



**भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड**  
**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LIMITED**  
**मिनीरत्न श्रेणी -I, सीपीएसई / A Miniratna Category-I, CPSE**  
**भारत सरकार के पूर्ण स्वामित्वाधीन/ Wholly owned by Govt. of India**

SPMCIL/Admn./166/07/e-2565/334

Dated: 29.04.2025


**OFFICE ORDER**

**Sub: Notification for implementation of "SPMCIL Travelling & Daily Allowance Rules-2024".**

In conformity with the recommendations of the Committee constituted by the Company vide order No. नि.मु./प्रशा./166/07/517 dated 11.05.2022 comprising of Jt. General Manager (HR), Jt. General Manager (Finance) and Dy. General Manager (TO) and in pursuance to the approval of the Board at its 117<sup>th</sup> Meeting held on 28<sup>th</sup> January, 2025 and in supersession to all previous orders issued in the matter of TA/DA Rules 2010, the Company Management is pleased to notify the comprehensive "Travelling & Daily Allowance Rules-2024" which shall be complied accordingly across the Company by the nine units and the Corporate Office.

2. However, the revised TA/DA rates for Workmen & Supervisors and for Executives (E-1 to E-8 levels, Board Level Executives) as notified in the office orders dated 24.10.2024 and 12.02.2025 shall continue to remain effective from the date of issuance of the respective orders.

Hindi version of SPMCIL TA/DA Rules 2024 will follow.

  
(आन प्रकाश) 29.4.2025

संयुक्त महाप्रबंधक (मा.सं.)

**संलग्नक: यथोपरि/Encl: As above**

**प्रति:**

1. सभी मुख्य महाप्रबंधक/इकाई प्रमुख/All CGMs/HoDs  
टंकशाल/मुद्रणालय/कागज कारखाना/Mints/Presses/Paper Mill.

**प्रतिलिपि:**

1. अध्यक्ष तथा प्रबंध निदेशक के कार्यालय हेतु/ Office of CMD
2. निदेशक (मा. सं.)/निदेशक (वित्त) / मुख्य सतर्कता अधिकारी कार्यालय Office of Director (HR)/ Office of Director (Fy) Office of CVO
3. मुख्य महाप्रबंधक (मा. सं.), निगम मुख्यालय / Chief General Manager (HR), Corporate Office
4. महाप्रबंधक (सू.प्र.), डाटा सेंटर-नोएडा / General Manager (IT), Data Centre-Noida
5. उप मुख्य सतर्कता अधिकारी, निगम कार्यालय / Dy. CVO, Corporate Office
6. संयुक्त महाप्रबंधक ( वित्त एवं लेखा )/ संयुक्त महाप्रबंधक (तक.प्र.), निगम मुख्यालय/Joint GM (F&A)/ Joint GM (TO) Corporate Office
7. कंपनी सचिव/Company Secretary
8. हिन्दी कक्ष/ संबंधित पत्रावली / Hindi Cell/ Concerned file
9. सूचना बोर्ड/Notice Board



**SPMCIL**

**SPMCIL TRAVELLING & DAILY  
ALLOWANCE RULES - 2024**

**भारत प्रतिभूति मुद्रण तथा मुद्रा निर्माण निगम लिमिटेड  
(भारत सरकार के पूर्ण स्वामित्वाधीन)**

**Security Printing and Minting  
Corporation of India Ltd.**

**(Wholly Owned by Govt. of India)**

**CORPORATE OFFICE  
NEW DELHI**

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**SPMCIL TRAVELLING & DAILY ALLOWANCE RULES - 2024****I N D E X**

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**SPMCIL Travelling & Daily Allowance Rules, 2024**

**1. Short Title, Commencement and Application:**

- a. These rules shall be called the "**Security Printing and Minting Corporation of India Limited Travelling & Daily Allowance Rules, 2024**" and will supersede all the orders issued on the subject by the Security Printing and Minting Corporation of India Limited.
- b. These Rules shall come into force in respect of journeys commencing on or after the date of approval of the Board.
- c. Unless otherwise specified, these rules shall be applicable to all the employees in whole time employment of Security Printing and Minting Corporation of India Limited and working in corporate office and in all the Units under SPMCIL including trainees, probationers, deputationists etc. as well as to Board Level executives.
- d. The Company reserves the right to modify, cancel or amend all or any of these rules or a part of a rule issued in connection with these rules without previous notice of its intention.
- e. The power of interpret these rules is reserved with the CMD, SPMCIL and his interpretation shall be final.

