

19: Travel Management Policy

1. **Title:** Travel Management Policy
2. **Scope:** They shall apply to all regular company employees including contact and deputationists, however they shall not apply to work charged establishment except to the extent as indicated in Rule-19.
3. **Definition**

Controlling Officer means an officer declared to approve the TA

Camp Equipment means tents and the requisites for pitching and furnishing them or, where tents are not carried, such articles of camp furniture as it may be necessary, in the interest of the Company, for an employee to take with him on tour.

Day means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed twenty-four hours shall be reckoned for all purposes as one day, at whatever hour the absence begins or ends.

Family means employee's wife legitimate children and step-children, residing with and wholly dependent upon him. Not more than one wife is included in a family for the purpose of these rules. and term 'legitimate children' in the rules does not include adopted children.

Holiday means a holiday prescribed or notified by or under Section 25 of the Negotiable Instruments Act, 1881.

Public Conveyance means a train, steamer or other conveyance which plies regularly for the conveyance of passengers.

Transfer means the movement of an employee of the company from one headquarter station in which he is employed to another such station, either;

- (a) to take up the duties of a new post, **or**.
- (b) in consequence of a change of his headquarters.

Employee means an employee of the Company.

Pay includes special pay, personal pay, technical pay and any other emoluments which may be specially classed as pay by the competent authority. In the case of re-employed Government servants, pay for the purpose of determining grade and rate of daily allowance will be taken to be the pay allowed on re-employment plus full amount of pension (including commuted or surrendered portion of it, if any), subject to the condition that if the total of pay plus pension exceeds the maximum of the pay scale of post, the maximum shall be deemed to be the pay.

Mileage Allowance means an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

4. Kinds Of Travelling Allowances:

The following are the different kinds of travelling allowances which may be drawn in

different circumstances: -

- (a) Daily allowance.
- (b) Mileage allowance
- (c) Conveyance allowance, and
- (d) The actual cost of travelling.

5. Admissibility of Travelling Allowance

The petty / routine assignment should be resolved through telephonically, fax, courier service or video conference instead of deputing officer / officials. In case of journey is inevitable by an officer / official may be deputed to perform the duty.

The travelling allowance is permissible for the following purposes:

- (a) On tour
- (b) On transfer
- (c) To give evidence
- (d) On retirement
- (e) For such other purpose as may be permitted by the officer authorized to countersign T. A Bills.

6. Gradation of Employees

For the purpose of travelling allowance, categorization of employees shall be as under: -

- a. Category-I Employees in BPS 17 and above
- b. Category-II Employees in BPS 11 to 16
- c. Category-III Employees in BPS 3 to 10
- d. Category IV Employees in BPS 1 to 2

7. Daily Allowance

A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the daily charges incurred by an employee in consequence of such absence.

8. Period of Absence from Headquarters

A period of absence from headquarters begins when an employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.

9. Daily Allowance may not be drawn.

Daily Allowance may not be drawn for any day on which employee does not reach a point outside a radius of 16 kilometers from his Headquarters or returns to his Headquarters from a similar point. The radius of 16 kilometers will be calculated with reference to the nearest practical route.

Note I.- Daily Allowance will not be admissible to an employee within the Municipal/Cantonment limits or the town in which his Headquarters is situated.

Note II.- In cases where the site or regular work is located at more than 16 kilometers from the residence of the staff and they are transported daily to that site in company vehicle and back, no daily allowance would be allowed. The site of such work itself would be considered as their Headquarters in such cases.

11. Rate of Daily Allowance:

The rates of Daily Allowance in Pak rupees shall be as indicated below:

BPS	Special Rates / day	Ordinary Rates / day
1-4	800	496
5-11	880	624
12-16	1440	1120
17-18	2560	2000
19-20	3280	2480
21	4000	2800
22	4800	2800

A employee who stays in a hotel, hostel, guest house, Inspection bungalow/lodge or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent, subject to production of receipts/ vouchers, upto the following maximum per day:-

A	Localities where special daily allowance rate is admissible	Three times the amount of special daily allowance.
B	Localities where ordinary daily allowance rate is admissible	One and a half times the amount of ordinary daily allowance

Note:-Rate of accommodation charges will be admissible 2 times of the daily allowance where no hotel accommodation receipt is produced in the cities where special daily allowance is admissible and one time in other cities.

