

CHAPTER - 10

LEAVE TRAVEL RULES FOR EXECUTIVE CADRE EMPLOYEES

- (a) The Leave Travel Concession will be admissible once every year to the executive cadre employees who are entitled to regular leave. It will cover all employees and their families as defined in sub-para (c) below.
- (b) The employees will be entitled to the travel concession to their home town in India. The amount reimbursable by the Company will be 100% Railway fare. The executive cadre employees drawing a basic pay (basic pay includes Special Pay, Personal Pay and non practising allowance) of Rs. 3000/- and above per month shall be allowed to avail Railway, Air Conditioned 1st class/Air Travel Executive cadre employees drawing basic pay below Rs.3000/- per month will be eligible to the Railway fare by a class of accommodation to which they are entitled according to Travelling Allowance Rules of the Company but not higher than 1st class and they will not be entitled to Air travels. The employees may however travel by road and/or steamer if the place of visit has not rail connection but overall ceiling will be the admissible Railway fare.
- (iii) Once in block of a 4 calendar years commencing from the 1st January, 1976, the executive cadre employees will be entitled to the concession under these rules for journey to any place in India. This concession will, however, be in lieu of LTC entitlement of that year to travel to any place in India once in 4 years will also be available to employees whose home towns are either the same or very close to their places of posting and so are not entitled to LTC for home town.

The employees and/or members of the family may avail of LTC facilities for travel to the same place or to different places of their choice in respect of the facility available to visit any place in India in a block of 4 years.

Clarification : Note

In connection with LTC journeys by rail/air vide rule 1(b) (i), 1(b) (ii) or rule 6 of the LTC rules, the conveyance charges for road journey from headquarters/residence to Railway Station/Airport and vice-versa will also be reimbursable.

Authority :

CIL's O. M. No. CIL : C-5A(vi)/507022/II/135, dated 3rd September, 1986.

It has also been decided that the road journey undertaken at the intermediate, stations during LTC journeys such as from Railway station/Air-port/Sea-port to Rly. Station/Air-port Sea-port and vice-versa will also be treated as part of the journeys and the reimbursement therefore would be governed as per Travelling Allowance Rules.

Authority :

CIL's O. M. No. CIL : C-5A(vi)/50702/215, dated 16th November, 1987.

- (c) The term Family means an employee's wife/husband 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. Where the wife is also a Company's employee, the concession will be admissible to the family on the scale admissible to the husband or the wife and not both. The dependent children who are prosecuting their studies at place away from the places of work and Home Town of the employee will also be entitled to LTC as per Rule 6(c). (Substituted) vide No. C-5A(vi)/50702/334, dated 03.11.1982 effective from 30.09.1982.
- (d) The concession is not admissible to an employee who has not completed one year of continuous service on the date the journey is performed by him or his family as the case may be. The condition of one year continuous service on the date of the journey for admissibility of the Leave Concession is applicable equally to permanent employees and probationers as well as to temporary and officiating employees.

- (e) The concession will be admissible for journey performed by the employee during regular leave including medical leave, leave on half pay, leave on average pay, earned leave and/or casual leave as the case may be irrespective of their duration.

Authority :

CIL's O. M. No. CIL : C-5A(vi)/50702/II/256, dated 08th December, 1987.

- (f) The concession will not however be admissible to an employee who proceeds on leave and then resigns his post without returning to duty.

Authority :

CIL's O. M. CIL/C-5A(vi)/50702/II/256, dated 08th December, 1987.

- (g) The Leave Travel Concession will also be admissible during maternity leave.
- (h) The employee and members of family may travel separately as provided in Rule-II.
- (i) The employee claiming the leave travel concession shall provide a proof to the effect that the journey for which the reimbursement is claimed is actually undertaken. Ticket number or a money receipt from the railway booking clerk may be accepted as the proof.

(j) **Definition :**

Employees for the purpose of these rules will mean all employees of Coal India Limited and its subsidiary companies appointed in or working against the posts sanctioned in the CIL executive cadre and who are governed by CIL Leave Rules. It also includes deputationists from other organisations, Public Sector Undertakings and Government Departments (Central or State) unless there is nothing repugnant in their terms of deputation.

