitlements will be as contained in Supplementary Rules 114, 116, 116A, 116B, 116C, 124,125, 126 and 126A, as amended from time to time.