



Office Order No.GM(HR&A)/TP&AS/ 122/2023

Dated. 19.12.2023

Sub: Revision in Travelling Allowance Regulations

Approval is hereby accorded towards modification in the existing Travelling Allowance Regulations applicable to the employees of the Company with retrospective effect from 01st December'2023.

For the purpose of calculating travelling allowance, employees are categorized into groups according to the Scale of Pay. Existing Regulations for Travelling and Daily Allowances on official tour will continue with the following changes in rates and entitlement.

A. Travel Entitlement within the Country:

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

I. Entitlement by Train/ Air:

Category	Revised scale of Pay as per ROPA-2020	Entitlement by Train/ Air	Road Mileage Allowance
I	₹1,47,300 - ₹2,04,500 & above (Level - 13 & above)	i.AC-1st Class/ Executive Class, whichever is applicable ii.Economy Class by Air	Actual fare by any type of public bus including AC/ Volvo Bus or ₹20/- per Km. for journey by taxi or own car
II	₹56,100 - ₹1,60,500 to ₹1,38,700 - ₹2,04,400 (Level - 8 to 12)	AC-II Tier/ Chair Car, whichever is applicable	Actual fare by any type of public bus including AC/ Volvo Bus or ₹20/- per Km. for journey by taxi or own car.
III	₹37,400-₹1,08,200 (Level-7)	AC-II Tier/ Chair Car, whichever is applicable	Actual fare by any type of public bus including AC/ Volvo Bus or ₹20/- per Km. for journey by taxi or own car.
IV	₹23,400 - ₹68,900 to ₹36,800 - ₹1,06,700 (Level - 3 to 6)	AC-III Tier /Chair car, whichever is applicable	Actual fare by any type of public bus or ₹10/- per Km.
V	₹20,400 - ₹60,500 & below (Level 2 & below)	Sleeper Class/ Second Class Seating (AC III Tier/ Chair Car where Sleeper Class and Second Class seating are not available) whichever is applicable	Rs 10/- Km. or actual fare of any type of public bus

II. Entitlement by Steamer:

Category	Revised scale of Pay as per ROPA-2020	Entitlement by Steamer
I	₹1,47,300 - ₹2,04,500 & above (Level - 13 & above)	Highest class
II	₹56,100 - ₹1,60,500 to ₹1,38,700 - ₹2,04,400 (Level - 8 to 12)	Highest class
III	₹37,400-₹1,08,200 (Level-7)	If there be two Classes only on the Steamer, the lower Class. Otherwise, the Second Class.
IV	₹23,400 - ₹68,900 to ₹36,800 - ₹1,06,700 (Level - 3 to 6)	If there are two Classes only in the Steamer, Lower Class. If there be three Classes, the middle or the second Class. If there be four Classes, the third Class.
V	₹20,400 - ₹60,500 & below (Level 2 & below)	The lowest Class

Note-1 : Employees at Category-II above may be permitted Air journey by the concerned Director within the State and outside the State for the official exigencies of the work.

Note-2 : In case, the employees at Category-III and above travel by Taxi/Own car for whatever reasons, the mileage allowance will be limited to **Rs 20/- per Km.** or actual expenses incurred whichever is less on the basis of the certificate of the Controlling Officer.

Note-3 : Special types of Bus fare may also be allowed to the employees of categories IV and V in case of official exigencies based on the certificate of the Controlling Officer.

Note-4 : The amount of Service charges for reservation/ booking a railway/ air ticket through Internet/ agency may also be considered as an integral part of the fare. Agency charges shall be reimbursed in case of official tour only against production of appropriate voucher. Similarly, when an Official journey by train/ bus is cancelled due to exigencies, the cancellation charges shall also be admissible for official tour only against production of appropriate voucher.

Note-5 : Tatkal / Premium Tatkal / Dynamic Charges at the time of booking of Railway ticket is payable only in case of Official tour.

Note-6 : For journeys by bus service covering a distance of more than 32 kms. serial no of the tickets shall be quoted in the travelling allowance bill, if tickets or counterfoils thereof are not available for production to the Controlling Officer. The type of bus service availed shall also be specifically indicated in the TA bills and the touring employee shall certify that the journey was actually performed by the particular bus service for which TA has been claimed.

Note-7 : For journeys by the road on tour by Auto Rickshaw, own scooter / motor cycle to places connected by road only, mileage allowance will be calculated at ₹ 10/- per Km.

