



STATE FARMS CORPORATION OF INDIA LIMITED
(A GOVT. OF INDIA ENTERPRISE)



TRAVELLING & DAILY ALLOWANCE RULES
(W.E.F. 25.01.2012)



**STATE FARMS CORPORATION OF INDIA LIMITED
CORPORATE OFFICE : NEW DELHI**

No. SFCI/3-13/2011/GA

January 25, 2012

C I R C U L A R

Sub : Revision of SFCI Travelling and Daily Allowance (TA & DA) Rules

At present, the TA/DA Rules of the Corporation have been incorporated in Chapter V of SFCI Staff Regulations. As various changes have taken place in the TA/DA Rules, a need was felt to revise the said rules for the sake of clarity and to update the existing rules to bring them at par with the practices followed by other PSUs and Government.

2. Accordingly, the Board of Directors of SFCI in their 234th Meeting held on 20.12.2011 have approved the revised TA/DA Rules, a copy of which is enclosed for information and necessary action at your end. The revised TA/DA Rules shall come into force with effect from the date of issue of this circular i.e. **January 25, 2012** and shall apply to all journeys on tour, on transfer etc. commencing on or after that date, for which these Rules are admissible. The claims of the employees already settled under the previous rules shall not be reopened. These rules shall replace in toto, the existing TA/DA Rules as incorporated in the Staff Regulations and other practices in this respect followed at present.
3. A copy of these Rules may be circulated to all employees, recognised Unions / Associations for their information and a copy may also be given to the HR & Finance Departments of your Farm/Office for guidance in their day to day working. A copy of these rules may also be kept with you for record.
4. Hindi version follows.

**Sd/-
(B. B. Saw)
General Manager (HR)**

Distribution :

1. General Manager (Marketing)/(F&A)
 2. Additional General Manager (Prod.)
 3. Dy. General Manager (Engg.) / (Vig.)
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- Copy to : PA to CMD for kind information of CMD



STATE FARMS CORPORATION OF INDIA LIMITED

CORPORATE OFFICE : NEW DELHI

TRAVELLING & DAILY ALLOWANCE (TA/DA) RULES

1.0 OBJECTIVE :

These Rules are designed to provide monetary compensation to the employees, when they are required to go out of their Headquarters on the tour of duty on the Corporation's official business or work or are transferred to a new place of work to meet the expenses of travel, stay, food etc. and in the case of transfer/retirement, expenses on relocation of the employee and his family.

1.1 SCOPE OF APPLICABILITY:

- 1.1.1 These rules will be called "SFCI Travelling/Daily Allowance (TA/DA) Rules".
- 1.1.2 These rules will come into force with effect from the date of notification after Board's approval and shall apply to all journeys on tour, on transfer commencing on/or after that date for which traveling allowance is admissible.
- 1.1.3 These rules shall apply to all regular employees of the Corporation including those on deputation to the extent not otherwise specified in term of deputation, and will govern all inland/International travels performed on Corporation's duty.
- 1.1.4 The Corporation reserves itself the right to modify, cancel or amend all or any of these rules or any supplementary rules/amendments thereto issued in connection with these rules without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date.

1.1.5 In case of doubt or dispute in regard to the interpretation of these rules and/or the supplementary rules and or amendments issued thereto, the decision of the Chairman-cum-Managing Director shall be final. Chairman-cum-Managing Director shall have the right to add / or effect modifications to the T.A. rules in terms of Rule No.1.1.4.

1.2 **DEFINITIONS:**

Unless there be anything repugnant in the subject or context, the following terms in these rules and/or supplementary rules and/or amendments issued thereto are/will be used in the sense herein explained.

1.2.1 ~~Employee~~ means any person appointed to any service or post in connection with affairs of the company. Trainees / apprentices for the purposes of these rules would be considered as employees, unless otherwise specified.

