

## CHAPTER - 11

### TRAVELLING ALLOWANCE RULES OF COAL INDIA LIMITED

- 1.1 These rules shall be called Coal India Travelling Allowance Rules, 1983.
- 1.2 These rules shall come into force in respect of journey commencing on or after the 15th April, 1983.
- 1.3 These rules incorporate the original BCCL TA Rules and CMAL TA Rules and are issued in super session of the same while incorporating all the amendments upto date.
- 1.4 Unless otherwise specified these rules shall be applicable to all employees of Coal India (both executive and non-executive) including all employees in its subsidiary Companies and officers and trainees, probationers and apprentices.
- 1.5 These rules shall also apply to employees under contract or agreement with erstwhile CMAL or BCCL or Coal India or on deputation to the extent not otherwise specified in the contract or agreement or terms of deputation.
2. The company reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules or a part of a rule or supplementary rule issued in connection with these rules without previous notice of its intention, as well as the right to give effect thereto from the date of issue. The amounts of pay indicated in the various TA rules is the pay in the pre-revised scales of pay prior to the revision in 1982-83. The said amounts are liable to change on introduction of revised pay scales.
3. The power to interpret these rules is reserved with the Company.
4. Unless there be anything repugnant in the subject or context, the following terms in these rules are used in the sense herein explained.
  - (a) "Competent Authority" means the Board of Directors of Coal India or any authority to which the power is delegated.
  - (b) "Company" means Coal India Limited including subsidiary Companies and offices of Coal India Limited.
  - (c) "Employee" means any person appointed to any service or post in connection with the affairs of the Company and shall include all person of erstwhile colliery companies now under the management of the company but excludes a casual employee.
  - (d) "Family" includes the employee's husband or wife (one), legitimate children and step children wholly dependent upon him or her.
  - (e) "Pay" means the amount drawn monthly by an employee as.
    - (i) Basic pay in the grade applicable to the post held by him.
    - (ii) Deputation pay, personal pay, special pay non-practising allowance and any other emoluments which may be classified as pay by the Company for the purpose of TA Rules. In respect of retired re-employed persons, the pay will be the last pay drawn at the time of retirement (pension, plus pensionary equivalent of retirement benefits will be treated as pay for the purpose of TA Rules subject to the maximum of the grade).
    - (iii) In case of a trainee in receipt of stipend only, the stipend will be treated as pay.
5. Travelling allowance is meant to cover out of pocket expenses normally incurred on travelling on Company's duty or on retirement/cessation of re-employment (to the extent admissible as specified in the rule) and is not intended to be a source of profit, on the whole.
6. Duty journey are of two kinds :
  - (A) Journey on temporary duties (tour) and
  - (B) Journey on transfer.

## PART - A : TEMPORARY DUTY (TOUR)

### 7. HEADQUARTERS ON TOUR

- 7.1 Headquarters of an employee in his station of posting will be the office where he normally performs his duty. If he holds more than one charge in more than one location in the station of posting the office where he holds the principal charge will be his headquarters. Travelling on official duty within a radius of 8 kms. from headquarters will not be treated as temporary duty (tour).
- 7.2 On tour at every outstation, there will be a notional temporary headquarters, which will be the place of temporary residence of the employee located at the outstation. For Journeys at such outstation from temporary headquarters, journeys allowance will be paid as per Rule 10.2 and the note thereunder.

### 8. MODE OF TRANSPORTATION

- 8.1 Normally all journeys on date should be performed by rail or steamer, and by road where the places connected by rail or steamer. Journeys on duty between places connected by rail or steamer may, however, be performed by road by employees drawing a pay less than Rs. 2600/- per month with the approval of the competent authority. Employees drawing a pay of Rs. 2600/- per month and above may perform journeys on duty by road at their discretion.
- 8.2 Employees drawing a pay of Rs. 3000/- and above may perform journeys on duty by air at their discretion provided that employees drawing a pay between Rs. 2400/- and 3000/- 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.

### 9. CLASS OF ACCOMMODATION

The class of rail or steamer accommodation to which an employee is entitled shall be as follows :

| <b>Employees</b>   | <b>Rail/Sea/River</b>   |
|--|---|
| (a) Drawing pay of Rs. 3000/- and above per month            | Air condition 1st Class/Highest Class   |
| (b) Drawing pay of Rs. 1120/- & above but less than Rs. 3000 | 1st/2nd class air conditioned 2 tire sleeper coach. If there be only two classes on the steamer the higher class and if there be more than two classes middle of 2nd class. |
| (c) Drawing pay of less than Rs. 1120/- per month            | 2nd class if there be only two classes on the steamer the lower class, in other cases the other class.  |

### 10. TRAVELLING ALLOWANCE OF TOUR IS ADMISSIBLE AS UNDER

#### 10.1 Fare

- 10.1.1 **By rail or steamer** : Single fare by the shortest route of the class of accommodation to which the employee is entitled plus the charges incurred for reservation of accommodation including sleeping accommodation. If, however, he travels in a lower class, the actual fare of the lower class and reservation charges as above. Whenever available, return ticket at reduced rate should be purchased when an officer expects to perform the return journey within the period of the currency of the return ticket.

#### Note :

When any employee is compelled by circumstances to travel by higher class than to which he is entitled he may be allowed the fare thereof under the order of the Competent Authority.

- (a) The term 'shortest route' has the normal meaning attached to it Viz the route by which the destination could be reached earliest by the ordinary modes of travelling. It is within the powers

of the competent authority to permit an employee to travel by other than the shortest route in the interest of the Company's work.

10.1.2 **By Road** : when an officer uses :

- (i) Own Car he will be entitled to highest journey allowance under clause 10.2.1.
- (ii) Own Motor Cycle/Scooter/Moped he will be entitled to lowest journey allowance under clause 10.2.1.
- (iii) A taxi where approved, he will be entitled to actual fare subject to the limit to journey allowance rate of (i) above.

**Note :**

An employee travelling by road in a stage carriage (e.g. a bus) will be paid the fare for a single seat there on and not the journey allowance.

**Journey by Air :**

The employee (Rule 8.2) will be entitled to actual air fare subject to the conditions mentioned below :

10.1.3 When air service provide two classes of travel, Viz. Ordinary and Executive class an Employee holding a post in Schedule - A & B category shall be entitled to travel by Executive class.

10.2 Journey allowance (From headquarter/Temporary Headquarter)

10.2.1 When the distance between the two places is more than 32 kilometers Except where free transport is provided by the Company, an employee not using his own car or motor cycles/scooter/moped or stage carriage may draw journey allowance at the rates shown below :

|  |                  |
|--|------------------|
| Employees drawing pay of Rs. 2400/- and above per month                | Rs. 2.70 per Km. |
| Employees drawing pay of Rs. 1030/- and above but less than Rs. 2400/- | Rs. 2.00 per Km. |
| Employees drawing pay of less than Rs. 1030/- per month                | Rs. 0.85 per Km. |

**Note :**

It was clarified that where the two places are connected by rail, the reimbursement of actuals would be limited to what the employee would have drawn, as per entitlement had he travelled by train.