2. ELIGIBILITY

Leave Travel Concession will be admissible to all executive cadre employees of the Company, except who are :

- (a) Not in the whole time employment of the Company.
- (b) Paid from contingencies.
- (c) Entitled to railway privilege retirement passes and PTOs as a personal concession to them.

Note :

- (i) The concession will not be admissible to an employee who has not completed one year of continuous service under the company on the date of outward journey to be performed by him or his family as the case may be.

The terms continuous service under the Company may be computed including the continuous service under the non-executive cadre and the concession in the executive cadre in respect of such an executive cadre employee could be available during the particular calendar year provided that the train fare facility/LTC available under NCWA has not already been availed of by the concerned employee during the particular calendar year he was in service in the non-executive cadre.

(Clarified vide No. C-5A/50702/B19, dated 1.3.1978).

Clarification :

A clarification has been sought whether a non-executive cadre employee who has already availed home town LTC under NCWA for the block year 1987-90 in the year 1987, will be entitled to avail home town LTC for the year 1988 as an executive after being promoted to the post of executive in 1987.

The matter has been examined in consultation with the Finance. It is clarified that non-executive cadre employee who had availed home town LTC for 4 adults in the year 1987 against block year 1987-90 would not be entitled to home LTC for the year 1988 after his promotion in executive

cadre. However if he had drawn the RRF for self only in year 1987 he would be entitled to home town LTC as an executive for the year 1988 on his becoming an executive.

Authority :

CIL's Circular letter No. CIL:C-5A(vi)/50702:30 dated 10th May, 1989.

- (ii) The concession will be admissible to employees proceeding on leave just before attaining the age of superannuation. But in this case, the company's assistance on the usual scale will be limited to fares for self and family for the outward journey only.
- (iii) The concession will also be admissible to an employee who has actually applied for leave preparatory to retirement but could not avail the same as it was refused in the interest of company's work provided that in such case, the company's assistance will be limited to fares for self and family for the outward journey only.
- (iv) The service on re-employment of the executive of the Company, immediately after retirement may be treated as continuous with their past services for the purpose of their entitlement to LTC under the LTC Rules of CIL and its subsidiaries. Further, such re-employed executives may avail of the LTC in the year in which they have been re-employed provided they had not availed any LTC in the same year earlier.

(Clarified vide No. C-5A(vi)/50702/1/372, dated 23rd December, 1982).

3. SHORTEST ROUTE

"Shortest Route" means the route by which the destination can be reached earliest in point of time by the approved mode of travel.

Note :

Employees proceeding on LTC will be entitled to travel between Ranchi to Bombay side or Madras side and vice-versa via Tatanagar Rly. Station for such journeys, the route may also be via Rourkela, Chakradharpur or Kharagpur as the case may be if the employee actually takes such route.

Authority :

CMAL's O. O. No. CMA:APEX:AD(P):TA:LTC:I dated 11.7.75.

4. HOME TOWN

'Home Town' means permanent home town or village as declared by the employee in his verification roll at the time of his entry into the service of the Company. Persons who have not so far declared their home towns should immediately do, so to entitle them to avail of the facilities under these rules.

Note :

- (a) A declaration of 'Home Town' once made shall ordinarily be treated as final but in exceptional circumstances, the Chairman, a functional Director/Managing Director may authorise a change provided that such a change shall not be made more than once during the entire service of an employee.
- (b) Apart from other tests that the authorities mentioned in note (a) above may like to apply, the correct test to determine whether a place declared by an executive cadre employee should be accepted as his town or not will be to check :
 - (i) Whether the place declared by the employee is one where he would normally reside but for his service under the Company.
 - (ii) Whether the place is one which requires his physical presence at intervals for discharging various domestic and social obligation, if so, whether the employee has been visiting that place frequently.
 - (iii) Whether the employee owns residential property in that place or whether he is member of a joint family having such property there.
 - (iv) Whether his near relations are residents in that place.

- (v) Whether, prior to his entry in to Company service, he had been living there for some years. Where the employee or family of which he is a member owns residential or landed property in more than one place, it should be left to the employee to make a choice giving reasons for the same. The decision of the authorities mentioned at one (a) above shall be final in all cases regarding declaration of home town.

