

# CONVEYANCE ALLOWANCE RULES OF COAL INDIA LIMITED

(Adopted by the Coal Mines Authority)

## 1.0 SHORT TITLE & COMMENCEMENT

These Rules may be called the Conveyance Allowance Rules, 1972. Except where otherwise specifically provided by an executive order, direction or instruction, these Rules shall come into force with effect from 1st July, 1972.

## 2.0 OBJECTIVES

To establish uniform policy and rules for providing conveyance allowance to certain categories of employees of the Company, mentioned in Rule 3, serving anywhere in India.

2.2 Conveyance allowance is not meant for profit and the sole purpose of granting it to the company's employees is to reimburse the expenses incurred by them in connection with the journeys undertaken exclusively and wholly for the official work of the Company.

## 3.0 ELIGIBILITY

3.1 All employees of the Bharat Coking Coal Limited, appointed in or working against the post sanctioned in the BCCL Executive Cadre and whose nature of duties is such that they are necessarily required to move very frequently within a limited distance of the place of their posting in connection with the performance of the official duties, are entitled to the benefit of these rules.

3.2 An employee from other Organisation Undertaking or Government Department on deputation to the Bharat Coking Coal, or vice versa shall also be entitled to conveyance allowance in accordance with these rules provided this does not go against the term and conditions of his deputation.

3.3 Conveyance allowance under these rule shall not be admissible to personnel employed from foreign countries who will be governed according to the terms and conditions of their appointment letter.

## 4.0 DEFINITIONS

(a) "Conveyance" means any automobile used for personal transport and maintained in running conditions, such as Motor Car, Motor Cycle, Scooter etc., but it does not include heavy transport vehicles.

Note "Moped" should be treated as Scooter (Vide Annexure-II).

(b) "Employee" means as defined in Rule 3.1 but does not include casual or part time employees and trainees.

(c) "Competent Authority" means as follows :

- |       |                                 |  |
|-------|---------------------------------|--|
| (i)   | Area General Manager            | For all employee working under him in the Area |
| (ii)  | General Manager Sale            | for all employees posted at Calcutta           |
| (iii) | Director (Administration)       | For Area General Manager                       |
| (iv)  | Director (Finance & Sales)      | For General manager, Sales & Marketing         |
| (v)   | Respective Functional Directors | For all employees posted at the headquarters   |

In such cases, the Functional Directors will grant conveyance allowance to all employees serving under them provided that, except in case of Chiefs and Addl. Chiefs, the functional Directors may delegate this power to their respective Chief or Heads of Department.

## 5.0 SCALE

The conveyance allowance will be admissible at the following rates :

- (a) If the distance required to be covered very frequently in the course of official duties is 32 Km but not less than 16 Km Rs. 350/- p.m. for maintaining a car.
- (b) If the distance required to be covered very frequently in the course of official duties is 16 Km or under Rs. 300/- p.m. for maintaining a car.  
Rs. 100/- p.m. for maintaining a scooter.

### Note :

It is presumed that officers who have to frequently move about within a radius of more than 16 Km. will be Senior Officers maintaining Car/Station Wagons/Jeep and not Scooter/Motor Cycles. Cases which are otherwise may be referred to the Director (Administration) for decision.

## 6.0 LIMITATIONS

- 6.1 Conveyance Allowance will not be admissible to an employee who does not own the Conveyance in his/her own name. Registration in the name of the employee will be treated as sufficient proof of ownership.
- 6.2 Conveyance allowance will be admissible for one vehicle only and will become in-admissible in the following circumstances.
- (a) When an employee proceeds on leave of any kind for a period of 30 days and above. For the purpose of this rule the period of will be counted from the date of the commencement of the leave and shall include first 30 days also. However, if on expiry of the leave the employee returns to the same post and station and there is no substantive change in the nature of duties he was performing earlier he shall continue to draw the conveyance allowance at the same rate to which he was entitled to immediately before he proceeded on leave and for this no fresh sanction from the competent authority will be needed.
- (b) If the vehicle owned and registered in the name of the employee is not in his/her use, for any reason for a period of 30 days and above, he/she will not be entitled to conveyance allowance for the period for which the vehicle remained unused by him/her.

### Explanation

Case of this type may be when a particular vehicle remains out of order for a long period due to mechanical, electrical or any other trouble or, is lent to friends, relatives etc for long periods.