**2. Definitions:**

Unless there be anything repugnant in the subject or context the following terms and in these rules are used in the sense herein explained :

- a. '**Competent Authority**' means the Chairman and Managing Director of Security Printing and Minting Corporation of India Limited or any authority to which the power is delegated.
- b. '**Company**' means the "Security Printing and Minting Corporation of India Limited" (in short SPMCIL) including the Units under its control (at present total 9 Units and Corporate Office).
- c. '**Board**' means the SPMCIL Board.
- d. '**Employee**' means any person appointed to any service or post in connection with the affairs of the Company (Executives, supervisors and workmen) and shall include all employees of Corporate Office, Units and Board Level Executives but excludes a casual employee muster roll daily rated, badli or substitute employees and apprentices engaged under the Apprentices Act 1961.

## SPMCIL TRAVELLING & DAILY ALLOWANCE RULES - 2024

- e. **'Family'** includes
- i. Employee's husband or wife (one) presently residing with him/her and wholly dependent on him/her.
  - ii. **Son and daughter** (including step children and legally adopted children) and wholly dependent on him/her restricted to two only.
  - iii. **Married daughter(s)** only in case of divorce abandoned or separated from the husband and financially dependent on and residing with the employee.
  - iv. **The spouse** will be treated as dependent irrespective of his/her official status but has to subject declaration stating that he/she is not availing this facility from his / her employer in the case of spouse working in Central Govt. / State Govt. / PSU.
  - v. **Parents** who are wholly dependent and residing with the employee.
  - vi. **'Wholly dependent'** means Members of family (other than spouse) whose income from all sources including pension does not exceed Rs. 9000/+Dearness Relief per month.
  - vii. **'Step Children'** include the children of the spouse from a previous marriage, where the same was dissolved due to legal divorce or death of the other party to such marriage.
  - viii. **'Pay'** means Basic Pay drawn in the prescribed Pay Scale and does not include any other type of pay like Special Pay. In case of 'trainee' on probation, stipend/ fixed amount will be treated as pay.
  - ix. **'Tour'** means the Journey undertaken by an officer or employee at places other than his Headquarter on official duty including training.
  - x. **'Transfer'** means transfer of an officer or employee from one Headquarter to another in which he/she is employed to take up the duty of a new post or in consequence of activities of his / her headquarter.
  - xi. **'Retirement'** means Superannuation or voluntarily retirement but does not include compulsory retirement.
  - xii. **'Travelling Allowance'** means to cover out of pocket expenses normally incurred on traveling 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.
  - xiii. **'Day'** means a Calendar Day beginning and ending at midnight.