10.2.2 When the distance between the two places is 32 kilometers or less, the amount reimburseable shall be the actual fare by stage carriage (e.g. a bus) in case of employee drawing pay of less than Rs. 2000/- per month and in the case of other employees the actual fare by taxi or auto rickshaws etc. provided the that journey is performed by taxi etc.

**Note :**

Employees drawing pay of Rs. 1600/- per month and above will be entitled to travel by the upper class in a stage Carriage where more than one class is provided. They will be entitled to travel by deluxe buses also.

10.2.3 Company vehicles (light vehicles only) used for private journey of the employee or his family will be charged at 90 paise per kilometer.

10.2.4 If an employee on outstation tour is provided with free transport he shall be entitled to claim the daily allowance as for a journey on tour.



## 10.0 DAILY ALLOWANCE

Subject to the provision of Rule 10.2.0 & 11.2.0 daily allowance for the period of absence from headquarters shall be paid to an employee at the rates specified in rule 11.3.

- 11.1.1 Daily allowance is a uniform allowance for each 24 hours of absence from headquarters or part thereof intended to cover all ordinary daily expenses incurred by an employee in consequence of such absence.
- 11.1.2 Period of absence from headquarters shall be reckoned from the time an employee actually leaves his headquarters to the time he actually returns to his headquarters.
- 11.1.3 For all journeys by Road/Rail/Air/Steamer the period of absence begins when the employee actually leaves the Bus Stand/Railway Station/Air port/Steamer Station etc. and ends when he arrives at the Bus Stand/Railway Station/Air Port/Steamer Station, etc. as the case may be. Where, however, the whole journey is by Company's or own conveyance the actual time of departure from office or residence as stated by the officer and accepted by the Controlling officer shall be taken for the purpose.
- 11.1.4 Daily Allowance shall not be admissible during casual leave or any other types of leave availed of during tour. It will be admissible on Sundays and Holidays during halt on duty at outstation provided the employee certifies to the satisfaction of the Controlling Officer that he actually resided at the outstation on Sunday/Holiday.
- 11.1.5 Subject to the provisions of rules below 11.2.0 & 11.3.0 daily allowance at ordinary rates only will be admissible in all cases except that Higher rates for the specified localities (Rule 11.3.2) will be admissible if the halt in the locality during a period of 24 hours (See Rule 11.2.1) or part leave of (See Rule 11.2.2) is more than 12 hours.

### 11.2.0 Regulation of Daily Allowance

- 11.2.1 Full daily allowance will be admissible for each completed period of absence of 24 hours to be reckoned from the time when an employee leaves headquarters.
- 11.2.2 Subject to the provision in the note below this rule for any period in excess of the period referred to in 11.2.1 or for journey which involves an absence from Headquarters of less than 24 hours, daily allowance will be regulated as follows :
- (i) If the period of absence or the period in excess of completed 24 hours is 12 hours or less Half Daily allowance.
  - (ii) If the period exceeds 12 hours but does not exceed 24 hours Full daily allowance.

#### Note :

When an employee travels on duty from his Headquarters to an outstation and return to his Headquarters within a period of 24 hours, will not be entitled to any Daily Allowance unless his period of absence from Headquarters is more than 6 hours.

- 11.2.3 When an employee is treated as a guest of the Company or of Government or of any other organisation the daily allowance shall be granted at the following rates.
- (i) When board only is provided free 75% of D.A.
  - (ii) When lodging only is provided free 75% of D.A.
  - (iii) When board & lodging are provided free one fourth of D. A.
- 11.2.4 Daily allowance for halt at any one place will be admissible as under :
- (i) For halt upto 30 days Full Daily Allowance
  - (ii) For halt beyond 30 days and upto 180 days Half Daily Allowance
  - (iii) For halt beyond 180 days Nil

### 11.3.0 Rates of Daily Allowance

11.3.1 The rates of Daily Allowance will be as under :

| PAY RANGE                       | SPECIFIED LOCALITIES | ORDINARY LOCALITIES |
|---------------------------------|----------------------|---------------------|
| Executive cadre employees :     |                      |                     |
| Upto Rs. 1699/-                 | Rs. 100/-            | Rs. 80/-            |
| Rs. 1700/- to Rs. 2549/-        | Rs. 125/-            | Rs. 100/-           |
| Rs. 2550/- to Rs. 3199/-        | Rs. 150/-            | Rs. 120/-           |
| Rs. 3200/- and above            | Rs. 175/-            | Rs. 140/-           |
| Non-executive cadre employees : |                      |                     |
| Below Rs. 1105/-                | Rs. 50/-             | Rs. 40/-            |
| Rs. 1105/- to Rs. 1402/-        | Rs. 60/-             | Rs. 50/-            |
| Rs. 1403/- & above              | Rs. 75/-             | Rs. 60/-            |

11.3.2 For the purpose of above rule the following places shall be treated as specified localities :

Asansol/All State Capitals/Bhadravati/Bhilai/Bilaspur/Bokaro Steel City/Burnpur/Delhi/New Delhi/Dhanbad/Durgapur/Howrah Municipality/Jamshedpur/Margherita/Nagpur/Ranchi/Rourkela/Sanctoria/Singrauli.

### 11.4.0 For Stay in Hotels

11.4.1 The employees will be entitled to actual charges for lodging (Bed & breakfast). On production of receipt and subject to the limits as follows:—

#### A. Executive Cadre Employees :

| GRADE                             | SPECIFIED LOCATIONS   | OTHER LOCATIONS   |
|-----------------------------------|---|---|
| (i) E-1 to E-4 grade              | Non AC single room in 3 star hotel or actuals limited to Rs. 425/- per day for Delhi/Bombay/Calcutta/Madras Rs. 350/- per day for other places. | Non AC single room in 3 star hotel or actual limited to Rs. 280/- per day |
| (ii) E-5 to E-7 grade             | AC single room in 4 star hotel or actuals limited to Rs.500/- per day   | AC single room in 4 star hotel or actuals limited to Rs. 400/- per day    |
| (iii) Above E-7 grade             | AC single room in 4 star hotel or actuals limited to Rs. 600/- per day  | AC single room in 4 star hotel or actuals limited to Rs. 480/- per day    |
| (iv) CMD and functional Directors | Actuals   | Actuals   |

#### B. Non-Executive Cadre Employees :

| Pay range                     | Delhi, Calcutta, Bombay, Madras | All other places |
|-------------------------------|---------------------------------|------------------|
| (i) Below Rs. 1105/-          | Rs. 90/-                        | Rs. 70/-         |
| (ii) Rs. 1105/- to Rs. 1402/- | Rs. 100/-                       | Rs. 80/-         |
| (iii) Rs. 1403/- & above      | Rs. 120/-                       | Rs. 100/-        |

11.4.2 The non-executive cadre employees who stay in hotels will be paid applicable daily allowance for food and incidentals at full rates mentioned in Rule 11.3.1 (for non-executive cadre).

11.4.3 The daily allowance for food and incidentals to the executive who stay in hotels will be the applicable daily allowance at full rates mentioned in Rule 11.3.1 (for executive cadre).