Note-8 : For journey by Air, boarding pass/ travel certificate is required to be submitted mandatorily along with the claimed voucher.

Note-9 : For journey by Sea or River, Govt. ferry rate or actual expenditure whichever is less will be applicable.

B. DAILY ALLOWANCE WITHIN WEST BENGAL

(Ref: Regulation 161 of Travelling Allowance Regulations)

Revised scale of Pay as per ROPA-2020	All Corporation area, Darjeeling and Kalimpong District		Other than Corporation area, Darjeeling and Kalimpong District	
	Govt./PSU GH/IB	Hotel / other GH	Govt./ PSU GH / IB	Hotel / other GH
₹1,47,300 - ₹2,04,500 & above (Level - 13 & above)	₹1200	₹3000	₹1000	₹2500
₹56,100 - ₹1,60,500 to ₹1,38,700 - ₹2,04,400 (Level - 8 to 12)	₹1000	₹2600	₹900	₹2100
₹37,400 - ₹1,08,200 (Level-7)	₹900	₹2200	₹800	₹1700
₹23,400 - ₹68,900 to ₹36,800 - ₹1,06,700 (Level - 3 to 6)	₹800	₹1800	₹700	₹1200
₹20,400 - ₹60,500 & below (Level 2 & below)	₹700	₹1500	₹500	₹1000

Note: For journeys to the offices located in Kolkata in connection with official duties from the places like Saltlake, Dumdum, Baranagore, Howrah Sadar and vice-versa, no daily allowance will be admissible. Employees will be entitled to recover the actual expenses or mileage allowance, whichever is less only irrespective of the distance travelled in such cases.

C. DAILY ALLOWANCE OUTSIDE WEST BENGAL

(Ref: Regulation 162 of Travelling Allowance Regulations)

Revised scale of Pay as per ROPA-2020	Daily Allowance (on per day basis)
₹1,47,300 - ₹2,04,500 & above (Level - 13 & above)	i. Hotel accommodation up to ₹5,000/- ii. Taxi charges within the City ₹20/ km or actual, whichever is less. iii. Food bills not exceeding ₹ 1,000/-.
₹56,100 - ₹1,60,500 to ₹1,38,700 - ₹2,04,400 (Level - 8 to 12)	i. Hotel accommodation - up to ₹4,000/- ii. Taxi charges within the City- ₹20/ km or actual, whichever is less (maximum up to 50 KM) iii. Food bills -not exceeding ₹800/-
₹37,400-₹1,08,200 (Level-7)	i. Hotel accommodation up to ₹3,000/- ii. Taxi charges within the City ₹20/ km or actual, whichever is less (maximum up to 30 KM) iii. Food bills not exceeding ₹700/ -
₹23,400 - ₹68,900 to ₹36,800 - ₹1,06,700 (Level - 3 to 6)	i. Hotel accommodation up to ₹2,500/- ii. Travel charges within the City ₹300 or actual, whichever is less iii. Food bills not exceeding ₹600/-
₹20,400 - ₹60,500 & below (Level 2 & below)	i. Hotel accommodation up to ₹2,000/- ii. Travel charges within the City ₹200/- or actual, whichever is less iii. Food bills not exceeding ₹500/-

Note: In case of Daily Allowance (as stated under Clause. B & Clause. C i.e applicable within & outside West Bengal), taxes shall be paid additionally / extra in respect of hotel / others accommodation applicable to concerned categories of employees and no food bills need to be produced or furnished to the Company in respect of hotel/ other accommodation.

D. Transfer Grant and Packaging Allowance along with Transportation of Personal Effects:

(Ref: Regulation 171A of Travelling Allowance Regulations)

Revised scale of Pay as per ROPA-2020	Transportation of Personal effects		Transfer Grant and Packaging Allowance
	By Train/ Sea/ River	Rate per Km. for transport by road (₹ Per Km)	
₹96,800 - ₹1,81,200 & above (Level 10 & above) ₹35,000 - ₹1,01,400 & ₹73,700 - ₹1,65,600 (Level 5 to 9)	6000 Kgs by Goods Train /4 wheeler Wagon/ One double Container 6000 Kgs by Goods Train /4 wheeler Wagon / One Single Container	0.30/- per 100 Kg per Km (Maximum 6000 Kgs) 0.30/- per 100 Kg per Km (Maximum 6000 Kgs)	The composite Transfer Grant shall be equal to 40% of one month's Basic Pay on the date of release.
₹23,400 - ₹68,900 to ₹29,000 - ₹84,500 (Level 3 to 4)	3000 Kgs	0.30/- per 100 Kg per Km (Maximum 3000 Kgs)	
₹17,300 - ₹51,800 to ₹20,400 - ₹60,500 (Level 1 to 2)	1500 Kgs	0.30/- per 100 Kg per Km (Maximum 1500 Kgs)	