Note I. Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Rawalpindi, Gujranwala, Northern Area (formerly Gilgit and Baltistan Agencies), Bahawalpur, Sargodha, Sialkot, Sukkur, Besham, Mirpur & Muzafarabad (A.K), D.G Khan (for H/R and conveyance allowance only), Pattan (Keyal) and Dasu. or any city declared by GOP for that purpose at later stage

Note II Stay in a Hotel.-A employee on tour is himself the judge of the necessity for

staying in a hotel. Stay in expensive hotels like Intercontinental hotels is not permissible, except in the case of officers whose contracts specifically provide for such a facility. No certificate regarding non-availability of accommodation in a Rest House is required. However, such hotel charges will only be admissible where an overnight stay at the place of temporary duty is involved.

Note III. Reimbursement of Hotel Room Rent.-The term "actual single room rent" used in the rule includes taxes, duties and service charges relating to the rent of a single room in a hotel. In case of non-availability of a single room a employee may book a double room for his exclusive use provided the rent thereof does not exceed the maximum permissible limit for a single room. If it happens to be more than one's entitlement the re-imbursement shall be restricted to his normal entitlement only.

Note-IV Two officials while on tour at the same station are allowed to book a double suite in a hotel and share it. In such a case, either of them shall jointly certify that separate single accommodation was not available for them and that each one of them is claiming not more than one-half of the room rent restricted to each individual entitlement, this certificate shall be appended to the T. A. bill of either official.

Note-V. An employees in BPS-20 and above may stay in hotels and claim room rent subject to a maximum of three D.As. for specified stations and 1-1/2 D.A. at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling of aforementioned, (50%) fifty per cent of the additional amount will be paid by company.

12. Rate of Mileage Allowance for Journey by Road:

A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey, and is governed by the following principles:

- a) For the purpose of calculating mileage allowance, a journey between two places shall be deemed to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.
- b) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes.
- c) If an employee travels by a route, which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

Rates of Mileage Allowance by road will be as under:

S. No.	Mode of Transport	Rate per Kilometer
(a)	Personal Car or by engaging a full taxi	Rs. 10/-
(b)	Motor Cycle or Scooter	Rs. 4/-
(c)	Bicycle,	Rs. 2/-
(d)	Public transport	Rs. 2.50/-

Note.I These rates shall, except in the case of (d) above, be admissible from the residence at headquarters to the residence at the temporary place of duty of the company employee.

Note II The term '**personal car**' means a car registered in the name of the employee or in the name of any member of his family as defined in S. R. 2 (8) for purpose of Travelling Allowance Rules.

Note III Company employees shall be allowed to use the mode of transport as shown below:

Mode of transport	Grade of company employees
Personal car, or hiring of a full taxi	Officers of Grade-I. In the case of others, a taxi may be engaged if the urgency of the situation so demands, with the approval of the Controlling Officer.
Personal Motor Cycle/Scooter	Grades-I and II
Bicycle etc. and public transport plying for hire on single seat basis.	All Employees

Note IV.-Reimbursement of toll tax paid at the bridges by employees travelling on duty in company vehicle shall be allowed.

Note-V.-

- a) Reimbursement of Toll Tax paid on Motor Way while travelling in an official vehicle / by his own car on official duty / tour shall be allowed on production of original receipt in token thereof. This concession will however, not be admissible to the one who is permitted to travel on official duty by rented car or borrowed car.
- b) Employees to travel on any road by any mode of public transport (on single seat basis) will get reimbursement of travelling expenses on actual cost basis provided the cost should not exceed the Railway fare, admissible under the existing TARules.
- c) Employees who use their own car / taxi with the approval of competent authority shall be allowed the mileage allowance for journey on Motor Way on official duty.
- d) Daily allowance, for each calendar day, will be admissible for the period of absence on duty from offices (including the time spent in transit).not more than one daily allowance will be admissible on any calendar day. A fraction of a calendar day will be reckoned as a calendar day for this purpose. "Calendar day "means a day beginning on one mid-night and ending on the next midnight.
- e) In the case of departure from offices, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to offices, the rate will be the one admissible at the last station of temporary duty before return to offices.

