

**West Bengal State Electricity Distribution Company Limited**

**Revision in Travelling Allowance Rules**

Office order No 91

Date 16.02.09

In pursuance of the approval accorded by the Board of Directors of the Company in its meeting held on 06.02.09, the following partial modification in the existing Traveling Allowance Rules will be effective from 01.04.09.

For the purpose of calculating traveling allowance, employees will be categorized into five groups according to the Grade Pay as tabulated below:-

The existing regulations for traveling and daily allowance on official tour will continue with the following changes in rates and entitlement.

**A) Travel Entitlement within the country**

(Ref: 142,146 and 155 of Travelling Allowance Regulation)

Category	Grade Pay	Entitlement	Road Mileage allowance
1.	Rs.8900 & above	AC 1 <sup>st</sup> class by Train/Economy Class by Air.	AC/Volvo Bus Fare or Rs.10/- per K.M. for journey by Taxi or own car
2.	Rs.5400-8700	AC 2 <sup>nd</sup> class/2-Tier Sleeper by Train.	-do-
3.	<del>Rs.4900-5400</del>	AC 2 <sup>nd</sup> /AC 3-Tier Sleeper/AC Chair Car by train	-do-
4.	<del>Rs.2600-4900</del>	-do-	Any type of Public Bus excluding AC Bus or Rs.2/- per K.M.
5.	Less than Rs.2600	AC 3-Tier Sleeper by Rajdhani/AC Chair Car by Shatabdi/2 <sup>nd</sup> Class Sleeper by other trains.	-do-

**Note:** Employees at Category-2 above may be permitted Air journey by their Controlling Officer for exigencies of work provided the distance is more than 500 K.M. and overnight journey cannot be performed by a direct train service or sleeper coach service

**B) Daily Allowance out side West Bengal**

(Ref: Regulation 162 of Travelling Allowance Regulation)

Grade Pay	DA
Rs.8900 & above	Reimbursement for hotel accommodation/guest house of up-to Rs.5000 per day; reimbursement of AC taxi charges of up-to 50 kms for travel within the city and reimbursement of food bills not exceeding Rs.500 per day.



Rs.5400-8700	Reimbursement for Hotel accommodation of up-to Rs.3000 per day; reimbursement of non-AC taxi charges of up-to 50 kms. Per diem for travel within the city and reimbursement of food bills not exceeding Rs.300 per day
Rs.4700	Reimbursement for Hotel accommodation of up-to Rs.1500 per day; reimbursement of taxi charges of up-to Rs.150 per diem for travel within the city and reimbursement of food bills not exceeding Rs.200 per day.
Rs.2600-4400	Reimbursement for Hotel accommodation up-to Rs.500 per day; reimbursement of travel charges of up-to Rs.100 per diem for travel within the city and reimbursement of food bills not exceeding Rs.150 per day.
Less than Rs.2600	Reimbursement for Hotel accommodation of up-to Rs.300 per day; reimbursement of travel charges of up-to Rs.50 per diem for travel within the city and reimbursement of food bills not exceeding Rs.100 per day.

**C) Daily Allowance within West Bengal**

(Ref: Regulation 161 of Travelling Allowance Regulation)

Grade Pay	DA for Class of Cities (in Rs.)							
	A-I KMC area Bachchanagar Mumtazabad Dharmapuri Shree Nagar PSU		A		B-1 & Expensive Cities		Other Cities	
	Govt./PSU GH/IB	Hotel	Govt./PSU GH/IB	Hotel	Govt./PSU GH/IB	Hotel	Govt./PSU GH/IB	Hotel
Rs.8900 & above	520	1300	420	1050	240	250	270	470
Rs.5400-8700	460	1000	370	800	300	660	240	450
Rs.4700	400	760	320	600	260	500	210	400
Rs.2600-4400	340	500	270	400	220	320	180	260
Less than Rs.2600	210	230	170	200	140	170	110	130

**Note:** All employees must stay in the Company's Guest House/I.B. wherever available and will be entitled to free lodging and boarding and will claim only 25% of Daily Allowance. This is also applicable in case the tour address and the residence address of the employees are same. They will be entitled to full DA where food is not served in the Guest House/IB or the employees cannot take food there due to engagement elsewhere on official work.