#### **11.5.0 Some special circumstances**

11.5.1 Where only actual fare but no daily allowance shall be admissible :

Subject to such restriction as may be imposed by the Competent Authority the actual fare but no daily allowance shall be admissible to an employee in the following cases.

(a) Journey to appear for a medical examination under the orders of the 'Competent Authority'.

(b) Journey within a radius of 8 kms. from the headquarters.

11.5.2 Where both TA/DA shall be admissible. The journey undertaken by an employee to appear before a departmental examination/interview/selection test under orders of competent Authority be treated as journey on temporary duties (tour).

#### **12.0 REIMBURSEMENT OF TAXI AND OTHER TRANSPORT EXPENSES**

(i) The reimbursement of hire charges for Taxies would be allowed for road journeys from residence to bus stop, railway station or the air-port, as the case may be and from bus stop, railway station or the air-port to residence or temporary headquarters as the case may be at the rate specified in Rule 12 (ii).

(ii) Employees drawing a pay of Rs. 2000/- and above shall be reimbursed actual hire charges for taxies for journeys specified above. Other employees would use public transport and would be reimbursed actual expenditure incurred on such modes of transport.

(iii) An employee entitled to travel by taxi would also to be entitled to use Company's transport for official journeys from the place of temporary residence and back, subject to availability of Company's transport.

### **PART - B**

#### **13. JOURNEY ON TRANSFER**

13.1.1 An employee travelling by rail or road or taxi or steamer or air on transfer will be eligible for travelling allowance as indicated below :

##### **Note :**

Transfer TA will be admissible only in cases where a change of station on transfer is involved. A transfer from Raniganj coalfields to Jharia coalfields and vice-versa will be treated as a change of station. A transfer within the Jharia/Raniganj Coalfields from one colliery to another will not be treated as a change of station.

13.1.2 One rail or steamer fare for self and one for wife for the class of accommodation actually paid for, limited to the fare of the class of accommodation as in the mode of conveyance to which the employee is entitled (when on tour) from the old to the new station plus one rail or steamer or air fare (according to entitlement of the employee) for each dependent child over 12 years age and half fare for the such dependent child whose age is between 3 and 12 years age (in case of air fare for a child, the actual fare will be reimbursed as in case of the employee who is entitled to the air travel).

**Note :**

If additional travel is actually undertaken by the employee (not the family) with prior approval in shifting the family and/or personal effects, two extra tickets by the entitled mode of class of travel for onward and return journey between the old and new headquarters or actuals whichever is less will be reimbursed.

- 13.1.3 By Road-Two road mileages at the rate to which the employee is entitled vide Rule 10.2 for self plus one additional mileage for each member of his family in respect of road journey between places which are not connected by rail.
- 13.1.4 When on transfer an employee has to travel by road and then by rail, the TA of the two portions will be calculated as under 13.1.2 and 13.1.3 above separately and added up.

**13.2 Conveyance of personal Effects**

- 13.2.1 An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, limited to the cost of carriage, by goods train, of the personal effects upto the maximum indicated below :

|  |  |
|--|--|
| (i) Drawing pay of Rs. 2600/- and above                              | Full wagon or two containers by railway container service. |
| (ii) Drawing pay of Rs. 1398/- and above<br>But less than Rs. 2600/- | Full wagon.  |
| (iii) Drawing pay of Rs. 1030/- and above but less than Rs. 1398/-   | 2500 Kg.   |
| (iv) Drawing pay less than Rs. 1030/-                                | 1250 Kg.   |

- 13.2.2 If the household effects are transported by truck the actual expenditure for such transportation will be reimbursed subject to production of receipt from an established transport agency. The reasonableness of the rate charged will have to be proved to the satisfaction of the Controlling Officer.

- 13.2.3 In addition, actual cost of packing, loading and unloading of the household effects will be reimbursable subject to the maximum of half month's pay.

- 13.2.4 For transportation of own car/motor cycle/scooter/moped/cycle from old station to the new station the following charges will be reimbursable.

|                            |   |
|----------------------------|---|
| (i) If by goods train      | The actual cost of packing and freight.                           |
| (ii) If by passenger train | The actual freight.   |
| (iii) If by road           | Actual cost of transportation limited to passenger train freight. |

Reimbursement of such transportation charge shall be allowed for only one vehicle at the choice of individual.

**Note :**

Charge for transportation of personal effects from residence to railway station and vice versa shall also be admissible at the rate of 4 paise per 40 kg. per km. by the shortest route.

- 13.3.1 An employee on transfer from one station to another station will be eligible for the followings :

|  |   |
|--|---|
| Settling in allowance & Transfer grant | One month's pay.  |
| Transfer Grant :                       | Transfer grant will be given if the shifting of residence is more than 32 kms and no transfer grant will be given if shifting of residence is not involved. |



- 13.4 JETs/MTs who are required to move from one place to another during the course of travelling shall be eligible only for single travelling fare plus transport of luggage upto 250 kgs and shall not be entitled to other transfer benefits.

#### **PART - C: ON CESSATION OF EMPLOYMENT**

#### **14. RETIREMENT ON SUPERANNUATION OR AN CESSATION OF EMPLOYMENT OF THE RE-EMPLOYED OFFICER**

Subject to such restriction as may be imposed by Competent Authority, an employee on his retirement or on cessation of employment in case of re-employed officer, may be granted actual fare of the class to which his pay entitles him (Rule 9) for himself and his family proceeding to his home town or the place where he intends to settle. He will also be reimbursed the actual expenditure incurred on transporting his personal effects as in Rule 13.2.

##### **Note :**

Grant of TA on retirement or superannuation or on cessation of re-employment under Rule 14 may be regulated subject inter-alia to the following conditions.

- (i) TA under Rule 14 should be availed of within six month of the final retirement or on cessation of re-employment. It will not be admissible to employees who resign or who may be dismissed or removed from service.
- (ii) TA on retirement or on cessation of re-employment will be admissible by the shortest route to the employee's home town in India, as declared by him for the purpose or leave travel concession, or to the new place of settlement; whichever is less.

#### **PART - D : MISCELLANEOUS**

#### **15. ADMISSIBILITY OF TA/DA TO RETIRED EMPLOYEES FOR ATTENDING COURT CASES**

The retired employees who are to attend court cases on account of prosecution instituted against them, by certain statutory bodies/institution in respect of matters of which they were statutory responsible in the day to day discharge of their official duties shall be eligible for payment of TA/DA at the scale and rates to which they were entitled, as per the provisions of the TA Rules, at the time of their retirement, subject to the approval of the CMD concerned of the Company.

(Authority : CIL : OM No. C-5A(vi)/50710/111/725, dated 1.9.83).