- f) The period of absence from offices shall commence from the time of departure of the employee from his office or residence, as the case may be till the time of his return to his office or residence, as the case may be. The competent authority authorizing the tour will decide whether the employee should proceed on temporary duty from his office or residence.
- g) The period of forced delays in transit will be treated as part of the total transit period.
- h) Extra daily allowance for arrival at and departure from the place of temporary duty will not be admissible.
- i) Mileage allowance shall be admissible from the residence of the employee to the railway station or the airport or the sea/river port, bus/mini bus/taxi stand as the case maybe, at his office and from the railway station or the airport to the sea/river port, bus/minibus/taxi stand to the place of his temporary residence at the out-station.
- j) Where an employee claims road mileage for journey performed by road in his personal car, between places connected by rail, the Controlling Officer may, at his discretion, accept the claim subject to the condition that it will be limited to what would have been admissible had the officer travelled by rail in the ordinary way.
- k) Except as specified in para, (l) below, daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty, without any special sanction or subject to reduction in rate.
- l) In case of temporary duty at a hill station exceeding thirty days, Heads of Departments shall have full power to sanction daily allowance for the entire period of continuous halt of employee.
- m) Daily allowance shall be admissible on Sunday and public holidays falling during the period of a employee's temporary duty at an out-station (It shall not be necessary to render certificate to the effect that the official concerned was actually and not merely constructively on duty in camp).
- n) An employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

13. Rate of Messing Allowance for Trainees

Messing Allowance may be paid to the trainees receiving training in all Training Centres/Institutes including Wapda Academy and Accounts Training Institutes for the entire duration of the training at the following rates:-

BPS-17 and above	Rs 720/Day
BPS-16 and below	Rs 540/Day

Note- I No Daily Allowance will be admissible for their stay at the Academy, Training Institutes and Centers. Normal Daily Allowance will, however, be admissible for training upto a period of 10 days. Messing Allowance shall be admissible when they were at the station of Wapda Academy, Training Institutes and Centers; but in case they go for field trip on any day, they will be entitled to full Daily Allowance according to the Rules.

14. Calculating Mileage Allowance

- a. For the purpose of calculating mileage allowance a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided, that, when there are alternative railway routes and the difference between them in point of time and cost is not great, mileage allowance should be calculated on the route actually used.
- b. The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of travelling. In case of doubt, the BOD shall decide which shall be regarded as the shortest of two or more routes.
- c. If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

Note:- "Whether two stations are connected by rail or not, should be decided by the Controlling Officers. .

15. Class of Accommodation when Travelling by Rail

For the purpose of calculating mileage allowance, employees of company when travelling by Railway shall be entitled to class of accommodation at the following scales

Category. I (Servants in BPS 17 and above)	Air conditioned class or accommodation of the highest class available on the route.
Category II (Servants in BPS-14 to16)	AC lower (Special). If travelling on a line which does not provide AC lower (Special) the next lower class.
Category III Civil Servants in BPS-11 to 13	AC lower (Ordinary). If travelling on a line which does not provide AC lower (Ordinary) the next lower class.
Category IV (Civil Servants in BPS-1 to 10)	Economy Class or the lowest class by whatever name be it called.

16. Admissibility of Daily Allowance when Short Journeys are Performed on Conveyance Provided by the Company.

An employee using vehicle owned by the company will be entitled to draw daily allowance at ordinary rates for any day on which he is absent from his headquarters on official duty for more than eight consecutive hours.

Note: In cases where the site of regular work is located at more than 16 kilometers from the Office, outside the Municipal/ Cantonment limits, and the executing/inspecting staff of Operation Wings, and the patrolling staff of GSO /

GSC Wing are transported daily in vehicles owned by company from the Office and back, they will be entitled to Daily Allowance for the actual period of journey subject to maximum of ten days in a month.

Exception may be granted by Chief Engineer in charge of a formation, in emergent cases for which justification will be communicated to the Accounts Wing.

The Line Staff of construction side of GSC will be exempted from the operation of this Rule provided they fulfill the conditions laid down.