- 6.3 Employees in receipt of conveyance allowance will not be entitled to mileage allowance or daily allowance within the limits of the distance for which conveyance allowance had been granted to them. However, for journeys performed on official duties outside this limit, mileage allowance, as usual, will be admissible and for this purpose the distance will be calculated from the point of the commencement of the journey from the headquarters of the employee, whichever of the two being less.
- 6.4 Should any employee in receipt of conveyance allowance use Company's vehicle for journeys within the area for which he has been granted the conveyance allowance, he shall be charged at the same rate as if the conveyance was used by him for private use.
- 6.5 Should there be any change in the nature of duties or mode of conveyance for which an employee has been granted conveyance allowance, he will report this fact immediately to the competent authority with a copy to the Chief of Administration, quoting his previous sanctioned staff No. On receipt of this notice, the competent authority will decide at once as to whether any change is required in the previous order in the changed circumstances and will communicate the same to the applicant, the Pay Officer and the Chief of Administration as required in Rule 7.4.

- 6.6 Should an employee be transferred from one place to another whether involving change in his duties or not, he is required to apply for fresh sanction to the competent authority after assuming the change of his new assignment.

## **7.0 PROCEDURE**

- 7.1 An employee who is eligible for allowance may apply in the prescribed manner (C. A. Form No. 1) through proper channel.
- 7.2 After the application is scrutinised by the competent authority or his nominee(s), the employee may be granted the allowance at the discretion of the competent authority or his nominee(s).
- 7.3 The competent authority will please satisfy himself before sanctioning the conveyance allowance that the applicant has a conveyance registered in his own name and that the nature of his duties is such which requires him to move very frequently within the distance for which he is claiming the conveyance allowance.
- 7.4 All sanctions must be communicated to :
- (a) the applicant concerned.
  - (b) the pay officer from where the employee draws his pay and
  - (c) Chief of administration, in case the sanctioning authority is other than the Chief of Administration.
- 7.5 All such sanctions must be recorded in chronological order in a register, to be maintained in CA Form II (Enclosed) in every office of the Competent Authority as defined in Rule 4 (c).
- 7.6 A quarterly list of sanctions may sent to the Director (Admn.) by the last date of June, Sept., December and March by every competent authority or his nominee in the CA Form No. III (Enclosed) for record.

### **Note :**

All employees of the taken over collieries have already been given Staff No. Steps are being taken to give Staff No. to other employees also. All applicants should, therefore, quote their Staff No. at the time of filling application for conveyance allowance as it is on the basis of Staff No. that records are intended to be maintained at the Hd. Qrs.

## **8.0 SAVINGS**

The rules can be withdrawn at the discretion of the Company without any notice and assigning any reason therefore, Likewise, the Company reserves to itself, the right to alter and or to amend any rule and the amount of allowance at any time without assigning any reason therefore.

### **FORM OF APPLICATION FOR GRANT OF CONVEYANCE ALLOWANCE**

To the Competent Authority (Through Proper Channel)

1. Name of the applicant
2. Staff No.
3. Designation
4. Pay as per note under rule 5.1
5. Department/Section
6. Place of posting
7. Nature of duties the officer usually is to perform (Broad details)
8. Whether nature of duties requires frequent touring within 16 Kms 32 Kms of Hqs.
9.
  - (a) Name of places & Office usually to be visited
  - (b) Distance of the places/offices to be visited and frequency of visit
  - (c) Total distance likely to be covered in a month
10. Type of vehicle to be used Car/Scooter etc.
11. Registration No. where the vehicle is registered in the employee's name

12. Amount of conveyance Allowance claimed

I, certify that the above particulars are correct to the best of my knowledge and also certify that the car/scooter for which the conveyance allowance is proposed to be drawn will be used for official journeys within 16 Kms/32Kms of headquarters as required under the rules. I may be granted conveyance allowance with effect from .....

***Signature of Applicant***

Verified and certified that the conveyance is registered in the applicant's name and that the nature of the applicant's duties are such as require him to move very frequently for official work, within the distance, for which conveyance allowance is claimed.

Conveyance allowance is sanctioned for Rs. .... (Rupees .....) )

Conveyance allowance granted Rs. .... p.m. with effect from ..... vide sanction letter No....., dated ..... ( to be filled up from register to be maintained).