1.2.2 ~~Family~~ includes the employee's spouse (one only) residing with the employee, legitimate children, step children and not more than one legally adopted child residing with and wholly dependent upon the employee. Besides, for transfer T.A, family would include parents, step mother, unmarried sisters and minor brothers residing with and wholly dependent upon the employee. For the purpose of dependency, the income limit from all sources including Pension will be Rs. 3500/- p.m., as amended from time to time by Government of India.

(Note: Restriction of two children from 1.1.1999 for encouraging small family norms, will be applicable as per Govt. of India Rules)

1.2.3 **'Pay'** means the amount drawn monthly by an employee as :

- a) ~~Basic pay~~ in the pay scale applicable to the post held by him/her including NPA.

- b) Deputation / Duty Allowance (in case of deputationists)
- c) Stipend, in the case of Trainees, limited to the minimum of basic pay of the scale in which they are expected to be absorbed after completion of training; and
- d) Any other emoluments which may be specifically classified as ~~pay~~ for the purpose of these rules, by the Corporation.

1.2.4 ~~'~~**Controlling Officer**~~'~~ means the Chairman-cum- Managing Director / Functional Directors / CGM and such other officers to whom such power is specifically delegated by the Board of Directors/ Chairman-cum- Managing Director / Functional Directors or the Government, as the case may be, and for the purpose of these rules be their own controlling officers as well as the controlling officers of the employees working under them. The Farm Heads, Heads of Regional Marketing Offices, and Heads of Departments at Corporate Office shall be the Controlling officers of the employees working under them. However, in respect of their own claims, the respective Functional Director or CMD at Corporate Office will be the Controlling Officer. Before approving the T.A. bills, the controlling officer shall scrutinize the necessity, frequency and duration of the journey and halts for which the travelling allowance has been claimed.

1.2.5 ~~'~~**Tour Programme**~~'~~ means the detailed itinerary of the tour including purpose of tour, places to be visited with date and duration at each station and mode(s) of conveyance to be used at each station, duly approved by the ~~controlling officer~~ before the employee proceeds on tour and a copy of which should be enclosed with the TA bill on return from tour.

1.2.6 ~~'~~**Tour Report**~~'~~ means the report which is required to be submitted by the concerned employee on return from tour giving details of the work done and his observations/suggestions during the period of tour, a copy of which shall be required to be enclosed with T.A. Bill, unless the same is specifically waived by the ~~controlling officer~~ due to confidential/secret nature of the tour.

1.2.7 **'Head quarters'** means the normal place of duty of an employee, as may be fixed, by the Corporation from time to time and covers an area within the radius of 8 km. from the normal place of duty.

1.2.8 **'Shortest route'** for the purpose of these rules means the route, which is normally used by passengers between two stations at a particular time.

1.2.9 **'Tour of duty'** means the visit of the employee from his headquarters office to another place on the Corporation's official business or work.

Note : Travels for the purpose of appearing in courts for official matters, Departmental Inquiries, or Interviews conducted by Corporation etc. outside the Headquarters will be treated as tour on duty, if duly authorized by the Competent Authority.

1.2.10 **'Transfer'** means the movement of an employee from the Headquarters at which he/she is posted to another station so that the new station becomes his/ her new headquarters temporarily or permanently in terms of a written order of the Competent Authority.

2.0 Journey on Tour :

2.1 A journey on tour shall be deemed to commence from and end at duty point / residence of the employee at the headquarters or any other station(s).

2.2 Return tickets should be purchased wherever the officer is expected to perform the return journey within the currency of the return ticket, in order to avoid delay in returning to headquarters and to avail discounts, if any.