17. Travelling Allowances for Journeys on Transfer

Unless it be otherwise expressly provided in these Rules an employee is entitled for a journey on transfer to the following allowances:

- a. He may draw one fare of the rail class to which his grade entitles him and draw one extra fare for each adult member of his family who accompanies him and for whom fullfare is actually paid and 1/2 fare for each child for whom such Fare is actually paid.
- b. In case the places are connected by road only, he is entitled to draw one mileage allowance at the rate to which his grade entitles him; he may draw a second mileage allowance if two members of his family accompany him, and a third if more than two members of his family accompany him.

C I Transfer Grant

Category of employee	Rate
An employee possessing a family	One month's pay
An employee not possessing a family	Half-a-month's pay

C ii If an employee, possessing family moves to a new station alone, he may draw transfer grant at the rate at least equal to the amount admissible to an employee not possessing family provided he finally opts to do so on transfer."

Note I- Transfer grant is to be determined on the basic pay drawn by an employee at the old station of posting before transfer.

Note II- Transfer grant is admissible in all cases where travelling allowance on transfer is otherwise admissible under the existing rules.

d. Daily Allowance during Journey Period

One daily allowance at special rate shall be payable to a company employee for every 480 kilometers of road distance.

e. Daily Allowance on arrival at the new place of posting

One daily allowance at the rate applicable to the station shall be payable in respect of the company employee and in respect of each member of his family

above 12 years and one half of the full rate for every child above the age of 12 months, for the day of arrival at the new place of his posting.

Clarification

As admissibility of T. A. and transfer grant the twin cities of Islamabad and Rawalpindi is aonly admissible where change of residence is involved, instead of change of headquarters, if employee alone moves to the new station In such cases, the change of residence of the employee himself is involved but complete breaking up at the old station and the setting up of house-hold establishment at the new station does not take place.

4. It is hereby clarified that, in such cases, the transfer grant is admissible only where the breaking up of the house hold establishment at the old station and setting up of the house hold establishment at the new station takes place; and a certificate to this effect is recorded on the Transfer T. A. Bill by the employee duly countersigned by the "Controlling Officer".

(f) Transportation of personal effects

(1) The maximum limit upto which personal effects can be transported at company expense shall be as follows:

Category of Employee	If possessing family	If not possessing family Kilograms
Category-I	4500	2240
Category-II	3000	1500
Category-III	1500	760
Category-IV	560	380

2. Carriage of Personal effects on Transfer/Retirement.

Rs. 0.02 per kg.per km,

17-1 (g) Transportation of Motor Car /Motor Cycle by Road

The rates of allowance admissible to an employee who transports his Motor Car or Motor Cycle/Scooter by road between stations connected by Rail or Steamer or partly by Rail or partly by Steamer shall be as follows:

(i) In respect of Motor Car Rs. 5/- per Kilometer
(ii) In respect of Motor Cycle/Scooter Re. 2.5/- per Kilometer

Note I.- A member of an employee's family who follows him within six months from the date of his transfer or precedes him by not more than one month may be treated as accompanying him.

Note II- If the family joins its Head at the new station later than 6 months from the date of transfer for reasons beyond control i.e. due to non-availability of suitable family accommodation or sickness in the family etc., the family may be treated as accompanying its Head, for the purpose of this rule, with the sanction of authority next higher than the Controlling Officer.

Note III.-Travelling allowance may not be drawn by an employee on transfer from one

station to another unless he is transferred for the convenience of the company and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer for the convenience of the company.

Note IV- If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the journey of the family may be drawn subject to the condition that it does not exceed the travelling allowance that would have been admissible if the family had proceeded to the new headquarters station.

- (2) Tents supplied by the company are transported at the expense of the company. Tents purchased and maintained by an employee himself may be transported at the expense of the company provided they do not exceed a scale to be prescribed in this behalf by a competent authority as suitable for a particular employee or class of employees. If they exceed this scale, the excess may be treated as a part of personal effects.
- (3) An employee claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, road, steamer or other craft and the Controlling Officer shall record a certificate that he has scrutinized the details and satisfied himself that the claim is reasonable.
- (4) An employee claiming the cost of transporting a conveyance by rail or steamer must support his claim by the railway or steamer receipt. In case where the receipt has been lost or has been surrendered to railway or steamer authorities without a cash receipt having been obtained in exchange and where the production of a duplicate receipt is likely to involve a disproportionate amount of trouble, the Audit Officer may, at his discretion, dispense with the production of the receipt and accept a certificate to the effect that the amount claimed is not more than the expense actually incurred. .
- (2) No employee shall travel by air even on transfer except categories mentioned in Rule 18 of the said Rules.

