THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.
(A Government of Rajasthan Undertaking)
Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005
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CIN U91110RJ1961SGC001118

OFFICE ORDER

Pursuant to the decision taken in the Board of Directors in its 330th meeting held on 24/12/2013 and amendment made by Government of Rajasthan in the Rajasthan Travelling Allowance Rules, 1971 vide order No.F.6 (3) FD / Rules Pt. dated 9/6/17 and 8/9/17. The enclosed appendices A (part-1,1(a) II & III) & B are hereby substituted in place of existing appendices A (part 1, II & III) & B in The Rajasthan Small Industries Corporation Limited Travelling Allowance Rules, 1973.

These will be applicable with immediate effect. Claims already passed / decided will not be re-opened.

Subodh
(Dr. Subodh Agarwal)
Managing Director
1/11/17

No. RSIC/Pers./2017-18/ 6885-6910 Date: 02.11.17

Copy to-

1. PA to Chairman, RSIC
2. PA to MD, RSIC
3. General Manager (Persl.), RSIC
4. Chief Accounts Officer, RSIC
5. Asstt. General Manager (RM/Coal/ACC/ICD)RSIC
6. OSD (Projects) (PD & Plan) (HC),RSIC
7. All Units of RSIC
8. Office order file

01.11.17
General Manager (Persl.)

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

(A Government of Rajasthan Concern)

JAIPUR

TRAVELLING ALLOWANCE ON TOUR (SCHEDULE OF MILEAGE ALLOWANCE)

APPENDIX 'A' part - I

S. No.	Category of employees	MILEAGE ALLOWANCE					Conveyance charges for short journeys between place of residence Railway Station, Bus Stand, Air port place of Stay and duty point etc.	
		Journey by Air	Journey by Rail	Journey by Road				
				Ordinary mode of conveyance	Own conveyance	Rate	Place	Rate
1	2	3	4		5	6	8	
1	Chairman, Managing Director(as Chief Executive & Directors)	1. One actual single fare including tax or surcharge on fare, if any, 2. For combined journey by Air and by Rail or Road, mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare.	Actual rail fare including reservation charges of any Train in any class. REMARKS 1 For this purpose (except travel by second class non AC) the Corporation servant concerned shall enclose ticket / cash receipt (in original or photo copy) issued by Railway authorities in the Travelling Allowance bill. 2. Officers not getting accommodation in the class to which they have entitled can travel either by lower or higher class whichever is available. In the former case they can claim actual fare of the lower class to which they are entitled and in the later case they may claim the railway fare of	Remarks 1 Actual Air-conditioned / Deluxe (including semi deluxe)/Volvo or any Upper Class Bus fare plus passenger tax and other tax charged, if any	a. Journey in a motor car owned by a Corporation servant b. Journey by a Scooter motor cycle/moped etc owned by a Corporation servant c. Journey by any other means of conveyance like ?Auto Rickshaw including E-Rickshaw	a. @ Rs. 9.00 per KM b. @ Rs.. 3.00 per KM c. Rs. 6/- Per KM	i. Jaipur ii. Jodhpur, Udaipur, Kota, Bikaner & Ajmer iii. All state capitals in India (except Jaipur) including Delhi and places connected by air service iv. Other places	Rs. 150/- Rs. 100/- Actual charges paid in payment of fare for taxi, autorikshaw,in cluding E-Rickshaw, Scooter, Bus, Rail, Metro train Rs. 60/-

they belong.