## **SPMCIL TRAVELLING & DAILY ALLOWANCE RULES - 2024**

### **3. Entitlements for Journeys on Tour :**

#### **3.1 Travel entitlement, Class of Accommodation, DA & mileage entitlement within the Country.**

<b>Level</b>	<b>Rates Payable for Stay in Hotels (Excluding Taxes / GST)</b>	<b>Daily Allowance (Rates payable per day for food &amp; incidentals)</b>	<b>Composite Rates (If the officer makes his / her own arrangement for stay)</b>	<b>Travel Entitlement</b>	<b>Mileage entitlement for Journey by Road</b>
CMD / Board of Directors	Actual	Actual or Rs. 2000 in case of own arrangement of food etc.	Rs. 2000/day	First Class by Air / AC First Class by Train	Actual Fare by any type of transport including AC Taxi / Bus.
E-8	Limited to Rs. 14000/day in metro city & 9500/day other locations	Rs. 1600 per day + local conveyance limited to 80 KM by A.C. Taxi	Rs. 1600/day	Business / Club Class by Air / AC First Class by Train	Actual Fare by any type of transport including AC Taxi / Bus.
E-7 to E-6	Limited to Rs.10000/day in Metro City & Rs.8000/day in other locations	Rs. 1200 per day + local conveyance limited to 50 KM by A.C. Taxi	Rs. 1200/day	Economy Class by Air / AC First Class by Train	Actual fare by any type of transport except AC Taxi / Bus.
E-5 to E-4	Limited to Rs.8000/day in Metro City & Rs. 6000/day in other locations	Rs. 1000 per day + local conveyance limited to 50 KM by A.C. Taxi	Rs. 800/day	Economy Class by Air / AC First Class by Train	Actual fare by any type of transport except AC Taxi / Bus.
E-3	Limited to Rs.6000/day in Metro City & Rs. 5000/day in other locations	Rs. 800 per day + local conveyance limited to 50 KM by non A.C. Taxi	Rs. 800/day	Economy Class by Air / AC – II Tier by Train	Actual fare by any type of transport except AC Taxi / Bus.
E-2	Limited to Rs. 5,000/day in Metro City & Rs. 4,000/day in other locations	Rs. 800 per day + local conveyance limited to 50 KM by non A.C. Taxi	Rs. 800/day	Economy Class by Air / AC – II Tier by Train	Actual fare by any type of transport except AC Taxi / Bus.

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E-1	Limited to Rs. 5,000/day in Metro City & Rs. 4,000/day in other locations	Rs. 800 per day + local conveyance limited to 50 KM by non A.C. Taxi	Rs. 800/day	AC – II Tier by Train	Actual fare by any type of transport except AC Taxi / Bus.
W-6, S-1(A1) to S-2 (A2)	Limited to Rs. 4,000/day in Metro City & Rs. 3,000/day in other locations	Rs. 600 per day	Rs. 600/day	AC – II Tier by Train	Actual fare by any type of transport except AC Taxi / Bus.
W-3 (B3) to W-5 (B5)	Limited to Rs. 3,000/day in Metro City & Rs. 1,500/day in other locations	Rs. 500 per day	Rs. 500/day	AC – III Tier by Train/ AC Chair Car by Train	Actual Fare by any type of public bus other than AC bus  Or At prescribed rates for auto rickshaw for journeys by auto rickshaw / own scooter / motor cycle/moped etc.
W-1 to W-2	Limited to Rs. 2,500/day in Metro City & Rs. 1,500/day in other locations	Rs. 400 per day	Rs. 400/day	AC – III Tier by Train / AC Chair Car by Train	Actual Fare by any type of public bus other than AC bus  Or At prescribed rates for auto rickshaw for journeys by auto rickshaw / own scooter / motor cycle/moped etc.

\*Reference to CHO letter SPMCIL/Admn./166/07/e-2565/2376 dated 24.10.2024.

\*Reference to CHO letter SPMCIL/Admn./166/07/e-3567/2376 dated 12.02.2025.

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### **3.2 Travel Conditions :** The revised Travel entitlement are subject to following:

- i. Metro Cities for these TA DA Rules means Kolkata, Delhi, Mumbai, Chennai, Hyderabad, Bengaluru, Ahmedabad and Pune.
- ii. In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe / Ordinary Bus for others is allowed.
- iii. In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- iv. In specific cases in public interest when the competent authority approves travel by road full road mileage as per actual will be allowed. In the case of Units, the HoD being self certifying authority is allowed to claim road mileage as per actual. Similarly, at SPMCIL Head Office, CGM and above are allowed to claim road mileage as per actual.
- v. All employees reaching the grade pay of Rs. 4200 even by way of financial upgradation under ACP/MACP shall be entitled to travel by AC-II Tier Class in trains while on tour / LTC.
- vi. Air tickets for LTC, if any, shall be governed as per LTC Rules.
- vii. Directors may authorise travel by air in discounted economy class fare to Executives of E-1 level and S-1 & S-2 level supervisors in case of urgency/emergency. Any travel by a class higher than entitlement in respect of all other categories will require prior (post facto as an exception) approval of CMD. The cases authorised by Directors will be intimated to HR for Consolidation and submission to CMD every month.
- viii. The CGMs/ HoDs of the units may approve travel in higher class by rail mode maximum upto AC-II Tier depending on the administrative requirement operational exigencies.
- ix. W-6 level employees being Grade Pay of Rs. 4200/- shall be entitled to travel by AC-II tier in train while traveling on tour / transfer / LTC. DA & Hotel Accommodation in respect of W-6 level employees will be as admissible to S-1 level supervisors.
- x. In addition to road mileage as indicated in the above table (Para 3.1.), the reimbursement of taxi / auto charges from residence to railway station / airport & back to Headquarters stations as well as from the railway station/airport etc. to the place of stay and back at the station shall also be reimbursed. However, if own car used mileage will be limited to one trip each only at the time of arrival and departure at the rate approved by taxis prescribed by the competent authority. If no rate is prescribed, the road mileage applicable to using the own car / two wheeler in these shall be allowed. For allowing such reimbursement, a certificate by the Officer concern should be deemed to be sufficient.