18. Travel by Air Journey

- (a) Travelling Allowance for journeys by air will ordinarily be admissible to General Managers/Chief Engineers/Director Generals/Officers of equivalent status.
- (b) Employees in BPS-17 and above as otherwise covered under the Rules shall obtain prior approval of Controlling authority as defined in TA Rules to travel by air from case to case basis

19. Entitlement of Work-charged Staff to T.A.

- (1) The work-charged staff, when transferred, in cases of sheer necessity, in

the company's interest, may be allowed Transfer T.A. i.e., single railway fare or actual travelling expenses including the cost of carriage of personal effects to the employees of the work-charged establishment and dependent members of their families, who are not males over 18 years of age subject to the following conditions:

- (a) The limits of Travelling Allowance relating to the class of railway accommodation admissible to regular employees of the same grade are not exceeded.
- (b) The journey performed is in the interest of the company and not as a disciplinary measure transfer within the divisions shall be ordered by the Superintending Engineers and transfers outside the divisions shall be ordered by the competent authority concerned.
- (c) The transportation charges of personal effects will be admissible as per schedule and terms and conditions laid down in T.A. Rule 17.
- (d) The categorization of the employees will be determined in accordance with T.A. Rule 7.

(2) The work-charged staff while travelling on temporary duty may be allowed:

- (a) Single railway fare or actual travelling expenses upto the limit of that fare for journeys performed on duty.
- (b) The rate of D.A. and mileage allowance may be allowed with reference to the rate of their monthly pay in accordance with Rules 11 and 12.
- (c) In case the official is absent from his headquarter on official duty for more than eight consecutive hours and uses company vehicles he may draw one daily allowance.

(3) Since stay in a Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club is admissible under Rule 11 of the Rules ibid, in addition to the Daily Allowance, a work-charged employee engaged as sportsman/player, is entitled to the facility of Hotel, Hostel, Guest House, Inspection Bungalow/Lodge or a Residential Club accommodation while on temporary duty away from his place of posting.

20. Journey in connection with Departmental Enquiry or to give evidence

1. (a) An employee under suspension may be sanctioned mileage allowance (as admissible to him before his suspension) by the suspending authority if he is required by the said authority to make a journey for the purpose of attending a departmental inquiry. No daily allowance will, however, be allowed.
- (b) An employee on leave who is required by the Inquiry Officer to attend a departmental inquiry against him may be allowed travelling allowance on tour rates for journeys performed by him in connection with his departmental inquiry.
- (c) An employee under departmental inquiry who is neither under suspension nor on leave but is on duty is entitled to travelling allowance on tour rates if he is

required or permitted by the Controlling Officer to make journeys in connection with departmental inquiry. The Controlling Officer can sanction the absence of such employee on duty beyond the sphere of duty for a period not exceeding thirty days.

2. The following provisions apply to an employee who is summoned to give evidence:
 - (a) In a criminal case, a case before a court martial, a civil case to which the company is a party
 - (b) Before any other court in Pakistan or in foreign territory provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties:- .
 - (i) He may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him.
 - (ii) When he draws such travelling allowance he may not accept any payment of his expenses from the court or authority. Any fees which may be deposited in the court for the travelling and subsistence allowance of the witness must be credited to the company.
 - (iii) If the court in which he gives evidence is situated within ten miles of his headquarters and no travelling allowance is, therefore, admissible for the journey, he may, if he be not in receipt of permanent travelling allowance accept such payment of actual travelling expenses as the court may make.

Note:- An employee summoned to give evidence while on leave is entitled to travelling allowance under this rule from and to the place from which he is summoned as if he were on duty.

20-A Admissibility of T.A/D.A for appearing in Departmental Professional/Promotion Examination

Officers/employees intending to appear in the Departmental Professional/Promotion Examination shall be treated on duty and be paid T.A./D.A. for taking the examination. In no case, TA/DA can be drawn more than 3 occasions, whether the examination is taken completely or in parts.