2.3 Travelling allowance is admissible for journey on tour by rail / air/ Steamer or road to the extent indicated below:

By Rail / Air/Bus/Steamer :a) **Entitlement :**

Level of Employees	Entitlement
CMD	<u>Rail :</u> AC Ist class/Executive Chair Car <u>Air :</u> Executive/Business/Club Class <u>Road :</u> Any type of Luxury Bus, Coø Car/AC Taxi (any type) - to be arranged by Corp. <u>Sea/River Steamer :</u> Highest Class
Functional Director	<u>Rail :</u> AC Ist class/Executive Chair Car <u>Air :</u> Economy Class <u>Road :</u> Any type of Luxury Bus, Coø Car/AC Taxi (any type) - to be arranged by Corp. <u>Sea/River Steamer :</u> Highest Class
Officers in the pay scale of Rs.36,600-62,000 and above & equivalent	<u>Rail :</u> AC Ist class/Executive Chair Car <u>Air :</u> Economy (Standard/Tourist Class) <u>Road :</u> AC/Luxury Bus, Coø Car/AC Taxi (standard type) - to be arranged by Corp. <u>Sea/River Steamer :</u> Highest Class
Officers in the pay scale of Rs. Rs.24,900-50,500 to Rs.32,900-58,000 and equivalent	<u>Rail :</u> AC 2 Tier/Chair Car/AC 3 tier in Rajdhani / Shatabdi <u>Road :</u> Deluxe AC Bus, Taxi (non-AC) <u>Sea/River Steamer :</u> If there are two classes only, the lower class. If there are three classes, the middle or second class.

Employees in the pay scale of Rs. 10,100-28,400 to Rs.20,600-46,500 and equivalent.	<u>Rail</u> : AC 3 Tier/AC Chair Car including Rajdhani / Shatabdi <u>Road</u> : Deluxe Non AC Bus, Auto-Rickshaw <u>Sea/River Steamer</u> : If there are two classes only, the lower class. If there are three classes, the middle or second class. If there are four classes, the third class
Employees in the of pay scale lower than Rs.10,100-28,400 and equivalent	<u>Rail</u> : Sleeper Class <u>Road</u> : Non-AC Bus, Local Bus/Trains/Metro Train/Shared Conveyance <u>Sea/River Steamer</u> : The lowest class

Note:-

- i) A copy of Rail ticket in case of rail travel, original tickets in case of travel by other modes and original Boarding Card in case of air travel must be enclosed with TA Bill.
- ii) When an 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 prior orders of the Chairman-cum- Managing Director / Functional Director / CGM / concerned Functional Head at Corporate Office, Concerned General Manager for the reasons to be recorded. However, for allowing reimbursement of the fare of the Air-Conditioned First Class & equivalent (in Trains) to non-entitled employees, Chairman-cum-Managing Director/ Functional Director's prior approval would be essential.
- iii) Employees entitled for AC II tier may be allowed to travel by low cost Airlines with prior approval of the CMD with full justification, subject to the conditions that travel by Air should result in saving of at least one day's lodging charges.

- (iv) In cases 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/Non-AC bus for other is allowed.
- (v) 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. All employees are allowed to travel below their entitled class of travel.
- (vi) The Officers who are entitled to travel by Air should make all possible efforts to purchase air tickets from a low cost airline well in advance (except in case of emergent travels) so that the benefit of discounted/cheapest tickets available for the day at the particular timings of travel are purchased. Further, the air journey should be planned in such a manner so that the concerned employee is available during major part of the day at the touring station and at his Head Quarter after returning from tour. As far as possible the onward journey should be made in the morning hours and return journey in the evening hours. Under no circumstance should the air fare exceed the normal fare of Indian Airlines/Air India or their subsidiaries.
- (vii) All mileage points earned by employees on air tickets purchased for official travel shall be utilized by the Corporation for official travel by other officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Corporation should be accrued to the Corporation and not to the individual employees.
- (viii) The booking charges/ service charges/ recognized Agency charges incurred by the employee for purchasing tickets/ E-tickets himself through travel agent/cyber café/credit card etc. shall be reimbursed subject to a maximum of Rs. 25/- per rail ticket and Rs.100/- per air ticket. However, if services of M/s. Balmer Lawrie and M/s. Ashok Travels & Tours are utilized for purchase of tickets, the actual service

charges, if any, will be reimbursed. International air tickets shall be purchased only through these agencies or any other agency approved by Government/CMD for this purpose.