5. YEAR

Year of the purpose of these rules shall mean the calendar year.

Leave Travel Concession due for the calendar year will have to be availed of during the calendar year itself.

6. RESTRICTED CONCESSION

Leave Travel Concession will be admissible to the members of an employee's family with reference to the facts existing at the time of the outward and the return journeys independently. The following types of cases are given by way of illustrations only :

(A) Entitled to reimbursement in respect of the outward journey only :

- (i) A dependent son/daughter getting employment or getting married after having gone on LTC or remaining there for prosecution of studies.
- (ii) The family, having performed the outward journey do not complete the return journey within six months.

(B) Entitled to reimbursement in respect of the return journey only :

- (i) A newly married wife coming from the home town to headquarters stations or a wife who had been living for a long time at home town and did not avail herself of the leave travel concession in respect of the outward journey.
- (ii) A dependent son/daughter, returning with parents or coming alone from home town where he/she has been prosecuting studies or leaving with grandparents etc.
- (iii) A child who was previously below three/twelve years of age but has completed three/twelve years of age only at the time of the return journey.
- (iv) A child legally adopted by an employee while staying in the home town.

(C) Entitlement of dependent children studying away from the place of work of home town :

A dependent son/daughter who is prosecuting his/her studies at a place away from the place of work and home town of the employee would be entitled to this concession for going to the home town or to the place of work of the executive concerned and back to the place of his/her studies once a year. This assistance will however be limited to the LTC otherwise admissible or the actual expenditure whichever is less.

(Added vide No. C-5A(vi)/50702/334, dated 3.11.82 effective from 30.9.82).

Clarification : Note :

In connection with the LTC journey by rail/air vide rule 1(b)(i), 1(b)(ii) or rule 6 of the LTC Rules, the conveyance charge for road journey from headquarters/residence to Railway Station/Air Port and vice-versa will also be reimbursable.

Authority :

CIL's O. M. No. CIL : C-5A(vi) : 50702 : II : 135 dated 3rd September, 1986.

It has also been decided that the road journeys undertaken at the intermediate stations during LTC journeys such as from Railway/Air Port/Sea Port to Rly. Stn./Air Port/Sea Port and vice-versa will also be treated as part of the journeys and the reimbursement therefore would be governed as per Travelling Allowance Rules.

Authority :

CIL's O. M. No. CIL : C-5A(vii)/50702/215; dated 16th November, 1987.

7. ENTITLEMENT OF REIMBURSEMENT IN CASES WHERE JOURNEY IS NOT UNDERTAKEN BY RAIL

Leave Travel Concession will also be admissible for journeys undertaken by other modes of conveyance provided the place is not connected by Railways. In all cases, the journey must be performed by the shortest road route/steamer service. The assistance will be limited to the actual expenses incurred subject to a ceiling of 65 paise per kilometre. The assistance for journeys by own car/taxi will however, be Rs.1.50 per kilometre limited to entitled railway fare.

Authority :

CIL's O. M. No. CIL : C-5A(v) : 50702 : II : 270, dated 10th December, 1987.

Clarification :

In terms of para 1 of Rule 7 of Leave Travel Concession Rules, the LTC journey between places not connected by rail, can be undertaken by other modes of conveyance shortest road route/steamer service. The assistance is limited to actual expenses incurred subject to a ceiling of 65 paise per kilometre.

It is clarified that in the case of road journey by bus the reimbursement will be the actual bus fare for each member of the family without limiting it to 0.65 paise per kilometre.

Authority :

CIL's O. M. No. C-5A(v)/50702/II/225, dated 12.12.1988.

It will be permissible for an employee and his family members to travel in a class higher or lower than to which he is entitled. In the former case, the Company's liability will be restricted to the fare by the class to which the employee is entitled and in the later case to the fare by the class in which he or his family actually travelled. If on such journeys, or part of such journeys, the employee or a member of his family travelled by road or by steamer for the place which are connected by rail, the extent of the Company's assistance will be limited to what would have been admissible had he travelled by rail in the authorised class or the actual expenses whichever is less.