#### **16. ADMISSIBILITY OF TA/DA TO RETIRED EMPLOYEES AGAINST DEPARTMENTAL PROCEEDING WERE INSTITUTED WHILE THEY WERE IN SERVICE, SUCH PROCEEDINGS ARE CONTINUING AFTER THEIR RETIREMENT**

Travelling allowance will be allowed to such employees as on tour by the shortest route for the journey in connection with the enquiry from his 'home town' or from the place where he has settled after his retirement to the place of enquiry and back. If at the time of receipt of summons the retired employees is at a place different from his home town or place of residence, the travelling allowance should be restricted to the shorter of the two journeys between that place to the place of enquiry and home town or place of residence to the place of enquiry.

TA shall be regulated in accordance with the pay of the post held by the retired employees immediately prior to his retirement.

No advance of TA should be paid in connection with such journeys.

No Daily Allowance will be admissible for such journeys and halts.

#### **17. GRANT OF TA TO THE FAMILY MEMBERS OF EMPLOYEES IN THE EVENT OF THEIR DEATH WHILE IN SERVICE**

In the event of death of an employee while in service, TA shall be admissible to the family members of the said employee from the last headquarters of the employee to his home town or to the place where the family members intend to settle down in India on the following condition:



- (a) **Train Fare** : Actual fare of the class of accommodation to which the deceased employee was himself entitled, for each member of the family, but not exceeding the fare for 1st/2nd class Railway accommodation or the fare of the class of accommodation actually travelled, whichever is less.
- (b) **Transportation of Personnel Effects** : Actual expenses incurred on transporting the personal effects as in Rule 13.2. The TA should be availed of by the family members within six months of the death of the employee. The TA will be admissible by the shortest route, from the last headquarters of the employee to his home town in India as declared in his service book/service record or to the new place of settlement of the family members, whichever is less.

(Authority O. M. No. CIL/C-5A(vi)/50710/III/725, dated 1.9.83).

**18. WHEN AN EMPLOYEE IS SPONSORED FOR TRAINING BY THE COMPANY FOR A PERIOD OF NOT MORE THAN 120 DAYS HE WILL BE ENTITLED TO TRAVELLING AND DAILY ALLOWANCE AS BELOW :**

- |                                       |  |
|---------------------------------------|--|
| (a) Travelling expenses :             | Actual journey fare limited to the entitled class in the rail. |
| (b) Daily Allowance :                 |  |
| (i) First 60 days                     | Full Daily allowance   |
| (ii) Beyond 60 days and upto 120 days | Half of the full daily allowance                               |

In case of residential training where board and lodging expenses are not payable by the participant, he will be entitled to 25% of full or half daily allowance as the case may be.

**19. ADMISSIBILITY OF TA/DA TO A RETIRED EMPLOYEE FOR ATTENDING DEPARTMENTAL ENQUIRY**

The retired employee who is called to attend Departmental enquiry as a witness in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA at the scale and rates to which he was entitled to as per the provisions of the TA Rules at the time of his retirement subject to the approval of the CMD concerned of the Company. Travelling Allowance will be allowed PREFERABLY BY TRAIN, IF AVAILABLE, by the shortest route from his home town or from the place where he has settled after retirement to the place of enquiry and back.

(Authority : CIL : OM No. CIL : C-5A (vi) : 50710, dated 5.6.86)

**20. ADMISSIBILITY OF TA/DA TO A RETIRED EMPLOYEE CALLED TO ATTEND INVESTIGATIONS CONDUCTED BY CBI**

The retired employee who is called to attend investigations conducted by C.B.I. in respect of matters which had come to his knowledge in the discharge of his official duties, shall be eligible for payment as per the provisions of the TA Rules at the time of his retirement, provided he is called for the same by the management.

Travelling Allowance will be allowed preferably by train, if available by the shortest route from his home town or from the place where he has settled after retirement to the place of investigation and back.

(Authority : CIL OM No. CIL : C-54(vi) : 50710 : IV : 133, dated 3.9.86).

3rd January, 1984

**OFFICE MEMORANDUM**

**Sub : Regarding entitlement of TA/DA to an employee against whom Enquiry Proceeding are pending and to a co-employee appearing before the Inquiry Officer to assist the employee facing Enquiry.**

1. An question has been raised regarding the admissibility of TA/DA to an employee against whom disciplinary enquiry is being held and who is required to proceed from one station to another to appear before the Officer conducting the enquiry.
2. It has been decided that in such cases the employee concerned may be allowed TA/DA as on tour as per TA Rules of Coal India Limited.
3. No TA/DA will, however be admissible to the charged person if the enquiry is held at a place other than his headquarters expressly at his own request.
4. An employee under suspension pending enquiry, who is required to perform journey to attend the departmental enquiry may be allowed TA/DA as per Coal India Limited's TA Rules as for a journey on tour from his headquarters during suspension period to the place where the departmental enquiry is held or from the place at which he had been permitted to reside during suspension to the place of enquiry, whichever is less. No TA/DA will however, be admissible if the enquiry is held at the outstation at his own request.
5. The foregoing instructions shall also apply to a co-employee assisting in the employee against whom enquiry is held. However, if the assisting co-employee is on leave the entire period spent by him in the enquiry shall be treated as part of leave and shall not be deemed to have been recalled for duty and in that case, no TA/DA will be admissible.
6. The Enquiry Officer shall furnish certificates of attendance to the employee against whom the enquiry is held and also to the co-employee assisting the charged employee. This certificate should be attached to the final TA/DA claims.
7. The co-employee assisting the employee facing enquiry must obtain prior permission of his controlling officer for the tour in connection with the enquiry.
8. Claims already settled shall not be re-opened. Pending cases, if any, may be settled in accordance with aforesaid instruction.

This issues with the approval of the Competent Authority.

Sd/-  
**(G. R. Bhandari)**  
General Manager (EE), CIL

January 10, 1990

**OFFICE MEMORANDUM**

**Sub : Travelling Allowance Rules**

Reference is invited to this office O. M. No. CIL : C-5A(vi) : 50710 : VI : 210, dated 4th December, 1989. Certain clarifications have been sought regarding rule No. 9 and 11.4.1. The same are clarified as under :

**Rule 9**

- (b) Drawing pay of Rs. 1120/- & above but less than Rs. 3000/- : 1st Class/2nd Class air conditioned 2 tier sleeper : If there be only two classes on the steamer the higher class and if there be more than two classes, middle or 2nd class.