- (ix) Tatkal Seva charges will be allowed with prior approval of controlling officer, where such tickets are required in extremely emergent cases.
- (x) Cancellation charges (including reservation charges) for official journeys cancelled due to official exigencies will be reimbursed with approval of Controlling Officer subject to the condition that the concerned employee has not delayed the cancellation entailing higher cancellation charges. In case the cancellation/ or delayed cancellation is due to the reasons attributed to the employee, necessary recovery shall be made from the employee.
- (xi) The cases where an officer purchases costlier air tickets ignoring the lowest/discounted air ticket available for the particular day/timings, recovery of the excess amount can be made from him on the orders of the Competent Authority besides any other action that may be deemed fit.

b) **Admissibility of T.A.: - (In case of Rail Journey) :**

Single fare by the shortest route of the class of accommodation appropriate to the status of the employee as indicated above including the charges incurred for reservation or sleeping or other accommodation. If, however, the employee travels in lower class, the actual fare of the lower class and reservation charges and sleeping or other accommodation charges actually incurred would be allowed. The employee would, in addition, be entitled to Daily allowance as per these rule.

c) **Admissibility of T.A. : - (In case of Air Journey):**

- (i) Air fare by the entitled class.
- (ii) Daily Allowance as per these Rules

d) **Admissibility of TA - (In case of Road Journey)** :

- (i) Where an employee performs journey by entitled bus or by sharing a taxi or any other conveyance, he would be entitled to the actual fare paid.
- (ii) Where an officer in the pay scale of Rs. 29,100- 54,500 and above on tour, performs journey by his own registered car (upto 300 km. one way) with the prior approval of competent authority i.e. not below the level of Functional Heads/ GM , he will be paid for the road journey by the shortest route at the rate of Rs. 6/- per km. However, for stations connected by rail/bus, prior sanction to travel by own Car/ Taxi by the entitled officer, shall be issued with due discretion and with specific reference to exigencies of work by the concerned competent authority, The TA Bill should be supported by valid proof showing travel by own car.
- iii) Employee traveling by road for outstation Tours will be eligible to daily allowance in terms of these Rules in addition to road mileage.
- iv) The journey on tour by road by own car should be resorted to only in exceptional circumstances and only in cases where it is not possible to provide company's transport to entitled officers. However, in case where it is not possible to provide company's transport and the employee performs the journey by his own conveyance, it should be under prior approval / sanction of the Chairman and Managing Director / Functional Director.
- e) No employee shall use official vehicle for his personal use except when specifically permitted in writing by concerned Farm Head/GM (HR) in advance and subject to recovery of Rs. 7/- per Km. for Car/Jeep and Rs. 20/- per Km. for Trucks/Tractor/Bus from him for the total journey (both sides) and TA/ DA/ OTA of official driver/ conductor. Misuse of official vehicle in any way shall be treated as misconduct.

- f) The drivers accompanying the officers proceeding on tour in company's vehicle will not be entitled to overtime allowance during the tour period as they shall be entitled to TA/ DA, as per these rules.
- g) In case two or more persons have to visit a common station/ place, whether during tour or at the normal duty place, they should travel together in a common conveyance and not separately.
- h) The Competent Authority for sanction of tour programme/tour report/TA Bill shall be concerned Farm Head /Regional Marketing Head/Head of Department at Corporate Office in respect of employees working under their administrative control. However, in case of Farm Heads/Marketing Heads/Heads of Departments at Corporate Office themselves, the Competent Authority shall be concerned Functional Director/CMD.