***Signature of Competent Authority***

**Sub : Reimbursement of expenses incurred in respect of maintenance of own cars/own scooters by executives.**

1. The Conveyance Allowance Rule provide for the grant of Car/Scooter Allowance to the executive cadre employees of Coal India Limited upto the ceiling limits of Rs.250/- or 200/- per month of cars and Rs.60/- per month for Motor Cycle, Scooter, respectively depending on the distance required to be covered in the course of official duties in cases where possession of car/scooter by the individual officer concerned is considered as essential from the point of view of efficiency and where frequent touring is involved.
2. For some time past, representations are being received from the executive cadre employees to the effect that, within the overall ceiling limit of Car/Scooter allowance; as mentioned above, reimbursement of actual maintenance and running expenses of car/scooter may be allowed to such officer who possess cars/scooters and who otherwise fulfil the condition for grant of car/scooter allowance.
3. The matter has been examined in detail in consultation with the Chief of Finance, and it has been agreed in principle that the reimbursement of running/maintenance expenses of cars/scooters, subject to the submission of vouchers, in original may be allowed in lieu of conveyance allowance in cash per month where car/scooter allowance would be admissible, subject however to the ceiling limits as provided for in the Conveyance Allowance Rules.
4. The Sanctioning Authority must in case, specifically mention in the sanction itself, that the running/ maintenance expenses for the cars/scooters may be reimbursed in lieu of allowance in cash against the submission of vouchers in original and also subject to the ceiling limit prescribed for payment of the car/scooter allowance to the individual officers. Such sanctions, would however have to be issued only after concurrence of Chief of Finance and specific reference of such concurrence of Finance should be recorded on the sanction itself so that A. O. (Bills) may act upon such sanctions while admitting conveyance allowance/reimbursement of actual maintenance/running expenses.
5. Past cases where sanctions of car/scooter allowance have already been issued and are being admitted in Audit, may be reviewed to ensure that all sanctions are financially concurred and provision for payment of conveyance allowance in cash/reimbursement of actual running/maintenance expenses, is specifically stipulated.

**OFFICE MEMORANDUM**

It has since been decided that MOPED should be treated as Scooter for the purpose of Conveyance Allowance. Accordingly the following sentence may be added after Rule 49(a) of the conveyance Allowance Rule, 1972 of Coal India Limited.

"MOPED should be treated as Scooter".

This issues with the competent approval and will have immediate effect.

CIL :C-5A(vi)/50773 : 232

22.8.1984

**Sub : Grant of conveyance Allowance to blind and orthopaedically handicapped employees.**

The question of granting some assistance to blind and orthopaedically handicapped employees with disability has been under consideration. It has been decided that in respect of such employees who are in regular employment and who are blind and orthopaedically handicapped, a conveyance allowance at the rate of 10% of the basic pay subject to maximum of Rs.75/- per month shall be granted subject to the following conditions.

- (i) The handicapped employee should have a minimum 40% permanent partial disability of either upper or lower limbs or 50% permanent/partial disability of both upper and lower limbs together. For the purpose of assessment of disability the standards as contained in the Manual for Orthopaedic Surgeon in Evaluation of permanent physical impartial disablement brought out by the American Academy Orthopaedic Surgeons U.S.A. and published in their behalf by Artificial Limbs manufacturing Corporation of India, G. T. Road Kanpur shall apply.
- (ii) The concerned heads of Department/General Manager shall refer the cases of handicapped employees to the Medical Officer appointed for the purpose by CIL or by any subsidiary company of Coal India Limited.
- (iii) The conveyance allowance will be admissible to the handicapped employee on the recommendation of the Medical Officer appointed for the purpose.
- (iv) The allowance will not be admissible during leave (except Casual Leave, joining time or suspension).
- (v) The Blind and Orthopaedically handicapped non-executive employee who opt for the conveyance allowance under this Office Memorandum shall not be entitled to transport subsidy as laid down in Para 5.2.1 of NCWA-III.

This office Memorandum shall come into force with immediate effect.

This issues with the approval of the competent authority.