Journey need not necessarily commence from or end at the headquarters of the employee either in his own case or in the case of his family. But the assistance to be given will be the amount that would have admissible had the journey been performed between the headquarters and the 'Home' of the employee.

8. TRAVEL BY ROAD IN CAR

Where the employee and his family travel by private car (the cost of propulsion being borne by the employee himself), the concession shall be equivalent to what would have been admissible had the journey been performed by rail by the entitled class as per rule 1(b)(i) or the actual expenses whichever is less.

In the case of officers who are their own Controlling Officer for TA Bills, a certificate by them to the fact that they and/or the members of their family travelled by private car may be accepted as adequate proof of journey. In other cases reimbursement will be allowed provided the controlling Officer is satisfied that the journey were actually performed by private car.

Employees will be reimbursed on presentation of claims on TA Bills forms accompanied by a certificate as per LTC Form No. 1. They should produce evidence of their having actually performed the journey, for example, Railway Ticket No., Cash Receipts etc.

Clarification :

Under Rule 8 of Leave Travel concession Rules where an employee and his family travel by private car (th cost of propulsion being borne by the employee himself) the concession shall be equivalent to what would have been admissible had the journey been performed by rail, by the entitled class as

per rule 1(b)(i) or actual expenses whichever is less. This reimbursement is allowed on the satisfaction on the Controlling Officer that the journey were actually performed by private car. For this purpose, the employee is required to produce evidence of his having actually performed the journey. References have been received seeking clarification as to how the actual performance of journey is to be examined. The matter has been considered and it has been decided as under :

Where the employee and his family travel by private car the claim for Leave Travel Concession should be supported by,

1. A certificate from the owner of the vehicle to the effect that he had lent his car (giving the Registration No. of the vehicle) to the executive concerned for undertaking journey during LTC &
2. A statement of expenses incurred by the executive supported by the vouchers for purchase of petrol, mobile oil, repairs during journey, toll charges and the expenditure on driver's wages.

Authority :

CIL's O. M. No. C-5A(vi)/50702/II/347, dated 10th March, 1988 & C-5A(vi)/50702/III/289, dated 21st February, 1989.

9. CANCELLATION CHARGES

Where an employee has to cancel leave and journey solely for official reason and in the interest of the company, he may be allowed reimbursement of cancellation charges including reservation charges.

It may, however, be noted that where an employee cancels his leave and journey not solely due to official reason but for his own convenience reimbursement of cancellation charges will not be allowed.

10. ROUTE OF TRAVEL

The Company's liability for the cost of railway fare shall be limited to the fare by the shortest route.

Note :

An employee or his family members may travel by any route or halt anywhere on the way to or from the home town; but the Company's assistance shall be limited to the fare by the shortest route calculated on a 'through' ticket basis. When a Company servant or any member of his family performs the journey by a longer route in two different classes or railway accommodation, for example, partly by 1st class to which he is entitled and partly by 2nd class, the entitled class rate will be admissible for the corresponding proportion of the shortest route and the lower class rate for the remaining mileage by such route.

Example :

If the total distance by the longer route is 1100 kms. and that by the shortest route is 1000 kms, and if a Company servant entitled to 1st class has travelled 800 kms, by 2nd class and the remaining 300 kms by 1st class, Company's share of reimbursement of the expenditure incurred in this case will be as follows :

- (i) Distance for which 2nd class fare will be admissible :

$$\frac{\text{Distance actually travelled by 2nd class}}{\text{Total distance by the longer route}} \times (\text{Total distance by shortest route})$$

i.e. $\frac{800 \times 1000}{1100} = 727 \text{ kms. (Approx.)}$

- (ii) Distance for which 1st class fare will be admissible :

$$\frac{\text{Distance actually travelled by 1st class}}{\text{Total distance by the longer route}} \times (\text{Total distance by the shortest route})$$

$$\text{i.e. } \frac{300 \times 1000}{1100} = 273 \text{ kms. (Approx.)}$$

There is no objection to an employee travelling by mail/express train when availing himself of the leave travel concession and claiming reimbursement accordingly. In such a case a certificate to the effect that the journey was actually performed by mail/express train should be recorded by the claimant on his TA Bill.