21. Travelling Allowance for Journey on Retirement

1. An employee shall be allowed T.A. to the extent specified below, in respect of the journey from the place of this last posting to his home town, performed during leave preparatory to retirement or on or after retirement:

- (a) Actual fare by rail or steamer of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail or steamer, mileage allowance shall be allowed.
- (b) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for journeys on transfer.

- (c) Cost of, transportation of personal car or scooter or motor cycle for journey to home town on retirement shall be admissible. The cost shall, however, be calculated by road and restricted to the distance by the practicable route.
- 2. Advance payment for expenditure as at (1) above shall be made and be treated as final payment.
- 3. The home town shall be determined according to entries pertaining to the permanent address of the employee in his service record or according to the declaration made by him for purposes of leave travel concession.
- 4. The term 'retirement' shall mean retirement on attaining the age of superannuation or on completing prescribed service limit, or voluntary retirement on completion of 25 years qualifying service, or on invalid pension, or compulsory retirement.

Note-I A employee who does not avail himself the concession of retirement Travelling Allowance during leave preparatory to retirement may do so within six months after the actual date of his retirement. If, however, a retired employee dies during this period without having availed himself of the concession, it may be allowed to the family on application to the Head of the Division and should be availed of before the expiry of six months from the date of retirement of the deceased employee or within three months of the date of his death whichever may be later. In case a retired employee is re-employed immediately after or within six months from the date of his retirement, the time limit referred to above shall commence from the date on which the period of re-employment concluded.

Note-II In addition to the T.A. admissible under sub-rule (1) above, an employee proceeding on retirement, shall also be allowed transfer grant to the extent admissible on transfer from one station to join duty on another station.

22. Entitlement of T.A/D.A to the Members of Executive Committees/Central Council of Professional Engineering Institutes.

Members of Executive Committee of Pakistan Engineering Council, members of Central Council of Institute of Engineers of Pakistan and members of Executive Council of Pakistan Engineering Congress, who are required to attend meeting of their respective institutes, will be entitled to T.A / D.A as otherwise admissible under the Rules.

23. Entitlement to T.A of Company Players and Office-Bearer of Sports Control Board.

- (a) All Officers and Members of the Executive Committee of the company Sports Control Board will be treated as on duty and will be entitled to T.A/D.A., when attending meetings of the Executive Committee and Annual Meets. Their bills will be verified by their respective Controlling Officers/Unit Manager.

- (b) Eighteen members of a team including Coach and Manager will be treated as on duty and will be entitled to normal T.A./D.A if the team is participating in a recognized tournament with the approval of President of the Company Sports Control Board, provided that no allowances are paid by the organizers of such tournaments. In cases where they are paid by the organizers of the tournament less than their entitlement in company, the difference between the payment received by them and their normal entitlement will be payable by company. If a player, a sportsman or an official is called in connection with training in a Training-cum-Coaching camp preparatory to participation in a tournament, organized with the approval of President of the Company Sports Control Board, he will be entitled to T.A./D.A for the duration of such training and coaching. T.A. bills in all such cases will be verified by the designated Coach/Manager and will be countersigned by the President or Vice President or Secretary General of the Sports Control Board or, as the case may be, by the Unit Manager and they will not be less than Grade- 19 officers.
- (c) In case of members of teams and others participating in the Annual Meets, they will be treated as on duty and their T.A Bills will be verified by the Chief Engineer / HR & Admn Director or the Unit Manager concerned who shall ensure that no undeserving or unauthorized person gets any advantage of the concession..
- (d) (d) The recognized tournaments, referred to in (b) above, include all such tournaments as are arranged by or with the permission of various Government recognized Associations / Federations at District, Divisional, Provincial and National levels.

24. Carriage of Dead Body

1 (a) Transportation of dead body by road

Company transport, if available, will be provided to carry the dead body of a company employee/deputationist or any member of his family to his home town regardless of the distance involved and the cause of death. If company vehicle is not available, the dead body may be carried to the home town by the hired transport and **reimburse the actual cost but not exceeding @Rs. 20/- per kilometer (Maximum)** out of the budget provision of the Division / Office concerned.

(b) Transportation of dead body by Air

Actual cost of transportation will be permissible if direct air service is available from the last station of duty to his home town or the nearest airport. For journey from such an airport dead body shall be transported by road at the rate prescribed above.

NOTE:- Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs. 1600/-.