**Rule 11.4.1**

The employees will be entitled to actual charges for lodging (Bed & breakfast) on production of receipt and subject to the limits as follows :

**Rule 11.4.1****A EXECUTIVE CADRE EMPLOYEES**

| <b>GRADE</b>                       | <b>SPECIFIED LOCALITIES</b>  | <b>OTHER LOCALITIES</b>   |
|------------------------------------|--|---|
| I. E-1 to E-4 Grade                | (i) Non AC single room in 3 star hotel, or<br><br>(ii) actuals limited to Rs. 425/- per day for Delhi/Bombay/ Calcutta/Madras. Rs. 350/- per day for other places. | (i) Non AC single room in 3 star hotel, or<br><br>(ii) actual limited to Rs.280/- per day |
| II. E-5 to E-7 Grade               | (i) AC single room in 4 star hotel, or<br><br>(ii) actuals limited to Rs. 500/- per day.   | (i) AC single room in 4 star hotel, or<br><br>(ii) actuals limited to Rs. 400/- per day.  |
| III. Above E-7 Grade               | (i) AC single room in 4 star hotel, or<br><br>(ii) actuals limited to Rs. 600/- per day.   | (i) AC single room in 4 star hotel, or<br><br>(ii) actuals limited to Rs. 480/- per day.  |
| IV. CMDs and Functional Directors. | Actuals  | Actuals   |

Sd/-

**(R. G. Singh)**

General Manager (P)



# COAL INDIA LIMITED

"COAL BHAWAN"  
10, NETAJI SUBHAS ROAD  
CALCUTTA - 700 001

No. CIL/C-5A (vi)/50710/VII/265

Dated : 11-3-98

The CIL Board of Directors at its 171st meeting held on 29th December, 1997 has approved the following amendment to the rates of T.A., D.A. etc. for deputation abroad of employees of CIL and Subsidiaries :-

- (1) The accommodation in Hotel should be excluding suite.
  - (2) No. reimbursement on account of tips in addition to daily allowance shall be admissible.
  - (3) Where accommodation and/or meals are provided free, the rates of DA should be in line with those as are applicable to the Govt. employees as detailed below.
2. For an officer on tour or temporary duty abroad or a member of his family authorised to accompany him, the rates of daily allowance will be as follows :

| Contingency   | In places where all inclusive rates of DA are prescribed  | In places where no all inclusive rates of DA are prescribed  |
|---|---|--|
| (a) Where both accommodation and meals are provided free.   | 25% of the prescribed rate or actual expenditure, whichever is less.  | 37.5% of the normal cash allowance rate or actual expenditure, whichever is less   |
| (b) Where only accommodation is provided free - in a Hotel. | (i) 2/3rd of prescribed rate or<br>The prescribed cash allowance, whichever is less, and<br>(ii) actual amount paid by way of tips subject to a maximum of 10% of the rental ceiling. | (i) 75% of the normal cash allowance; and<br>(ii) actual amount paid by way of tips subject to a maximum of 10% of the rental ceiling. |
| _ in other places<br>e.g. State Guest House.                | (i) 50% of the prescribed rate ; and<br>(ii) actual amount paid by way of tips subject to a maximum of 10 % of the rental ceiling.  | (i) 75% of the normal cash allowance; and<br>(ii) actual amount paid by way of tips subject to a maximum of 10% of the rental ceiling. |

3. This Office Memorandum is in partial modification of the earlier Office Memorandum No. CIL/C-5A(vi)/50710/VII/161 dated 14/11/97.

Sd/-

**(S.A. YUSUF)**

General Manager (Personnel)

# COAL INDIA LIMITED

"COAL BHAWAN"  
10, NETAJI SUBHAS ROAD  
CALCUTTA - 700 001

No. CIL/C-5A (vi)/50710/VII/161

Dated : 04-11-1997

## OFFICE MEMORANDUM

### Sub : **Deputation abroad of employees of CIL and Subsidiary Companies**

The above subject was considered in FD's Meet held on 05-10-1997 and it was decided that the following norms will be applicable with immediate effect.

2. When the accommodation abroad is booked by Indian Embassy, the entitlement towards accommodation will be on actual basis.

3. The daily allowance in various countries will be same as per the list of countries vide MEA's Order No. Q/FD/695/1/90 dated 11.11.1996. The rate of daily allowance for different categories of employees will be as under :

| Category of employees | Diem Allowance |
|-----------------------|----------------|
| E-3 and above         | Full rate      |
| E-1 & E-2             | 75%            |
| Non-executives        | 33%            |
| // //                 | //             |

4. In addition to the daily allowance, the employees will be entitled to draw advance towards reimbursement of Hotel/Transport/Official Telephone/Contingency expenses and the ceiling for entitlement for different categories of employees on daily basis will be as under :

| Sl. No. | Category of employees       | Advance of of Business | towards reimbursement Hotel/Transport/Official Telephone/Contingency expenses Seminar/Workshop/Training etc. |
|---------|-----------------------------|------------------------|--|
| 1.      | Sch. 'A' & 'B' Directors    | 400 US \$              | 300 US \$  |
| 2.      | Sch. 'C' Directors, M3 & M2 | 250 US \$              | 200 US \$  |
| 3.      | M-1 & E-5                   | 200 US \$              | 150 US \$  |
| 4.      | E-4 to E-1                  | 150 US \$              | 120 US \$  |
| 5.      | Non-Executives              | 120 US \$              | 100 US \$  |
| //      | // // //                    | // //                  | // //  |

4. A. Reimbursement of Hotel and Official Telephone expenses shall be subject to rendering of accounts supported by documentary evidence.

4. B. Reimbursement in case of transport and contingency expenses shall be subject to rendering of accounts supported by documentary evidence. Wherever expenditure incurred on transport and contingency cannot be supported by documentary evidence, a declaration to that effect by the person who have been deputed on foreign tour will be accepted for admitting the claim.

4. C. Combined expenditure of the amounts mentioned in 4. A. & 4. B. above shall not exceed the amounts given in the above table for the respective scales.

5. In case where hotel charges are inclusive of break-fast, the per Diem Allowance shall be 90% of the above entitlement.

6. Where an employees is treated as guest and is provided all meals free of cost, only 25% of the daily allowance shall be admissible.

7 Where accommodation is provided free of cost, the admissible advance shall be limited to the daily allowance plus 25% of the admissible reimbursement of hotel/transport/official telephone/contingency towards transport, official telephone and contingency.

8 The daily allowance payable as above, shall be applicable upto a period of 14 days and shall be reduced to 75% for the subsequent period upto next 14 days. Thereafter, the per Diem Allowance shall be further reduced to 60% for the period beyond 28 days.

9 Entertainment Allowance:

In case of delegation only, the leader of the delegation will be entitled for an entertainment advance upto a maximum of 2000 US \$ only. Accounts of expenditure has to be rendered on return.

This is in supersession for the earlier Office Memorandum No. CIL/C-5A(vi)/50710/VII/143 dated 20.11.1995.