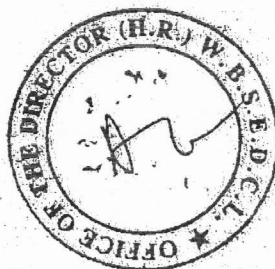
**D. Entitlement for journeys by Sea or by River**  
(Ref: Regulation 142 B(i) of Travelling Allowance Regulation)

Grade Pay	Entitlement
Rs.5400/- and above	Highest Class.
Rs.4700	If there be two classes only on the steamer, the lower class. Otherwise, the second class.
Rs.4400, Rs.3900, Rs.3600, Rs.2600	If there be two classes only on the steamer, the lower class  If there be three classes, the middle or the second class.
Less than Rs.2600	If there be four classes, the third class The lowest class.

**E) The rate for transportation of personal effects on transfer will be as follows:-**  
(Ref: Regulation 173 III of Travelling Allowance Regulation)

Category	Grade Pay	Entitlement
1.	Rs. 8900 & above	Limited to the entitlement cost given below or actual, whichever is less. Full Four Wheeler Wagon or 6000Kgs. by goods train or one double container.
2.	Rs. 8400-8900	Full Four Wheeler Wagon or 6000 Kgs. by goods train or one double container.
3.	Rs. 7900-8400	Full Four Wheeler Wagon or 6000 Kgs. by goods train or one double container.
4.	Rs. 7400-7900	Full Four Wheeler Wagon or 6000 Kgs. by goods train or one double container.
5.	Less than Rs. 7400	Full Four Wheeler Wagon or 6000 Kgs. by goods train or one double container.

**Note:** Such transportation is allowed only when the transferee shifts his family for permanently residing at the place of transfer during his tenure of posting.



**Transfer Grant and Packing Allowance:-**

(Ref: Regulation 171A)

1. The composite Transfer Grant shall be equal to one month's pay in case of transfer involving change of Station located at a distance of or more than 20Km. from each other.
2. In cases of transfer to a Station, which are at a distance of less than 20 Km from the old station and of transfer within the same city, 1/3<sup>rd</sup> of the composite grant will be admissible, provided a change of residence is actually involved.
3. At present, only one transfer grant is permitted if the transfer of husband and wife takes place within six months of each other from the same place to the same place. In cases where the transfer takes place within six months, but after 60 days of the transfer of the spouse, 50% of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to spouse transferred later, in case both the transfers are ordered within 60 days. Other rules precluding transfer grant in case of transfer at own request or transfer other than in Public interest, shall continue to apply unchanged in their case.

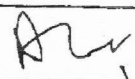
**Transportation of personal effects:**

Grade Pay	By Train/Sea/River	Rate per Km. for transport by road (Rs. per Km.)
Rs.7,600 and above	6000 Kgs by Goods Train/4 Wheeler Wagon/one Container	18(Rs.0.30 per Kg. per Km.)
Rs 3,900, Rs.4700, Rs.5400 and Rs.6600	6000 Kgs by Goods Train/4 Wheeler Wagon/one Container	18(Rs.0.30 per Kg. per Km.)
Rs.2600, Rs.3600	3000Kgs	9.00 (Rs.0.31 per Kg. per Km.)
Rs.2100, Rs.1900, Rs.1700	1500Kgs	4.60(Rs.0.31 per Kg. per Km.)

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

**Transportation of Conveyance**

Grade Pay	Scale
Grade pay of Rs.4700/- and above	One motor car or one motor cycle or scooter.
Grade pay less than 4700	One motor cycle/ scooter/Moped or one bicycle

  
( A.K.Bala )  
Director (HR)