3. Claims for refund of unused ticket should be preferred to concerned Railways, Road transport and Airlines. The amount of cancellation fee charges by the Rail, Airlines or Road transport concerned shall be reimbursed by the Corporation on furnishing a certificate from the controlling authority to the effect that the official journey had to be cancelled due to official reasons or unavoidable circumstances beyond the control of corporation servant like sudden illness or death of near relative etc. The ordinary reservation fee in such cases may also be reimbursed to the corporation servant without waiting for the acceptance of his claim for refund of cancellation charges by the Railways, Road transport or Airline Authorities. Refund of agency charges paid to a travel agency for booking journeys for his convenience are not be made. The cancellation charges shall be claimed in the Traveling

Allowance bill

2	<u>A-</u> (Those drawing basic monthly pay of Rs. 37000/-& above	As per Appendix-'A' Part- I (a)	-do-		-do-	-do-		-do-
3	<u>B</u> (Those drawing basic monthly pay of Rs. 19000/- & above but below Rs. 37000/-	-	Actual rail fare including reservation charges of AC three Tier (may travel in two tier if the train does not have three tier AC coach)or AC chair car (excluding Executive Class) Remarks:- Same as above		-do-	-do-		-do-
4	<u>C:</u> Those drawing basic monthly pay of Rs. 15000/- & above but below 19000/-	-	Actual rail fare including reservation charges of AC chair car or non AC second class sleeper . Remarks:- Same as above	Actual ordinary /Express or Mail class bus fare plus passenger tax plus other tax charged, if any	a. Journey by a scooter/ motor cycle/moped etc owned by a Corporation servant b. Journey by auto rickshaw Including E-rickshaw c. Journey on cycle or on foot	a. @ Rs. 3/- per KM b. Rs.6/- per KM c . @ Rs.2/- per KM	**<u>Place</u>** i. Jaipur ii. Jodhpur, Udaipur, Kota, Bikaner & Ajmer iii. All State places Capitals in India(except) Jaipur including Delhi and connected by air service iv. Other places	**<u>Rate</u>** Rs.150/- Rs. 100/- Actual charges paid in payment of fare for Taxi, Auto Rickshaw, Tonga, Scooter, Bus, Rail Metro Train etc. Rs.60/-

5	D- (Those drawing basic monthly pay of Rs. 10000/- & above but below Rs. 15000/-	-	Actual Rail fare including reservation charges of non AC IInd Class Sleeper. Remarks:- Same as above		-do-	-do-	-do-	-do-
6	E- (Those drawing basic monthly pay below Rs. 10,000/-	-	-do-		-do-	-do-	-do-	-do-

NOTE: -

1. A Corporation Employee who uses departmental vehicle (including staff car) or road journey from Office or residence to Airport or Railway Station or Bus stand and vice versa in connection with undertaking of a journey by air, rail or road shall not be entitled to road mileage allowance from duty point to Airport /Railway station or Bus stand and vice Versa.

2. Where a Corporation employee alights from a train / bus / aero plane in order to catch a connecting train / bus / Air service, from another Railway station / Bus stand / Airport as the case may be at a particular place enroute his destination, he shall be entitled to road conveyance charges at the rates indicated in column no. 8 above of respective category.

3. The procedure laid down in note no.3 of remarks in column no. 4 of appendix A Part - I shall apply in respect of refund of cancellation charges or unused tickets issued by Road Transport concerned.

4. Every Corporation employee who travels on duty in Air conditioned / Deluxe (including Semi-Deluxe)/ Volvo or any Upper Class Bus shall be required to attach the bus ticket or its photocopy in the Traveling allowance Bill.

MILEAGE ALLOWANCE FOR TRAVEL BY AIR.

APPENDIX-'A' Part-I(a)