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- xi. Cancellation Charges of Air / Train / Bus shall be reimbursable at the discretion of the Controlling Authority where the journey is not undertaken by an employee due to reason beyond control in public interest.
- xii. Mileage allowance for road journeys shall be regulated at the following rates in place where no specific rates have been prescribed either by the Director of Transport of the concerned State or of the neighbouring States :
- (a) If journey performed by App based Taxi / Cab / Rickshaw / Bike the same shall reimbursed at actuals on production of receipt.
  - (b) For Journey performed in own car / taxi; Rs. 16/- per Km.
  - (c) For Journey performed by Auto Rickshaw, own scooter etc. Rs. 8/- per Kms.
- xiii. Calculation of daily allowance : Daily allowance for the entire absence from Head Quarters i.e. Starting with departure from Head Quarters and ending with arrival at Head Quarters will be regulated as follows :
- |                                                            |   |             |
|------------------------------------------------------------|---|-------------|
| For Absence not exceeding six hours                        | : | NIL         |
| For Absence exceeding six hours but not exceeding 12 hours | : | 70%         |
| For absence exceeding 12 Hours                             | : | 100% [Full] |
- xiv. Reimbursement of Tatkal Charges / Premium / Dynamic Charges / Agency Charges : The charges for payment of Tatkal Charges / Premium / Dynamic Charges will be reimbursed as per actual. Also the e-ticketing charges and agency charges paid to travel agent up to Rs. 50/- per passenger shall be admissible for reimbursement.
- xv. All the Booking of Airlines / Train to be done through authorised agencies i.e. IRCTC, Balmer & Lawrie, Ashoka Travels or website/counters of airlines only.
- xvi. The official while on tours can book their Hotels through various online travel booking sites like makemytrip.com, yatra.com etc / through authorised travel agents / directly from the concerned hotel website. The proof of payment made to the hotel to be attached while settling the bills.
- xvii. All the payments must be made through Credit/Debit/Pre-Paid Card etc for hotel accommodation. No amount shall be reimbursed in case of cash payment.
- xviii. In case of units of SPMCIL makes arrangement for boarding, we may restrict the DA @ 25% of the composite DA, Guest House lodging charges may be reimbursed at actual only.

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### 3.3 International Travel Entitlement :

Official at E-8 and above	:	Business / Club Class
Others	:	Economy Class

- 3.3.1 Foreign Exchange Admissible :** SPMCIL Employees going on tour abroad in connection with export promotion or other business visits and for training / attending Conference are allowed foreign exchange at the rates prescribed by the Company from time to time to cover the D.A. and other travelling entitlement abroad. The rate of DA in such cases in "All inclusive" rate in accordance with the rules laid down by the Reserve Bank of India to regulate the release of foreign exchange for such trips and as such is meant to cover expenses all item including boarding, lodging, conveyance etc.