No. : CIL - C-5A (vi)/50773-147

Dated 18.10.89

**OFFICE MEMORANDUM****Sub : Conveyance Allowance to the Executive Cadre employees**

CIL Board in its 10th Meeting held on 27.09.1989 has decided the rate of conveyance allowance to the executive in CIL and its subsidiaries will be as under.

<b>Distance Cover</b>	<b>Type of Vehicle/ pay range of executive</b>	<b>Revised rates of conveyance allowance</b>
(a) If the distance required to be covered very frequently in the course of official duties in 32 KM but not less than 16 KM.	Car : Executive drawing a basic pay of Rs.1560/- and above.	Rs. 600/- per month (Rupees six hundred only)

- (b) If the distance required to be covered very frequently in the course official duties is 16 KM or under
- |  |   |
|--|---|
| (i) Scooter/Motor cycle  | Rs.175/- per month<br>(Rupee one hundred seventy five only) |
| (ii) Moped/Auto cycle or any other power driven vehicle or under of less than 1 O.H.P. | Rs.110/- per month<br>(Rupees one hundred ten only).        |
2. The revised rates of conveyance allowance as above are effective from 1st October, 1989.
3. Each executive entitled for this allowance will claim every month in the prescribed form enclosed for necessary reimbursement.

Ref. No. : BCCL/EE/CIR/89/34324-424(A)

Dated : 25-10-89 : 26-10-89

Bill for re-imbusement of expenses incurred in connection with using my personal vehicle for various journeys undertaken for official work of the company during the month of .....

1. Name
2. Designation
3. Regd. No. of vehicle used
4. Sanction No. & Date
5. Amount claimed

Date .....

Signature

**CERTIFICATE**

**This is to certify** that I have maintained a car/scooter/motor cycle/moped/auto cycle bearing no ..... which is registered in my name and is owned by me in proper running condition and have utilised the same in the performance of official duties. Expenditure wholly, exclusively and necessarily incurred on the maintenance and running of the aforesaid vehicle in connection with the official duties during the period from ..... to ..... was in excess of Rs. .... (Rupees .....).

**Signature**

N. B. Bill to be submitted in duplicate.

.....  
CO 6 No. .... Amount admitted Rs. ....

Date ..... Net deduction Rs. ....

Deptt. .... Net amount payable Rs. ....

Cheque may be drawn in favour of ..... for Rs. .... (Rupees .....

Head of Account to be debited ..... Accounts Officer .....

Accounts Code	Head of Accounts TA & DA	Amount
.....	.....	.....

**OFFICE MEMORANDUM****Sub : Conveyance Allowance to the Executive Cadre Employees**

The new rates of conveyance allowance to the executives in Coal India Ltd. and its subsidiaries effective from 1st October 89 were conveyed vide this office O. M. No. CIL : C-5A(vi) : 50773 : 147, dated 18th October, 89. The condition regarding distance for grant of conveyance for the car is modified as under :

**Existing provision**

If the distance required to be covered very frequently in the course of official duties is 32 KM but not less than 16 KM

**Amended Provision**

If the distance required to be covered very frequently in the course of official duties is 32 KM or under

The other provisions in the above OM of 18th Oct., 89 will remain unchanged.

Ref. No. BCCL : EE : CIR : 89 : 35098-198 (A)

Dated : 4.11.89

In pursuance of office memorandum no. CIL : C-5A(vi)/50773/147, dtd. 18.10.89 and subsequent OM No. CIL : C-5A(vi) : 50773 : 158, dt. 26.10.89 issued by GM (P), CIL, the rate of conveyance allowance to the executives will be as under :

<b>Distance Cover</b>	<b>Type of vehicle/ pay range of executives</b>	<b>Revised rates of conveyance allowance</b>
(a) If the distance required to be covered very frequently in the course of official duties in 32 KM or under.	Car : executive drawing a basic pay of Rs. 1560/- and above	Rs. 600/- per month (Rupees six hundred only)
(b) If the distance required to be covered very frequently in the course of official duties is 16 Kms. or under.	(i) Scooter/Motor cycle (ii) Moped/Auto cycle or any other power driven vehicle of less than 1 O.H.P.	Rs. 175/- per month (Rs. One hundred seventy five only) Rs.110/- per month (Rs. One hundred ten only)

The above revised rates of Conveyance Allowance are effective from 1st October, 1989.