- 2. The above amendment shall take effect from *¹ 01.12.2006. However, the cases already decided will not be re-opened.

3. The terms 'Family' used in sub-rule (1) above means wife (one only), dependent sons, daughters, real parents who are residing with the employee at the place of his posting.

25. Travelling Allowance to family of employee who dies while on duty

1. When an employee dies while on service the family of such a company employee will be allowed Travelling Assistance equal to the amount of T.A. and cost of transportation of personal effects, subject to the family to perform journey from the station of last posting of the deceased employee to his home town or to such other place to which the family intends to proceed provided that the amount to be paid by company will not exceed the amount admissible from the station of last posting of the deceased to his home town. The amount will be drawn by the eldest member of the deceased company employee's family on application to the Head of Division in which the deceased was working at the time of his death. The application should contain the following particulars:-

- (1) Name of the deceased company employee,
- (2) His designation and the name of the office in which he was working at the time of his death,
- (3) Name and address of the applicant,
- (4) His/her relationship with the deceased,
- (5) Home town of the deceased company employee or the place where the family intends to proceed,
- (6) Names of family members alongwith age of each of them and
- (7) Approximate weight of personal effects to be transported.

2. The application should be countersigned by an officer in BPS-17 or above who will record a certificate thereon in the following words:

"Certified that I personally know the above particulars to be correct."

3. In addition to the amount of T.A./Cost of transportation of personal effects, the bereaved family shall also be entitled to "Transfer Grant" to the extent admissible to the deceased company employee as on transfer from one station to another station.

26. Reimbursement of expenses

- (a) Reimbursement of expenses incurred on account of cancellation of reserved seat may be allowed if the cancellation was due to an eleventh-hour change in the tour programme, subject to the production of a deduction voucher.
- (b) The Controlling Officer will be required to sign a certificate to the effect that the tour had to be cancelled or modified to very short notice and that earlier cancellation was not possible.

27. When a notification implies

Except when a notification implies a change of duties, the travelling allowance of an employee who is promoted or reverted or is granted an increased rate of pay with

retrospective effect, should not be revised in respect of the period intervening between the date of promotion or reversion and that on which it is notified.

In the case of all bills paid before the orders are issued, the officer should be guided by the facts known officially at the time but, in the case of travelling allowance bills not presented or audited before the promotion is notified, there is no objection to recognizing the retrospective effect of the order.

Note:- An employee's claim to travelling allowance should be regulated by the rules in force at the time, the journeys in respect of which they are made, are undertaken.

28. Change of Headquarters while on tour

An employee whose headquarters are changed while he is on tour and who proceeds to his new headquarters without returning to his old, is entitled to travelling allowance as on tour for his journey upto the new headquarters.

29. Forced Halt

During the period of Force Halt due to bad weather etc, company employee will be allowed Daily Allowance @ 50% of his normal entitlement of each day of Force Halt.

30. Duties at Controlling Officers

It is the duty of a Controlling Officer before signing or countersigning a travelling bill:-

- (a) To scrutinize the necessity, frequency and duration of journeys, and halts for which travelling allowance is claimed, and to disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey was unnecessary or unduly protracted, or that a halt was of excessive duration;
- (b) To scrutinize carefully the distance entered in travelling allowance bills;
- (c) To satisfy himself that mileage allowance for journeys by railway or steamer, has been claimed at the rate applicable to the class of accommodation actually used and that, where the actual cost of transporting servants, personal effects etc, is claimed under these Rules, the scale on which such servants, effects, etc., were transported was reasonable and to disallow any claim which, in his opinion, does not fulfill those conditions;
- (d) To observe any subsidiary rules or orders, which a competent authority may make for his guidance;
- (e) To satisfy himself before permitting claims that the servant actually bought a through ticket at the rate claimed and that it was not possible for him, to get a through ticket at a cheaper rate by paying only for the

appropriate class of accommodation over that portion of the journey where accommodation of that class was available.

- (f) A tour report showing the items of work done should be appended with TA claim, so the controlling officer should satisfy himself with the performance of the employee claiming TA.
- (g) TA/DA claims will be scrutinized / verified on merit by the Head of Office / Division and claimant will be held responsible for any unjustified claims and shall be liable for disciplinary action along with the claimant.