Encl: List of the Countries

Sd/-

**(S.A. YUSUF)**

General Manager (Personnel)



List of the countries vide MEA's Order No. Q/FD/695/V/90 dated 11.11.96

| Name of country              | DA in \$ | Name of country          | DA in \$ |
|------------------------------|----------|--------------------------|----------|
| 1. Afganistan                | 75.00    | 58. Fiji                 | 100.00   |
| 2. Albania                   | 75.00    | 59. Finland              | 100.00   |
| 3. Algeria                   | 75.00    | 60. France               | 100.00   |
| 4. Americam Samoa            | 60.00    | 61. Franch Guyana        | 60.00    |
| 5. Angola                    | 75.00    | 62. Gabon                | 60.00    |
| 6. Anguilla                  | 75.00    | 63. Gambia               | 60.00    |
| 7. Antigua                   | 75.00    | 64. Gaza(PNA)            | 75.00    |
| 8. Argentina                 | 75.00    | 65. Georgia              | 75.00    |
| 9. Armenia                   | 75.00    | 66. Germany              | 100.00   |
| 10. Australia                | 100.00   | 67. Ghana                | 60.00    |
| 11. Austria                  | 100.00   | 68. Greece               | 100.00   |
| 12. Azerbaizan               | 75.00    | 69. Grenad               | 75.00    |
| 13. Bahamaa                  | 75.00    | 70. Guadeloupe           | 75.00    |
| 14. Bahrain                  | 75.00    | 71. Guam                 | 60.00    |
| 15. Bangladesh               | 60.00    | 72. Buatemala            | 75.00    |
| 16. Barbados                 | 75.00    | 73. Guinea               | 60.00    |
| 17. Belgium                  | 100.00   | 74. Guinea Bissau        | 60.00    |
| 18. Belize                   | 60.00    | 75. Guyana               | 75.00    |
| 19. Belarus                  | 75.00    | 76. Haiti                | 75.00    |
| 20. Benin                    | 60.00    | 77. Honduras             | 75.00    |
| 21. Bermuda                  | 75.00    | 78. Hong Kong            | 100.00   |
| 22. Bhutan                   | 60.00    | 79. Hungary              | 75.00    |
| 23. Baliva                   | 75.00    | 80. Lceland              | 100.00   |
| 24. Botswana                 | 75.00    | 81. Indonesia            | 75.00    |
| 25. Brazil                   | 75.00    | 82. Iran                 | 75.00    |
| 26. British Virgin Islands   | 60.00    | 83. Iraq                 | 75.00    |
| 27. Brunei                   | 100.00   | 84. Ireland              | 100.00   |
| 28. Bulgaria                 | 75.00    | 85. Israel               | 75.00    |
| 29. Burkina Faso             | 60.00    | 87. Ivory Coast          | 60.00    |
| 30. Burndi                   | 60.00    | 88. Jamaica              | 75.00    |
| 31. Cameroon                 | 60.00    | 89. Japan                | 100.00   |
| 32. Canada                   | 100.00   | 90. Jordan               | 60.00    |
| 33. Cape Verde Islands       | 60.00    | 91. Kampuchea (Combodia) | 75.00    |
| 34. Cayman Islands           | 60.00    | 92. Kazakhstan           | 75.00    |
| 35. Central African Republic | 60.00    | 93. Kenya                | 60.00    |
| 36. Chad                     | 60.00    | 94. Kiribati             | 60.00    |
| 37. Chile                    | 75.00    | 95. Korea (North)        | 60.00    |
| 38. China                    | 100.00   | 96. Korea (South)        | 100.00   |
| 39. Colombia                 | 75.00    | 97. Kuwait               | 75.00    |
| 40. Comoron                  | 60.00    | 98. Kyrgyzstan           | 75.00    |
| 41. Congo                    | 60.00    | 99. Laos                 | 60.00    |
| 42. Cooks Islands            | 60.00    | 100. Latavia             | 75.00    |
| 43. Costa Rica               | 75.00    | 101. Lebanon             | 60.00    |
| 44. Croatia                  | 75.00    | 102. Lesostho            | 60.00    |
| 45. Cuba                     | 75.00    | 103. Liberia             | 60.00    |
| 46. Cypras                   | 100.00   | 104. Libya               | 60.00    |
| 47. Czech Republic           | 75.00    | 105. Lithuania           | 100.00   |
| 48. Denmark                  | 100.00   | 106. Luxembourg          | 100.00   |
| 49. Djibouti                 | 60.00    | 107. Macao               | 60.00    |
| 50. Dominica                 | 75.00    | 108. Madagascar          | 60.00    |
| 51. Dominican Republic       | 75.00    | 109. Malawi              | 60.00    |
| 52. Ecquador                 | 75.00    | 110. Malaysia            | 75.00    |
| 53. Egyot                    | 75.00    | 111. Maldives            | 60.00    |
| 54. El Salvador              | 75.00    | 112. Mali                | 60.00    |
| 55. Equatorial Culnea        | 60.00    | 113. Malta               | 100.00   |
| 56. Estonia                  | 75.00    | 114. Martinque           | 75.00    |
| 57. Ethopia                  | 60.00    | 115. Mauritania          | 60.00    |

| <b>Name of country</b>        | <b>DA in \$</b> | <b>Name of country</b>      | <b>DA in \$</b> |
|-------------------------------|-----------------|-----------------------------|-----------------|
| 116. Mauritius                | 60.00           | 174. Tajikistan             | 75.00           |
| 117. Mexico                   | 75.00           | 175. Tanzania               | 60.00           |
| 118. Moldova                  | 75.00           | 176. Thailand               | 75.00           |
| 119. Monaco                   | 60.00           | 177. Togo                   | 60.00           |
| 210. Mongolia                 | 60.00           | 178. Tonga                  | 60.00           |
| 211. Montserrat               | 75.00           | 179. Trinidad & Tobago      | 75.00           |
| 122. Morocco                  | 60.00           | 180. Tunisia                | 60.00           |
| 123. Mozambique               | 60.00           | 181. Turkey                 | 100.00          |
| 124. Myanmar                  | 60.00           | 182. Turkmenistan           | 75.00           |
| 125. Namibia                  | 75.00           | 183. Turkmenistan & Caspian | 75.00           |
| 126. Nauru                    | 60.00           | 184. Tuvalu                 | 60.00           |
| 127. Nepal                    | 60.00           | 185. Uganda                 | 60.00           |
| 128. Netherlands              | 100.00          | 186. U.A.E.                 | 75.00           |
| 129. Netherlands Antilles     | 75.00           | 187. U.K.                   | 100.00          |
| 130. New Caledonia            | 60.00           | 188. U.S.A.                 | 100.00          |
| 131. New Zealand              | 100.00          | 189. Russian Federation     | 75.00           |
| 132. Nicaragua                | 75.00           | 190. Ukraine                | 75.00           |
| 133. Niger                    | 60.00           | 191. Uruguay                | 75.00           |
| 134. Nigeria                  | 60.00           | 192. US Virgin Islands      | 60.00           |
| 135. Nile                     | 60.00           | 193. Uzbekistan             | 75.00           |
| 136. Norway                   | 100.00          | 194. Vanuatu                | 75.00           |
| 137. Oman                     | 75.00           | 195. Venezuela              | 75.00           |
| 138. Pacific Islands          | 75.00           | 196. Vietnam                | 60.00           |
| 139. Pakistan                 | 60.00           | 197. Yemen                  | 60.00           |
| 140. Panama                   | 75.00           | 198. Yugoslavia             | 75.00           |
| 141. Papua New Guinea         | 100.00          | 199. Wallis Futuna Islands  | 60.00           |
| 142. Paraguay                 | 75.00           | 200. Zaire                  | 60.00           |
| 143. Peru                     | 75.00           | 201. Zambia                 | 60.00           |
| 144. Philippines              | 75.00           | 202. Zimbabwe               | 75.00           |
| 145. Poland                   | 75.00           |                             |                 |
| 146. Portugal                 | 100.00          |                             |                 |
| 147. Puerto Rico              | 75.00           |                             |                 |
| 148. Qatar                    | 75.00           |                             |                 |
| 149. Reunion                  | 60.00           |                             |                 |
| 150. Romania                  | 100.00          |                             |                 |
| 151. Rwanda                   | 60.00           |                             |                 |
| 152. Samoa                    | 60.00           |                             |                 |
| 153. Sao Tome & Principe      | 60.00           |                             |                 |
| 154. Saudi Arabia             | 75.00           |                             |                 |
| 155. Senegal                  | 60.00           |                             |                 |
| 156. Seychelles               | 75.00           |                             |                 |
| 157. Sierra Leone             | 60.00           |                             |                 |
| 158. Singapore                | 75.00           |                             |                 |
| 159. Slovak Republic          | 75.00           |                             |                 |
| 160. Solomon Islands          | 60.00           |                             |                 |
| 161. Somalia                  | 60.00           |                             |                 |
| 162. South Africa             | 75.00           |                             |                 |
| 163. Spain                    | 100.00          |                             |                 |
| 164. Sri Lanka                | 60.00           |                             |                 |
| 165. St. Kitts & Nevis        | 60.00           |                             |                 |
| 166. St. Lucia                | 60.00           |                             |                 |
| 167. St. Vincent & Grenadines | 60.00           |                             |                 |
| 168. Sudan                    | 60.00           |                             |                 |
| 169. Suriname                 | 75.00           |                             |                 |
| 170. Swaziland                | 60.00           |                             |                 |
| 171. Sweden                   | 100.00          |                             |                 |
| 172. Switzerland              | 100.00          |                             |                 |
| 173. Syria                    | 75.00           |                             |                 |