It is clarified that this payment shall be made only to those persons who are already in receipt of the Conveyance Allowance on the basis of the claim every month in the prescribed form. Fresh sanction for the revised Conveyance Allowance in such cases shall not be required. However, in case of fresh claimants fresh sanction shall be required.

This issues with the approval of competent authority.

No. BCCL/EE Con. Allw/89/36335.435(A)

17th November, 1989

O. M. No. CIL/C-5A(vi)/50773/147, dt. 18.10.89 & subsequent O. M. No. CIL/C-5A (vi)/50773/158, dt. 26.10.89 issued by GM (P) CIL, Calcutta and clarification issued by this office vide letter no. BCCL/EE/Con-Allw./89, dt. 11.11.89 in connection with reimbursement of conveyance Allowance. It is clarified that the matter has been discussed with Shri R. G. Singh, GM (P), CIL, Calcutta on 16.11.89 on hotline and he has conveyed that conveyance may be read as conveyance reimbursement.

Other conditions in the O. M. remain unchanged.

**OFFICE MEMORANDUM**

**Sub : Enhancement in the limit for reimbursement of expenses incurred by executives for using personal vehicle for official work.**

With effect from 1st August, 1994 the enhanced limits for reimbursement of expenses to the executives of CIL and its subsidiary companies for use of personal vehicles for official work will as follows :

<b>Type of vehicle/pay range or grade of executives</b>	<b>Revised limit</b>
Car Executive in the grade E-5 and above	Rs. 1200.00 P.M., (Rupees twelve hundred)
Car Executive in the grade below E-5	Rs. 950.00 P.M., (Rupees Nine hundred fifty)
Scooter/Motor cycle	Rs. 330.00 P. M. (Rupees three hundred thirty)
Moped/Autocycle or any other power driven vehicle if less than 1 O.H.P.	Rs. 190.00 P.M. (Rupees one hundred ninety)

The executives who are entitled for conveyance reimbursement will submit their claims every month in the format enclosed.

This O. M. supersedes O. M. No. CIL/C-5A(vi)/50773/147, dated 18.10.1989

No. CIL/C-5A(vi)/50773/134

Dated October 10, 1994

**OFFICE MEMORANDUM**

**Sub : Enhancement in the limit for reimbursement of expenses incurred by executives for using personal vehicle for official work.**

A reference is invited to CIL's O. M. No. CIL/C-5A(vi)/50773/100, dated 31.08.1994 enclosing therewith the format for claiming reimbursement to expenses incurred for using personal vehicle for journeys undertaken for official work of the Company.

2. On the further consideration of the matter, Para 3 of the said format is modified as under :

"Expenditure incurred wholly, exclusively and necessarily in the maintenance and running of the aforesaid vehicle in connection with my official duties during the period was Rs. ....  
(Rupees .....) only on monthly average basis for which I have kept proper accounts and documents with me."



**COAL INDIA LIMITED**  
**10, NETAJI SUBHAS ROAD**  
**CALCUTTA - 700 001**

Ref : CIL- C-5A(vi): 50773/81

September 25, 1998

OFFICE MEMORANDUM

**Sub : Enhancement in the limit for reimbursement of expenses incurred by executives for using personal vehicle for official work.**

Pursuant to the decision of the Board of Directors of CIL, in its 172nd meeting held on 18th February, 1998 and communication received from the Ministry of Coal, vide letter dated 4th August 98, the limit of reimbursement of expenses on use of personal vehicles for official work by the executives of CIL and subsidiary companies stands revised w.e.f. 01st September, 1998, subject to the condition that it will form a part of new package under negotiation.

Type of vehicle Grade of executives	Existing limit (Rs. per month)	Revised/enhanced limit (Rs. per month)
CAR		
(i) Executives in E-5 and above grade	1200/-	1600/-
(ii) Executives in E-4 and below grade	950/-	1270/-
SCOTER/MOTOR CYCLE	350/-	440/-
MOPED/AUTO CYCLE or any other power driven vehicle of less than 1.0 HP	190/-	250/-

- The executives who are entitled for reimbursement of conveyance expenses will submit their claims every month as per the existing prescribed format.
- This supersedes earlier OM No. CIL/C-5A(vi)/50773/100, dated 31.8.1994.

This issues with the approval of the competent authority.

**S. Bandybandhyay**

Dy. Chief of Geology (EE)