Eligibility	Mileage Allowance	Remarks
1	2	3
1. Officers drawing Basic pay of Rs. 37,000/- and above. **Note:** 1. Officers drawing Basic pay Rs. 80,000/- and above can travel in Executive Class. 2. Officers drawing pay of Rs. 37,000/- and above but below Rs. 80,000/- can travel in Economy class / standard / lowest Class of Airlines. **Exception:-** 1. In such cases where journey involved is more than 500 Kms and cannot be performed overnight by Train, Officers drawing Basic pay of Rs. 27,000/- and above but below Rs. 37,000/- shall be entitled to travel by Air by cheapest class with prior approval of Controlling Authority. Actual Air fare and reservation charges shall be admissible subject to production of Tickets and Boarding pass. 2. Corporation employee attending meeting of Companies may travel by Air, if the Company pay Air expenses even though they are not entitled to travel by Air under these rules.	1. One actual single fare including tax and surcharge on fare, if any 2. For combined journey by Air and by Rail or Road mileage allowance as permissible for such journeys shall be admissible except for surface transport included in Air fare. 3. The amount of bus fare charged by the Indian Airlines for Road journey from IAC Office to Airport and vice versa separately in addition to the air fare shall not be admissible.	1. (a.) Air Travel in economy class / lower class can be done through any Airline. (b.) All air ticket bookings shall be preferred directly with the airline or through official website of airline. (c). Ticket may also be booked through authorized booking agencies. However, facilitation fee/service charges to booking agency (by whatever nomenclature) which is not included in the tariff charged by the airline, shall not be reimbursed) (d). Element of service tax, Education cess or any other tax/fee/cess charged by government on air travel or booking of air tickets would be admissible for reimbursement to the individual officer. 2. Officers drawing Basic pay below Rs 80,000/- are expected to certify that they have purchased the ticket of Airlines of Economy Class / lowest fare for air journey. 3. If Corporation employee not authorized to travel by Air on tour, perform journey by Air to save time, he may draw mileage allowance, which would be admissible if he had travelled by rail or road. 4. Expenses incurred on booking Air passage are not admissible except where actual expenses for travel by Air are allowed in any case. 5. The procedure laid down in note no. 3 of remarks in column no. 4 of appendix A Part-I shall apply in respect of refund of cancellation charges of unused Air ticket 6. If an Officer undertake journey by Air, no departmental vehicle should be made to follow the Officer and the subordinate Officers will also not perform journey to that station by Corporation vehicle during the period. A certificate to this effect will be recorded by the Officer on his Travelling Allowance claim.

DAILY ALLOWANCE RATES FOR BOARDING AND LODGING

APPENDIX – 'A' Part II

When the Corporation employee stays in a hotel or other establishment providing Boarding and / or Lodging on tour at fixed rate provided that such Hotel / Institution is registered / has obtained a licence from the competent Authority viz Nagar Nigam,local bodies / Sales Tax Authority ,GST authority Service Tax Authority etc.

Category	For all State/ Union Territory Capitals. (Amt in Rs.)	All places other than column No.2 (Amt in Rs.)	Remarks (applicable to all categories of Corporation employees)
1	**2**	**3**	**4**
A	3000	2000	**Note:** (see below)
B	2500	1800	
C	2000	1500	
D	1500	1000	
E	1000	700	

Note:

1. Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to the Appendix.
2. The rates for boarding and lodging charges shall be admissible only if an official stays in a Hotel / Circuit House / Dak Bungalow / or any Institutions like Young Men's Christian Association, Circket Club of India, Youth Hostels et which provide for lodging arrangement at scheduled tariff and produces vouchers / receipts in token if payment made on account of hotel accommodation charges. In case the actual charges paid on account of boarding and lodging are less than ceiling prescribed in column 2 and 3 this appendix, actual charges paid shall be admissible

3. Where the actual hotel charges paid are inclusive if accommodation and meals are less than the ceiling prescribed under column 2 and 3 the actual charges paid shall only be admissible.

4. In case of accommodation is not available in Bikaner House, Rajasthan House, Jodhpur House at New Delhi, the Daily Allowance shall be admissible at rates prescribed for Delhi shown in column 2 of this appendix, subject to the conditions mentioned in point no. 2 above. The official claiming the Daily Allowance for New Delhi shall record a certificate on the Travelling Allowance claim to the effect that he actually stayed in a Hotel due to non availability of accommodation in any of the aforesaid State Circuit Houses.

5. Actual taxi charges admissible in addition to daily allowance.

6. These rates are inclusive of all types of taxes.

7. In case accommodation is not available in Bikaner House, Rajasthan House at New Delhi, officers can stay in hotel / institution at prescribed rates a after obtaining NAC from Rajasthan House, except officers of Category "A" who can stay in hotel without obtaining NAC.