# COAL INDIA LIMITED

"COAL BHAWAN"  
10, NETAJI SUBHAS ROAD  
CALCUTTA - 700 001

No. CIL/C-5A (vi)/50710/VIII/64

Dated : 20-06-1997

## OFFICE MEMORANDUM

Sub : **Revision of Pay limits/ranges for entitlement of T.A/D.A., LTC and other Allowance.**

In partial modification of CIL's O.M. No. CIL/C-5A(vi)/50710/VIII/20 dated 29.4.1997, it has been decided to revise the rate of pay/pay range in rule 9.0, 10.2.1, 11.4.1 and 12.0 of CIL's T.A. Rules as under :

| T.A. Rules                                    | Existing Pay Range  | Revised Pay range for non-executive                       |
|---|---|---|
| Rule 9.0 For Non-executive                    |   | w.e.f 01-7-1991   |
| Class of accommodation by                     | (i) Drawing pay of Rs. 1120/- or Steamer                                  | (i) Drawing Pay of Rs. 1820/- & above per month above     |
| per month                                     | (ii) Drawing pay of less than   | (ii) Drawing pay of less than Rs. 1120/- per month 1820/- |
| per month                                     |   |   |
| Rule 10.2.1 For Non-executives                |   |   |
| When the distance between                     | (i) Drawing pay of Rs. 2400/- and above                                   | (i) Drawing Pay of Rs. 3276/- & above per month per       |
| above month                                   | two places is more than   | 32 Kms.   |
|   | (ii) Drawing pay of Rs. 1030/-  | (ii) Drawing pay of Rs.1780/- & above but less than &     |
| above per but less than                       |   | Rs. 2400/- p.m.   |
| Rs. 3276/- p.m.                               |   |   |
| Rule 10.2.2 Journey Allowance - For Executive |   |   |
| When the distance between the                 | (i) Existing pay range at Sl No. (i) Rs. 3000/- p.m. should be read as Rs | (ii) Rs. 3050/- p.m.                                      |
| two places is 32 kms or less                  |   |   |
| Rule 11.4.1 (B) - for Non-Executives          |   |   |
| Reimbursement for Lodging                     | Revised pay range (w.e.f. 01-7-91) charges                                | -at Sl. No. (iii) Rs. 1805-2125/-                         |
| should be read as Rs. 1806-2125/-             |   |   |
| Rule 12.0 For Non-Executive                   | Existing Pay  | Revised Pay w.e.f. 1-7-91                                 |
| 2880/-  | Reimbursement of Taxi & other   | (i) Rs. 2000/- R s  |
| penses  |   | transport ex-   |

This issues with the approval of the Competent Authority.

Sd/-

**(B.N. JHA)**

Chief General Manager (P&IR)



# COAL INDIA LIMITED

"COAL BHAWAN"  
10, NETAJI SUBHAS ROAD  
CALCUTTA - 700 001

No. CIL/C-5A (vi)/50710/MIII/20

Dated : 29-04-1997

## OFFICE MEMORANDUM

Sub : **Revision of Pay limits/ranges for entitlement of T.A/D.A., LTC and other Allowance.**

Consequent upon the wage and salary revision of non-executives with effect from 01-07-1991 and executives with effect from 01-01-1992, the corresponding pay limit for entitlement to TA/DA/LTC etc. stands revised as under :

### (A) TRAVELLING ALLOWANCE RULE

| Relevant Rule  | Existing Pay limit  | Revised pay limit for the Executives with effect from 01-01-1992   |
|--|---|--|
| <b>T.A. Rules.</b>   |   |  |
| 1. Rule 8.1 - Journey by road between places connected by Rail or Steamer.<br><i>For Non-Executives</i>  | Rs. 5,300/-<br><br><i>Rs. 2, 600/-</i>  | Rs. 7,300/-<br><br><i>Rs. 3,540/-<br/>(w.e.f. 01-07.91)</i>  |
| 2. Rule 8.2 Travel by Air  | Rs. 6000/-<br>Rs. 4590/-  | Rs. 8,500/-<br>Rs. 6,500/-   |
| Employees drawing pay of Rs. 8500/- & above may perform journey by Air at their discretion , provided that employees drawing a pay between Rs. 6500-8499/- may also travel by Air at their discretion if the distance is more than 500 K.M. and the journey can not be performed by direct train service. Similarly, other clauses have to be amended as under : |   |  |
| <u>Relevant Rule</u>   | <u>Existing Pay range</u>   | <u>Revised pay range for the Executive w.e.f. 01-01-1992</u>   |
| 3. Rule 9.0<br>Class of accommodation by Rail or Steamer   | (a) Drawing pay of Rs. 6000/- & Above<br>(b) Drawing pay of Rs. 2250/- & above, but less than Rs. 6000/- p.m.   | Drawing pay of Rs. 8500/- & above<br>Drawing pay of Rs. 4000/- & above but less than Rs. 8500/- per month.   |
| 4. Rule 10.2.1<br>Journey Allowance When the distance between the two places is 32 K.M.  | Employees drawing pay of Rs. 4590/- & above p.m.<br><br>Employees drawing pay of Rs. 2250/- & above but Less than Rs. 4590/- p.m.<br><br>Employees drawing pay of less than Rs. 1030/- p.m. | Employees drawing pay of Rs. 6500/- & above p.m.<br><br>Employees drawing pay of Rs. 4000/- & above, but less than Rs. 6500/- p.m.<br><br>Employees drawing pay of less than Rs. 1781/- p.m. |
| Relevant Rule  | Existing Pay limit  | Revised pay limit for the Executives with effect from 01-01-1992   |

|    |  |  |  |
|----|--|--|--|
| 5. | Rule 10.2.2<br>Journey Allowance<br>When the distance between the two places is 32 k.m. or less<br>For Non-Executive | (i) Rs. 3000/- p.m.<br>(ii) Rs. 2250/- p.m.<br>(iii) Rs. 2000/- p.m.<br>(iv) Rs. 1600/- p.m. | (i) Rs. 4,500/- p.m.<br>(ii) Rs. 4000/- p.m.<br>(iii) Rs. 2880/-p.m. (w.e.f. 1.7.97)<br>(iv) Rs. 2352/- p.m. |
|----|--|--|--|

Note : (For non-executives)

The local limit for reimbursement of local travelling expenses as per CIL's O.M. No. CIL/C-5A/50710/VII/7041 dated 30-5-94 is to be taken as "within a radius of 8 K.M." from Hqs.