3.0 Local Conveyance at touring station :

3.1 Employees on tour will be allowed reimbursement of actual conveyance expenses incurred for journey from airport / railway / bus station to office / guest house / hotel / residence and vice-versa, as per their entitlement. For local journey at the touring station for official jobs, the employee will be entitled for reimbursement of conveyance charges depending upon classification of the touring city and financial ceiling as mentioned below :

Pay scale / level of the employee	Mode of Transport and maximum financial ceilings per day for classified/ other cities		
	Metropolises cities	Other cities	Other places
CMD & Functional Directors	Actual	Actual	Actual
Rs. 36,600-62,000 and above/equivalent	<u>Official vehicle or AC Taxi (Standard)</u>		
	Rs. 500/-	Rs. 400/-	Rs.300/-

Rs.24,900-50,500 and above equivalent	<u>Non -AC Taxi</u>		
	Rs.400/-	Rs. 300/-	Rs. 200/-
Rs. 10,100-28,400 to 20,600-46,500 and equivalent	<u>Auto-rickshaw</u>		
	Rs.250/	Rs.200/-	Rs.100/-
Scales below Rs.10,100-28,400	<u>Bus/ Local Train / Metro / Shared Auto</u>		
	Rs.150/-	Rs.100/-	Rs.50/-

Note : 1. For local conveyance at touring station claimed beyond 8 working days of stay; special permission from Controlling Officer shall be required.

The prescribed per day ceiling in respect of local travel while on tour, as mentioned above, will equally be applicable in the event an officer is allowed to travel by own car.

- 3.2. Where two places between which the journey is performed are connected by rail which being the ordinary mode of travel, the payment would be limited to what he would have received had he traveled by rail, as per his entitlement. However, this condition will not be applicable to officers authorized to travel by own car as per rules.
- 3.3. Officers of the level of E-2 & above (Scale Rs.20,600 - 42,500), when visiting Corporate Office should call on CMD with prior appointment (within the normal Touring schedule) to apprise CMD about the activities/developments at his head quarters. Similarly, when an officer of one Farm/Marketing office visits another Farm/office, he should call on head of the Touring office for this purpose.
- 3.4. **Traveling Allowance for local travel at the place of posting for official duty will be as under:**
- (a) No reimbursement for local journey within the precincts of Farm/office and within a radius of 8 Kms.(one side) of place of posting will be admissible.

(b) If local journey for official purpose is beyond a radius of 8 kms. outside the precincts and premises of the Farm/Office, employees in the scale of Rs.24,900-50,500 & above will be entitled to claim conveyance charges @ Rs.7/- per km, for using his own registered car; employees in the scale of Rs.10,100-28,400 to 20,600-46,500 and equivalent will be entitled to claim at the rate of Rs. 5/- per km. for using their own registered scooter / motor cycle / car or otherwise claim reimbursement of actual conveyance charges whichever is lower. Employees in the pay scale lower than Rs.10,100-28,400 using their own conveyance shall be entitled to claim @ Rs. 2/- per km. for using their own conveyance / public transport etc. However, if any employee travels in bus / train / metro, actual fare will be reimbursed. In all such cases the charges for first 8 kms. shall also be payable.

(c) If an employee/Officer is directed by concerned Farm Head /Marketing Head/ Head of Department/ Functional Head and any higher authority to attend office on a holiday, he/ she may be paid conveyance charges at the rates mentioned at (b) above for his actual journey from residence to back subject to a maximum of 20 kms. each side OR may claim DA, at his option, at the prescribed rates of DA. For this purpose, the concerned employee has to work for a minimum of 6 hours for claiming full DA and 4 hours or more for claiming half DA OR Conveyance charges, as the case may be. However, this will not be applicable to Farm Heads, Marketing Heads or any other Senior Officer who is provided with official vehicles as per rules.