8. Officers of such departments, which have their Rest House (S) / Guest House(s) in Delhi can stay in hotel only after obtaining NAC from such Guest House / Rajasthan House.

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Appendix –A- Part-III

COMPOITE RATES. When a Corporation employee on tour stays in Government /Public Sector Circuit House / Guest House or makes his own arrangements for stay.

Category	All State / Union Territory Capitals (Amount in Rs.)	All places other than column No.2 (Amount in Rs.)	Remarks (applicable to all categories of Corporation employees)
1	**2**	**3**	**4**
A	800	600	Admissibility of Daily Allowance is subject to the conditions mentioned in the schedule appended to this Appendix
B	700	500	
C	600	400	
D	550	350	
E	350	250	

NOTE OF ANNEXURE - 'A' - PART –II AND III

1. The Chairman and the Managing Director may be reimbursed actual expenditure on boarding and lodging in Delhi and places outside the State; for places within the State, the Split-rates and the composite rates provided for the higher-most category would be applicable to their TA claims.

2. Daily Allowance may not be drawn except during a period of absence from headquarter on duty.

3. Daily Allowance for the entire absence from headquarter, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated s under :-

(a) Fully daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates:-

For absence not exceeding six hours.	NIL
For absence exceeding six hours but not exceeding twelve hours.	50%
For absence exceeding twelve hours.	Full

(b) In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above, subject to the condition that not more than one daily allowance shall be admissible for absence of 24 hours from headquarters.

(c) Where the absence is less than 12 hours but exceeds 6 hours, half D.A. would be admissible. Overnight sty in route for taking the connecting flight / train / bus for onward journey shall also entitle an employee to receive additional half D.A. at composite rate applicable to the place of stay

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4. In case the halt is continued beyond a period of 30 days but upto 60 days the MD/CMD will be competent to sanction the same. For a halt beyond a period of 60 days, sanction of Board of Directors shall be necessary.

5. If a Corporation servant is allowed or avails of free boarding and lodging during halt at a particular station provided the host Corporation or organization or body responsible for causing the halt, the rate of daily allowance shall be 25% of the normal rates prescribed for that station.

6. Daily Allowance may be drawn during a halt or on a holiday other than restricted holiday occurring during a tour for such days as he spends in camp on duty. No Daily Allowance shall be admissible if he leaves camp on private business during holiday(s) or takes any kind of leave including casual leave while on tour.

7. If more than one place is visited in a journey, the rate of daily allowance applicable shall be highest rates admissible at any one place.

8. The composite rates of halting allowance at the rates mentioned in Col. No. 2 & 3 of Appendix – 'A' Part-III will only be admissible to an employee who does not claim lodging charges and is not provided free accommodation by the Corporation and he certifies that he has not stayed in hired accommodation or the accommodation provided by the Corporation.

9. A Corporation servant who uses department vehicle (including staff car) for road journey from office to residence to Airport or Railway Station or Bus Stand and vice versa in connection with undertaking of a journey by air, rail or Road shall not be entitled to road conveyance charges from duty point to Airport / Railway Station or Bus Stand and vice versa.

10. Where a Corporation servant alights from a train / bus aero plane in order to catch a connecting train / bus / Air service, from another railway station / bus stand / Airport, as the case may be, at a particular place en-route his destination, he shall be entitled to road conveyance charges at the rates indicated in column no. 8 above of respective category.

11. The procedure laid down in Note 3 of Remarks in column no 4 of Appendix A part- I shall apply in respect of refund of cancellation charges on unused tickets issued by Road Transport concerned.

12. Every Corporation servant who travels on duty in Air Conditions / Deluxe (including semi – deluxe) / Volvo or any upper class bus shall be required to attach the bus ticket or its photocopy in the Travelling Allowance bill.

NOTE (OWN CONVEYANCE RATES)

1. Corporation servant shall not undertake journey by a Scooter / Motor Cycle / Moped etc. owned by him for a distance exceeding 25 KMS. From his headquarter to places connected by rail or regular bus services.