6. Rule 11.3.1

|   |                    |   |   |
|---|--------------------|---|---|
| - | For Executives     | Upto Rs. 3350/-<br>Rs. 3351-5000/-<br>Rs. 5001-6174/-<br>Rs. 6175/- & above | Upto Rs. 5000/-<br>Rs. 5001-7000/-<br>Rs. 7001-8625/-<br>Rs. 8626 & above                 |
| - | For Non-Executives | Below Rs. 1105/-<br>Rs. 1105 -1402/-<br>Rs. 1403/- & above                  | Below Rs. 1806/- (w.e.f. 1.7.91)<br>Rs. 1806-2125/- (w.e.f. 1.7.91)<br>Rs. 2126/- & above |

7. Rule 11.3.1

(B) For Non-Executives

|                                   |  |  |
|-----------------------------------|--|--|
| Reimbursement for lodging charges | (i) Below Rs. 1105/-<br>(ii) Rs. 1105-1402/-<br>(iii) Rs. 1403/- & above | (i) Below Rs. 1806/- (w.e.f. 1.7.91)<br>(ii) Rs. 1805 - 2125/- -do-<br>(iii) Rs. 2126/- & above -do- |
|-----------------------------------|--|--|

8. Rule 12.0(ii)

Reimbursement of Taxi & Other Transport Expenses

|   |                    |            |                            |
|---|--------------------|------------|----------------------------|
| - | For Executives     | Rs. 3050/- | Rs. 4500/- (w.e.f. 1.1.92) |
| - | For Non-Executives | Rs. 2000/- | Rs. 2800/- (w.e.f. 1.7.91) |

9. Rule 13.2.1

Reimbursement of actual expenses incurred on transportation of personal effects.

|   |   |
|---|---|
| (i) Drawing pay of Rs. 5300/- & above                           | (i) Drawing pay of Rs. 7300/- & above                           |
| (ii) Drawing pay of Rs. 3050/- & above but less than Rs. 5300/- | (ii) Drawing pay of Rs. 4500/- & above but less than Rs. 7300/- |

For Non-Executives

|  |  |
|--|--|
| (iii) Drawing pay of Rs. 2250/- & above but less than Rs. 3050/- | (iii) Drawing pay of Rs. 4000/- & above but less than Rs. 4500/- |
| (i) Drawing pay of Rs. 2600/- & above.                           | (i) Drawing pay of Rs. 3540/- & above                            |
| (ii) Drawing pay of Rs. 1398/- & above but less than Rs. 2600/-  | (ii) Drawing pay of Rs. 2145/- & above but less than Rs. 3540/-  |
| (iii) Drawing pay of Rs. 1030/- & above but less than Rs. 1398/- | (iii) Drawing pay of Rs. 1781/- & above but less than Rs. 2145/- |

Relevant Rule

13.2.1

For Non-Executives

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| (iv) Drawing pay less than Rs. 1030/- | (iv) Drawing pay less than Rs. 1781/- |
|---------------------------------------|---------------------------------------|

Above rates are applicable from the date of the issue of the Circular and will not have retrospective effect.

(B) LEAVE TRAVEL CONCESSION.

11. Rule 1(b) (i)-

Entitlement of Railway Class of accommodation

|                            |                        |
|----------------------------|------------------------|
| (i) Rs. 6000/-             | (i) Rs. 8500/-         |
| (ii) Rs. 3350/-            | (ii) Rs. 5000/-        |
| (iii) Rs. Below Rs. 3500/- | (iii) Below Rs. 5000/- |

C. CONVEYANCE ADVANCE

11. Rule 1(i)

Eligibility to conveyance advance for purchasing Motor Car/Motor Cycle/ Scooter/ Moped.

|            |          |
|------------|----------|
| Rs. 3250/- | Rs. 5000 |
|------------|----------|

(D) CONVEYANCE ALLOWANCE

Eligibility to revised rate of Conveyance Allowance as per CIL's Circular No. CIL/C-5A(vi)/50773/100 dated 31.3.94

| Type of vehicle/Pay Range grade of Executive                             | Revised Rate w.e.f. 31.8.1994 |
|--|-------------------------------|
| Car. (i) E-5 grade & above   | Rs. 1200/- p.m.               |
| (ii) Below E-5 grade   | Rs. 950/- p.m.                |
| Scooter/Motor Cycle  | Rs. 330/- p.m.                |
| Moped/Auto Cycle or any other power driven vehicle of less than 110 H.P. | Rs. 190/-                     |

(E) ASSAM ALLOWANCE

| Existing pay range    | Rate of Assam Allowance p.m. | Revised Pay range w.e.f. 01-01-1992 | Rate of Assam Allowance p.m. w.e.f. 20.1.97 |
|-----------------------|------------------------------|-------------------------------------|---|
| Basic Pay -           |                              | Basic Pay                           |   |
| (i) Upto Rs. 3750/-   | Rs. 500/-                    | (i) Upto Rs. 5410/-                 | Rs. 700/-                                   |
| (ii) Above Rs. 3750/- | Rs. 600/-                    | (ii) Above Rs. 5410/-               | Rs. 800/-                                   |

(Eligibility to revised rate of Assam Allowance as per O.M. No. CIL/C-5A(iii)/52972/Assam Allowance/076 Dated 20-01-1997).

(F) COALFIELD ALLOWANCE

| Existing Pay Range | Rate per month | Revised pay Range w.e.f. 01.01.92 | Rate per month |
|--------------------|----------------|-----------------------------------|----------------|
| Rs. 2250-3250/-    | Rs. 300/-      | Rs. 4000-5000/-                   | Rs. 300/-      |
| Rs. 3251-3705/-    | Rs. 400/-      | Rs. 5001-5475/-                   | Rs. 400/-      |
| Rs. 3751/- & above | Rs. 500/-      | Rs. 5476/- above                  | Rs. 500/-      |

(Eligibility of Coalfields Allowance as per O.M. No. CIL/C-5A(iii)/52010(6)/3436 dated 9.10.1996).

This issues with the approval of the Competent authority.

**B.N. JHA**  
Chief General Manager (P&IR)