11. WHETHER EMPLOYEE AND FAMILY MEMBERS SHOULD TRAVEL TOGETHER

The members of the family may travel together or separately in different groups as may be convenient to them. When they travel in different group in different times, reimbursement of expenditure may be allowed in respect of each such group, if the outward journey of the last such group commences before the expiry of six months from the date of commencement of the outward journey by the first group and the return journey of each such group must be completed within six months from the date of commencement of outward journey by that group. The entitlement of the family members to the concession will not depend on whether the employee may or may not proceed on regular leave.

Substituted vide No. C-5(b)/50702/591, dated 15.9.78.

12. ADVANCE

An employee shall be entitled to draw an advance of 80% of the estimated fare by the entitled class. Advance for both the journey will be admissible only if the return journey is to be completed within 90 days.

If, after drawing the advance, the journey is not performed, the advance shall be refunded forthwith.

Note :

In partial modification of Coal India Limited's Office Memorandum No. C-5A(A)/50702/228, dated 12th August, 1977 issued on the above subject it has been decided that LTC advance may be paid two months in advance of the date of commencement of the outward journey or on the date of sanction of the leave, whichever is later.

Authority :

CIL's O. M. No. C-5A(vi)/50702/II/148, dated 3rd September, 1987.

13. LEAVE TRAVEL CONCESSION CLAIMS

The claims for Leave Travel concession shall be submitted within one month after the completion of the return journey. While submitting LTC claims proof of having performed the journey, ticket number or railway cash receipt, should be submitted.

Annexure - I

Sub : Clarification of Rule 1(b)(i) of LTC Rules

CIL's O. M. No. C-5A(vi)/50702/1/436, dated 1st February, 1982.

A point has arisen whether the 'Basic Pay' as given in rule 1(b)(i) of LTC Rules should include the other pay and allowances. It is clarified that 'Basic Pay' as mentioned in the said Rule includes Special Pay, Personal Pay and Non Practising Allowance.

Annexure-II

Sub : Relaxation Rule 11 of the Leave Travel concession Rules applicable to Executive.

CIL's O. M. No. C-5A(vi)/50702/II/12, dated 8th April, 1985.

It is clarified for information of all concerned that there is no provision to relax rule 11 of the Leave Travel Concession Rule applicable to executives. Hence, LTC claim of any executive in respect of the facility availed of by him beyond the time limit as specified therein, should not be accepted under the said Rules.

Leave Travel Concession Form No. 1

The following certificates should be given by the Controlling Officer :

Certified that Shri/Shrimati

Name of the employee

Designation has rendered Continuous service for one year or more on the date or commencing the outward journey.

The following certificate should be furnished by the employee :

- (i) Certified that I have not submitted any claim so far leave travel concession in respect of myself or my family member in respect of the calendar year 19.....
- (ii) Certified that I have already drawn TA for the leave travel concession in respect of the journey performed by me/my wife with children. The claim is in respect of the journey performed by my wife/myself with children, none of whom travelled with the party on the earlier occasion.
- (iii) Certified that journey has been performed by me/my wife with children to my home town which is situated at a distance of kms from my headquarters.
- (iv) Certified that my husband/wife is not employed in the Coal India Limited and the concession has not been availed of by him/her separately for myself/herself or for any of the family members for the concerned calendar year.
- (v) Certified that the journey was performed by me during regular leave including medical leave, leave on half pay, leave on average pay, earned leave and/or casual irrespective of their duration.
- (vi) Certified that I and/or my family have actually performed the journey and travelled by class of accommodation or lower than that for which the reimbursement fare is claimed.

Signature of the employee

Delete whichever is not applicable.

Annexure - IV

Ref. No. CMA/Admn./Allowances/

Dated 27.4.73

Custodian General has been pleased to decide that the following additional allowances will be admissible to the officers of the Coal Mines Authority posted in Assam.