The consolidated rates of Dearness Allowance admissible to employees for business tours / promotion etc for the period spent abroad excluding times spent on onwards and return journeys is as given below :

Level of Employee	:	Per Diem (US Dollar)
CMD & Functional Directors	:	500 USD
E-8 Level	:	350 USD
Others	:	300 USD

Out of the above consolidated amount, the employees are required to render account on return from tour for all items, other than the Daily Allowance component allowed for food etc. as per Ministry of External Affairs rates as applicable to a various countries as notified by Corporate Office from time to time. The following procedures will be followed with the reference to the claims :

- (i) Employees going abroad on tour would continue to draw the admissible consolidated amount fixed from time to time.
- (ii) Expenses on Hotel Accommodation will be on actual basis supported by receipt issued by Hotel.
- (iii) The account of expenses like Conveyance, Communication and other contingent expenditure will be rendered and settled on the basis of certification by the employees concerned subject to the following limits:

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Local Conveyance	Not to exceed 35% of the consolidated DA entitlement
Communication Expenditure (Telephone, Fax etc)	Not to exceed 10% of the consolidated DA entitlement
Other Contingent Expenses	Not to exceed 10% of the consolidated DA entitlement

- (iv) The present consolidated DA fixed in accordance with the guideline on RBI and does not include expenditure on entertainment.
- (v) Day for this purpose is reckoned on 24 hourly basis from the time of arrival at an outstading abroad. Full DA is admissible for the additional time, if it exceeds three hours after calculating DA on 24 hourly basis.
- (vi) On return, the employee concerned would submit a consolidated TA Bill accounting for various expenses including Daily Allowance as admissible. Any surplus amount, after calculation, shall be refunded to the company.

**3.3.2 Advance / Settlement of Hotel Expenses on Foreign Tour:**

Hotel expenses are to be incurred by employees on foreign tour through Forex card/Netbanking /Debit Card/ Credit Card /any other digital mode. In case, hotel expenses are paid in cash then reimbursement towards the same shall not be made. Proof of payment is to be attached with the tour settlement bill.

**3.3.3 Entertainment Allowance: - xxxxx- "Deleted".****3.3.4 The Entitlement for Journeys by sea or River or by River Steamer is as under :**

Level	Entitlement
E-2 and above	Highest Class
W-6, S-1, S-2 & E-1	If there be two classes only on the steamer, the lower class.
W-4 & W-5	If there be two classes only on the steamer, the lower class, If there be three classes, the middle or the second class, if there be four class, the third class.
Below W-4	The lowest class

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### 4 Entitlements of TA on Transfer:

**4.1 Accommodation and Mileage Allowance entitlements:** Accommodation and Mileage Allowance Entitlements except for International Travel for Journey on tour by different modes will also be applicable in case of journey on transfer.

**4.2 Transfer Grant and Packaging Allowance :**

- (i) The Composite Transfer Grant shall be equal to one month's Pay.
- (ii) Transfer Grant in case of transfer at own request or transfer other than in public interest, shall not be allowed.

**4.3 Additional Fare by the entitled class to the employee on transfer :** An employee will be entitled to additional fare by the entitled class for both onward & return journeys in addition to the normal transfer TA entitlement if he has to leave his/her family/households effects behind because of non-availability of residential accommodation at the new place of posting. The employee who could not take family members along with him / her on their second trip due to genuine reason may also be entitled to an additional to and fro fare by the entitled class.

**4.4 Transportation of Personal Effects :** An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, restricted to road mileage, of the personal effects up to the maximum indicated below :

Grade Pay	Level	BY Train/Steamer	Rate per km for transport by Road (Rs. Per Km)	
			X & Y Class Cities	Z Class Cities
Officers drawing Grade Pay of Rs. 7600 and above	E-4 & above	6000 Kgs by goods train/4 wheeler wagon/1 double container or the rate as per actual restricted to road mileage	Rs. 50.00 (Rs. 0.00833 per kg per km)	Rs. 30.00 (Rs. 0.005 per kg per km)
Officers drawing Grade Pay of Rs. 4200, 4600, 4800, Rs. 5400 and Rs. 6600	W-6, S-1, S-2, E-1, E-2 & E-3	6000 Kgs by goods train/4 wheeler wagon/1 single container or the rate as per actual restricted to road mileage	Rs. 50.00 (Rs. 0.00833 per kg per km)	Rs. 30.00 (Rs. 0.005 per kg per km)
Officers drawing Grade Pay of Rs. 2800	W-5/B-5	3000 or the rate as per actual restricted to road mileage	Rs. 25.00 (Rs. 0.00833 per kg per km)	Rs. 15.00 (Rs. 0.005 per kg per km)
Officers drawing Grade Pay below Rs 2800	W-4 & below and B3/B4	1500 Kgs	Rs. 15.00 (Rs. 0.01 per kg per km)	Rs. 9.00 (Rs. 0.006 per kg per km)