Note-1: The composite transfer Grant at the rate of 40% of one month's Basic Pay and 1/3 rd of 40% of one month's Basic Pay on the date of release will be admissible for transfer involving a change of station located at a distance of more than 20 Kms and less than equal to 20 Kms respectively, provided a change of residence is actually involved in each of the cases.

Note-2: In case transfer of husband and wife takes place within six months, but after 60 days of 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 the 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.

Note-3: 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.

Note-4: When personal effects are carried by road between places connected by rail, an employee carrying goods by road between places connected by rail may draw actual expenditure on transportation of personal effects by road or the amount admissible on transportation by rail plus an additional amount of not more than 25% of the maximum admissible quantity to which an employee is entitled to carry by goods train, whichever is less.

This issues as per approval of the Board of Directors of the Company in its 91st meeting vide **Item No.07** held on 29th November'2023.


(Shamyia Roy Choudhury)
Director(HR&A)

Memo No. GM(HR&A)/TP&AS/Travelling Allowance/837 Dated. 19.12.2023

Distribution:

Distribution:-

- 1) The Chief Engineer, Corporate / O&M-I/ O&M-II / Projects-I / Projects-II/ Testing/ Engineering / SLDC / CPD / Procurement / Communication, WBSETCL.
- 2) The General Manager (HR&A), Corporate / Training, Planning & Allied Services, WBSETCL.
- 3) The General Manager (F&A), Corporate / Internal Audit, WBSETCL.
- 4) The Company Secretary, WBSETCL.
- 5) The Head I.T., WBSETCL
- 6) The Addl. C. E., RAC / Kolkata Tr Zone / Chinsurah Tr Zone / Siliguri Tr Zone / Midnapore Tr Zone /Berhampore Tr Zone / Durgapur Tr Zone / Durgapur FZO /Kolkata FZO/Siliguri FZO/ Kharagpur FZO /Krishnanagar FZO /Chinsurah FZO /Barasat FZO / Malda FZO / Howrah Communication Zone, WBSETCL.
- 7) The Addl. General Manager (F&A), Corporate, WBSETCL.
- 8) The Addl. General Manager (HR&A), Corporate, WBSETCL.
- 9) The Chief Medical Officer, WBSETCL
- 10) The Chief Security Officer, WBSETCL
- 11) The Chief Land Officer, WBSETCL
- 12) The Addl. General Manager (HR&A), Corporate Vigilance Cell, WBSETCL.
- 13) The Dy CE / SE & Area Manager/SE (E) / SE, In-charge /:-

i) Area Office :-

Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda / Durgapur Area Office, WBSETCL

ii) 400KV Area Office: -Arambag / Durgapur /Jeerat / Kharagpur /Gokarna / New Chanditala, WBSETCL

iii) Testing Area Office: -Salt Lake/ Durgapur/ Burdwan / Midnapore/ Howrah /Raiganj /Siliguri/ Kalyani/Alipurduar/Purulia/Berhampore/ Baruipur, WBSETCL

iv) Communication Area Office: Siliguri / Durgapur, WBSETCL

- 14) The Manager (HR&A)/Asstt. Manager (HR&A)/(F&A)
Corporate / O&M-I /O&M-II / Procurement / Projects-I/Projects-II / Testing H.Q / Salt Lake / Kasba / Behala / Barasat / Berhampore / Krishnanagar / Chandannagar /Durgapur / Howrah / Bankura / Burdwan / Birbhum/ Tamluk / Haldia / Midnapore/ Purulia / Kharagpur / Alipurduar / Jalpaiguri / Siliguri / Raiganj / Malda Area Office/ Arambag 400 KV / Durgapur 400 KV/Jeerat 400 KV / Kharagpur 400 KV /Gokarna 400 KV / New Chanditala 400 KV / SLDC, WBSETCL
- 15) The Asstt. Manager (Corp. Comm.), WBSETCL
- 16) The P.S/ P.A. to Managing Director /Director (HR&A) / Director (F&A) / Director (Projects) / Director (Operations), WBSETCL