2. Road journey by a Scooter / Motor Cycle / Moped etc owned by a Corporation Servant may however, by made for distance not exceeding 50 KMS. From his headquarters between places neither connected by rail nor by regular bus services.
3. In case journey in a Motor Car owned by Corporation servant where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax. The Corporation servant shall be entitled to the toll tax charges actually paid by him in addition to the mileage allowance as admissible under the above rule.

4. In case where husband and wife both are Corporation servants and the motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his / her spouse would be treated to have been performed in his / her own car for the purpose of these rules.

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5. In case journey is performed in a motor car owned by a Corporation servant, the Mileage Allowance will be limited to the Mileage Allowance admissible upto the limit of Rail Mileage Allowance

6. For places which are not connected by Rail, the Special rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rates of Mileage Allowance shall be admissible.

7. Travel by own car will be done only after prior approval of the Controlling Authority.

8. Places where short journeys are allowed such short journeys can be done by own car and for which Special rates of Mileage Allowance will be admissible.

9. For officers not entitled to travel by own vehicle, special rates of Mileage Allowance for journeys performed by own vehicle shall not be admissible.

APPENDIX - 'B'

For local short journeys undertaken by the Officers of category 'A' and 'B' by their own Car / Motor Cycle /Scooter shall be entitled to charges for local short journey at the following rates subject to furnishing of details of journey and certificate in the given below:-

Category	Mode of Travel	Rate
Category 'A' And 'B'	i. Own car	Rs. 9.00 per km. subject to maximum of Rs. 600/- per month.
	ii. Own scooter / motor cycle	Rs. 3.00 per km subject to maximum of Rs. 300/- per month.

PROFORMA

Details of local short journey at the place of posting

Date	Brief particular of places of local short journey	Purpose of journey	Mode of own conveyance used	Approximate distance in Kms.	Rate (Rs.per km)	Amount
1	2	3	4	5	6	7

Certified that I have actually traveled...........kms. By...........as stated above from the place of duty for official purpose.

Signature of Corporation employee
Designation

Verification by the Controlling Authority
Designation and Seal

PROFORMA

Details of short journey

Date	Brief particulars of places between which taxi/conveyance was used	Purpose of journey	Mode of conveyance	Approximate distance in Kms.	Actual fare paid
1	2	3	4	5	6

Certified that I have actually travelled.......Kms. by..................as stated above from the place of actual stay paid Rs.................on account of fare / hire charges.

Signature of Corporation employee
Designation

Note (Own conveyance rates)

1. A Corporation employee shall not undertaking journey by a Scooter / Motor cycle/ Moped etc. owned by him for a distance exceeding 25 kms. From his headquarter to places connected by rail or regular bus services.
2. Road journey by a Scooter / Motorcycle / Moped etc. owned by a corporation employee may, however, be made for a distance; not exceeding 50 Kms from his headquarter between places neither connected by rail nor by regular bus service.
3. In case journey in a Motorcar owned by a Corporation employee where Toll Tax is charged the journey will be valid only on production of receipt of payment of Toll Tax. The Corporation employee shall be entitled to toll tax charges actually paid by him in addition to the Mileage Allowance as admissible under the above rule.
4. In case where husband and both are Corporation employees and the Motorcar is owned by either of them, the journey undertaken by either n the said motorcar owned by his/ her spouse would be treated to have been performed in his /her own Car for the purpose of these rules.
5. In case journey is performed in a motor car owned by a Corporation Employee, the Mileage Allowance will be limited to the Mileage allowance admissible upto the limit of Rail Mileage Allowance.
6. For places which are not connected by rail, the own conveyance rates of Mileage Allowance limited to the Rail Mileage Allowance of nearest railway station and for rest distance special rats of Mileage Allowance shall be admissible.
7. Travel by own Car will be done only after prior approval of the Controlling Authority.
8. Places where short journeys are allowed such short journeys can be done by own Car and for which special rates of Mileage Allowance will be admissible.
9. For officials not entitled to travel by own vehicle, special rates of Mileage Allowance for journey performed by own vehicle shall not be admissible.

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