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The higher rates of road mileage prescribed for 'X' and 'Y' class cities would be admissible for transfers within 'X' and 'Y' class cities, 'X' to 'Y' class cities and vice-versa; and from 'X'/'Y' class cities to 'Z' class cities and vice-versa. In all other cases of transfers within 'Z' class cities, the rates prescribed for 'Z' class cities shall be admissible.

The rates for transporting the entitled weights by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India.

**4.5 Transportation of Conveyance :**

Level	Admissible
W-6, S-1 and above	One Motor Car etc. and One Motor Cycle / Scooter.
W-5 and below	One Motor Cycle / Scooter / Moped and One Bicycle.

**(i) When the conveyance is sent under its own propulsion**

Between places connected by Rail	Between Places not connected by Rail;
Prescribed rate limited to expenditure on transportation by passenger train on rail	Prescribed rate

Where the conveyance is sent under its own propulsion and the employee does not travel in the car, he/she will be entitled to a separate fare as per his entitlement or a separate road mileage for himself / herself. However, when the employee travels in his / her own car, he / she will not be entitled to any separate fare by train / air. Appropriate mileage allowance will be admissible for the members of his / her family, if they travel otherwise than by the conveyance being transported under its own propulsion.

**(ii) When the conveyance is sent loaded on a truck:**

Between places connected by Rail	Between Places not connected by Rail;
Actual Expenses limited to prescribed rate or expenditure on transportation by passenger train on rail whichever is less	Actual Expenses limited to prescribed rate

Prescribed rate means, the rates notified by the concerned directorate of transport, for taxi and auto rickshaw, at the starting point.

**5. Entitlement of TA on Retirement, Superannuation, Voluntary Retirement, Dismissal, Resignation or Termination of Employment :****5.1 Lump sum Transfer Grant and Packaging Allowance :**

- (i) The composite transfer grant equal to a month's pay last drawn may be granted in the case of those employees, who, on retirement settle down at places other than the last stations (s) of their duty located at a distance of or more than 20 Kms.
- (ii) In the case of serving employees, who on retirement, settle at the last station of duty itself or within a distance of less than 20 Kms may be paid one third of the composite transfer grant.
- (iii) The employee on Retirement (including voluntary retirement) may be granted actual fare of the class to which he / she entitles for himself / herself and his/her family proceedings to his/her hometown or the place where he/she intends to settle. He/She will also be reimbursed the actual expenditure incurred on transporting his/her personal effects as per rate applicable in the case of transfer.

**5.2 Conditions on TA entitlements :**

- (i) TA should be availed of within one year of the final retirement or on cessation of re-employment.
- (ii) CMD or any other officer duly authorised by him, at his/her discretion may extend further periods and on being satisfied as to the reason for mobility of the concerned retired employee to move to the place of settlement within reasonable time.
- (iii) It will not be admissible to the employee who resigns or who may be dismissed or removed from service.
- (iv) 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/her for the purpose of leave travel concession, or to the new place of settlement, on submission of proof of settlement.

**6. Different Kinds of Journeys :**

**6.1 Journey on a course of training in India :** The grant of travelling allowance / daily allowance in such cases shall be as follows :

➤ When boarding and lodging are provided :

First 180 Days	:	Full D.A.
Beyond 180 Days	:	Nil

## SPMCIL TRAVELLING & DAILY ALLOWANCE RULES - 2024

- Training Institutes where boarding and lodging facilities exist:

First 30 Days	:	Full D.A.
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Next 150 Days	:	Half DA
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### 6.2 Temporary Transfer :

The entitlement of DA shall be as follows

First 180 Days	:	Full D.A.
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Beyond 180 Days	:	Nil
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### 6.3 Journeys during suspensions to attend departmental enquiries / attending to court cases and TA to PO, DA, Witness and Accused :