- 1. 15% additional allowance for the officers working in Assam subject to a minimum of Rs.150/- and maximum of Rs.250/- per month.
- 2. All officers whether on duty or proceeding on leave under travel concession may be allowed to travel air from Mahanbari to Calcutta and from Calcutta to Mahanbari. Rest of the journey should be performed as per normal TA and leave rules.

No. : CIL : C-5A(vi)/50702/III/117

September 25, 1989

OFFICE MEMORANDUM

Sub : Amendment of Rules 11 of the LTC Rules Applicable to the Executive.

The CIL Board at its 103rd meeting considered a proposal for relaxation to the existing Rule 11 of the Leave Travel Concession Rules regarding the condition for performing the outward journey by the

group, when the members of the family travel separately in different group, before the expiry of six month from the date of commencement of the outward journey by the 1st group and return journey by different group to be completed within six months from the date of commencement of outward journey by that group. The Board decided to **AMEND RULE 11 OF CIL LTC RULES FOR EXECUTIVE CADRE EMPLOYEE** by providing sub-clause as under :

"This condition may be relaxed in special cases by the Functional Directors".

Ref. No. : BCCL/EE/Leave/81/9285-355

Dated : 4.2.81

CIRCULAR

Para 6.6 of the Leave Rules of CIL i.e. regarding grant of special leave on production of medical Certificate from authorised Medical Officer is further clarified that the grant of special leave is to be treated as an Exceptional facility intended to be a relief, in case of any unfortunate case of very prolonged illness when no other type of leave is due to the Executive Concerned. In other words, special leave should be granted only after earned leave commuted leave/half pay leave to the credit of the officer is exhausted.

Ref. No. : CIL : C-5A(vi)/50702III/215/39792-42(A)

December 12/18th, 1989

OFFICE MEMORANDUM

Sub : Extension of the currency of availing LTC for 1989 by the Executive Cadre Employees of Coal India Limited.

Due to exigencies of work executives may not be in a position to avail the leave travel concession for 1989 upto 31st December '89. On consideration of the matter, it has been decided to extend the currency for availing the LTC for 1989 up to 30th June, 1990.

No. : BCCL/EE/LTC/89

Dated the 18th December, 89

No. : CIL/C-5A(vi)/50710/V/II/249

February 10, 1972

OFFICE ORDER

Sub : Upward revision of pay limits/pay range for entitlement to TA/DA, LTC and other allowances (other than Underground Allowance) of Executives of Coal India Limited in the Revised Pay Scales with effect from 1.1.1987.

The CIL Board at its 120th Meeting held on 15th November, 1991 has approved the following :

- (a) Upward revision of pay limit/pay range of the Executives as shown against each relevant items of the respective rules as under :

Relevant Rules	Existing Pay Limit	Revised Pay Limit for the Executives w.e.f. 1.1.1987
1. T. A. Rules rule 8.1 - Journey by road between places connected by rail	Rs. 2600.00	Rs. 5300.00
2. Rule 8.2 Travel by Air	Rs. 2400.00 Rs. 3000.00	Rs. 4590.00 Rs. 6000.00

Employees drawing pay of Rs. 6000.00 & above may perform journeys of duty by air at the discretion, provided that employees drawing pay between Rs. 4590.00 and Rs.6000.00 may also travel by air at their discretion, if the distance involved is more than 500 km. and the journey cannot be performed by a direct train service/direct sleeper coach service.

3. Rule 9.0 Class of Accommodation	Existing Pay Range	Revised Pay Range for the Executives w.e.f. 1.1.1987
	(a) Drawing pay of Rs.3000.00 and above P.M.	Drawing pay of Rs.6000.00 and above P.M.
	(b) Drawing pay of Rs. 1120.00 and above but less than Rs.3000.00	Drawing pay of Rs.2250.00 but less than Rs. 6000.00 P.M.
	(c) Drawing pay less than Rs. 1120.00 P.M.	Nil
4. Rule 10.2.1 Journey Allowance	Employees drawing pay of Rs. 2400.00 and above P.M. Employees drawing pay of Rs. 1030.00 and above, but less than 2400.00 P.M.	Employees drawing pay of Rs. 4590.00 and above P.M. Employee drawing pay of Rs.2250 & above but less than Rs.4590.00 P.M.