- (i) An employee under suspension who is required to perform journey to attend the departmental enquiry may be allowed travelling allowance as for a journey on tour from his headquarters to a place where the departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry whichever is less. No travelling allowance will however be admissible, if the enquiry is held at the outstation at his own request.
- (ii) When an employee, if summoned by Criminal Court to give evidence in an official capacity may be allowed TA/DA on tour as admissible.
- (iii) The an enquiry is held at a place other than the Head Quarters of the accused employee, the presenting officer, defence assistant, the witness and the accused employee are allowed TA/DA as admissible.

### 6.4 Journey to obtain medical treatment :

- (i) Travelling Allowance shall be admissible to an employee / any member of his family who is entitled to medical facilities along with an attendant to accompany the patient if recommended by the Company's Authorized Medical Officer for medical examination / treatment. The Attendant in authorised situations shall be entitled to reimbursement of T.A. as per entitlement of the employee.
- (ii) Sometimes patients, after taking initial indoor treatment, are discharged and advised Daily Treatment / Check-up at the hospital as an OPD patient viz. Cobalt-ray treatment for cancer, exercise / Physical therapy after fixing an artificial limb etc. In such special cases, as advised by the Head of the Medical Unit, lodging charges for the patient only, limited to his / her entitlement of lodging charges subject to production of bills, in case guest house accommodation is not available, may be reimbursed.



- (iii) Reimbursement towards transportation of the dead body from the referred hospital to the headquarters of the employee may be allowed either by road or by air depending upon the distance and convenience subject to production of receipt. There may be no objection to transport the dead body to native place.

**6.5 TA Concessions to sports persons / cultural events sponsored by SPMCIL/  
Gallantry awards :**

In all such cases, the employees sponsored shall be entitled TA / DA as if they are on tour.

**6.6 Journey when proceedings on or returning from leave when recalled :**

Competent Authority for reasons to be recorded may permit any employee to draw travelling allowance as on a tour when employee is recalled for duty.

**6.7 TA / DA to retired employees for attending court / departmental / vigilance cases :**

- (i) If the departmental or vigilance enquiry is held at an outstation at the request of retired employee, no travelling allowance and Daily Allowance shall be admissible. In other cases, TA / DA as on tour may be allowed for attending vigilance enquiries.
- (ii) For appearing in court as accused, TA/DA will only be payable in such cases where the prosecution of the retired employee arises from acts committed, or purported to be committed in the bonafide execution of duties. The decision whether the prosecution has so arisen will depend upon the facts of each case at the discretion of Unit Head.
- (iii) Any amount received from the court for attendance or boarding and lodging, etc shall be refunded to the Company, if TA / DA has been claimed from the Company.

**6.8 Grant of TA to the family members of employee in the event of death of any employee while in service :**

In the event of death of any 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 conditions :

- (a) **Fare :** Actual Fare of the class of accommodation to which the deceased employee was himself entitled for each member of the family shall be admissible.
- (b) **Transportation of Personal Effects :** Actual expenses incurred on transporting the personal effects as admissible under TA on Retirement.



**6.9 Admissibility of TA / DA to ex-officers of the Company appointed as Enquiry Officer or Presenting Officer :**

Travelling Allowance will be admissible to such persons as on tour and the payment of TA / DA shall be regulated in accordance with the pay of the post held by the ex-officer immediately prior to retirement.

**7 T.A. advance and submission of claims:**

- (i) Employees who has drawn TA advance for official tour must
  - (a) Return the unspent amount within one week from date of completion of tour.
  - (b) Submit TA claims within 15 days from the date of completion of tour.
  - (c) In case transfer TA advance has been drawn, the concerned employees must submit his / her claim within 20 days of joining at new place of posting.
- (ii) In case TA claim is not submitted within the prescribed period, Finance Department shall recover unutilized advance along with the interest @ 12% p.a. from salary of the employee for the period of delay in submission of claim.
- (iii) Before proceeding on tour, concerned employee should invariably obtain approval of tour program in the prescribed format from the Competent Authority. This approval should be submitted along with the TA claim.

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