Relevant Rules	Existing Pay Limit	Revised Pay Limit for the Executives w.e.f. 1.1.1987
5. Rule 10.2.2 Journey Allowance when the distance between the two places is less than 32 km or less.	(i) Rs. 2000.00 (ii) Rs. 1600.00	Rs. 3050.00 Rs. 2250.00
6. Rule 11.3.1 The rate of daily allowance will be as under	upto Rs. 1199.00 Rs. 1700.00 - 2549.00 Rs. 2550.00 - 3199.00 Rs. 3200.00 and above	Upto Rs.3350.00 Rs. 3351.00-5000.00 Rs. 5001.00 - 6174.00 Rs. 6175.00 and above
7. Rule 12.0 (ii) Re-imbursment of Taxi and Transport Charges.	Rs. 2000.00	Rs. 3050.00
8. Rule 13.2.1 Re-imbursment of actual expenses incurred on transportation of personal effects	(i) Drawing pay of Rs. 2600.00 and above (ii) Drawing pay of Rs. 1398.00 and above but less than Rs. 2600.00 (iii) Drawing pay of Rs. 1030.00 and above but less then Rs. 1398.00 (iv) Drawing pay less than Rs.1030.00	(i) Drawing pay of Rs. 5300.00 and above (ii) Drawing pay of Rs. 3050.00 and above but less than Rs. 5300.00 (iii) Drawing pay of Rs. 2250.00 and above but less than Rs.3050.00 Nil

The entitlement of the non-executives to TA/DA as per their existing pay of NCWA-IV on or after 1.1.1987 will remain

Relevant Rules	Existing Pay Limit	Revised Pay Limit for the Executives w.e.f. 1.1.1987
9. Leave Travel Concession		
Rule 1(b) (i)		
Entitlement to Railway	Rs. 3000.00	Rs. 6000.00
Class of accommodation	Rs. 1680.00	Rs. 3350.00
10. Conveyance Advance Rule 1(i)		
Eligibility to conveyance advance for purchasing Motor Car.	Rs. 1500.00	Rs. 3250.00
11. Conveyance Allowance		
Eligibility to revised rate of conveyance allowance as per CIL's O.M. No. C-5A(vi)/50773/147, dated 18.10.1989	Rs. 1560.00	Rs. 3250.00

Note :

- (i) The proposed revised pay limit for Rs. 3250.00 for conveyance allowance shall be applicable to those executives who are recruited/promoted to the executive cadre from non-executives on or after 1.1.1987.
- (ii) The existing executive who were in receipt of conveyance allowance of Rs. 300.00/Rs. 350.00 P.M. as on 18.10.1989 for maintenance of car irrespective of the basic pay in the preremised pay scale are allowed to continue to draw the said quantum of conveyance allowance of Rs. 300.00 — 350.00 per month for maintaining their car for official purpose till they become entitled to the revised rate of conveyance allowance as per CIL's O. M. dated 18.10.1989 based on their revised pay of Rs. 3250.00 and above.

Existing pay range	Rate of Assam Allowance P.M.	Revised Pay range w.e.f. 1.1.1987	Rate of Assam Allowance P.M.
(i) Basic pay upto Rs. 2000.00	Rs. 500.00	Basic pay upto Rs. 3750.00	Rs. 500.00
(ii) Basic pay upto Rs. 2000.00	Rs. 600.00	Above Rs. 3750.00	Rs. 600.00

13. Coalfields Allowance

(Eligibility to the revised rate as per CIL's O. M. No. C-5A (ii) : 52010(6)/1155, dated 28th February, 1990)

Existing pay range	Rate P. M.	Revised pay range	Rate P.M.
Rs. 1001.00 — 1600.00	Rs. 300.00	Rs. 2250.00 — 3250.00	Rs. 300.00
Rs. 1601.00 — 2000.00	Rs. 400.00	Rs. 3251.00 — 3750.00	Rs. 400.00
Rs. 2001 & above	Rs. 500.00	Rs. 3751 & above	Rs. 500.00 (w.e.f. 1.1.1987)

Omission of the word "Daily Allowance" in Rule 6.3 of the Conveyance Allowance Rules.