On working days, if an employee upto the level of E-1 i.e. in the scale of Rs. 16400-40500, is directed by Head of Department/Farm Head/Marketing Head/or any higher authority to sit late for urgent official job, he may be paid half DA at the prescribed rate for working late beyond 8.30 pm. If an employees is directed by the concerned head to work in office beyond 10.00 pm., he will be entitled to claim full DA, OR, at his option, may claim conveyance charges to go to his residence, at the rates indicated at (b) above, subject to a maximum of 20 kms. This will, however, not be applicable to Farm employees residing in Farm /office premises. Such of the Officers who are permitted to use official vehicle, and the employees who claim conveyance

charges, will not be entitled to claim DA. The employees will not be entitled to any other allowance/benefit for attending office on holidays or working after office hours.

Note : The Competent Authority for such claims shall be Head of Farm/Regional Marketing Manager / Head of Departments at Corporate Office, in respect of employees working under their administrative control. However, in case of Farm Heads, Regional Marketing Managers and HODs themselves, the Competent Authority will be CMD or Functional Director, as the case may be.

4.0. DAILY ALLOWANCE :

4.1. A day for the purpose of payment of Daily Allowance will mean a day of 24 hours beginning from the time of the start of journey. For all journeys, the period of absence shall be reckoned from the time the employee actually leaves Head Quarters / Residence to the time he actually returns to the Head Quarters / Residence.

4.2 Daily allowance will be admissible at the rates indicated at Annexure- I for each 24 hours of absence or part thereof from the headquarters.

- a) The terms 'part thereof' would mean the period exceeding 12 hours. For the period less than 12 hours, D.A. at half the rate would be admissible. For absence from headquarters for less than one day, D.A., would be regulated as per clause 4.3 below.
- b) The entitlement for the reimbursement of lodging charges for stay in the hotel/guest house would be as per rates given in Annexure- I. Classification of cities is at Annexure-II.
- c) For the purpose of reimbursement of lodging charges and payment of daily allowance, guest house not owned by SFCI would be treated at par with the hotels. However, in the case of guest house of other public sector undertaking if SFCI employee has been treated at par with an

employee of equivalent rank of that public sector undertaking, the entitlement for DA of that employee would be reckoned, as if he stayed in a guest house owned by SFCI.

- d) When an employee on tour stays in a hotel higher than his entitlement due to non availability of the accommodation in the entitled hotel, the reimbursement of lodging charges may be restricted with reference to his entitlement mentioned in Annexure-I.
 - e) Employees should as far as possible stay in Public Sector guest houses / ITDC hotels in order to avail discount offered by them to the officers of Public Sector Undertakings under Government Rules.
 - f) Employees staying in SFCI guest houses or guest houses owned by other Public Sector Undertaking or Govt. etc. would get the reimbursement of room charges for stay on production of receipt in which case full DA would be paid.
- 4.3 If the actual halt at the Touring Station absence from headquarters is less than a day, DA would be regulated as follows :

- a) For halt upto 6 hours - Nil
- b) For halt exceeding 6 hours but upto 12 hours - 70% of the basic rate of entitled DA
- c) The employees would be allowed D.A. in accordance with the T.A. Rule for enforced halts occurring en-route on tour journey necessitated by break downs due to blockade of roads/rails on account of floods, rains, heavy snowfall, Bandhs/curfew etc.

4.4 Daily allowance will be admissible for the holidays during the tour but not for casual leave or any other kind of leave availed of during tour.

4.5 The Competent Authority may grant D.A. to such employees at the following sliding scales, when their stay is beyond 30 days while on tour.

- a) D.A. for the first 60 days as per SFCI T.A. Rules at full rates or at such reduced rates as provided under these Rules.
- b) D.A. from 61st to 90th day as per SFCI T.A. Rules at half rates or 50% of such reduced rates as provided under SFCI T.A. Rules.
- c) Absence for a period exceeding 90 days should be treated as a temporary transfer when all facilities as on transfer could be extended.
- d) In case free guest house accommodation is provided or hotel charges are reimbursed by SFCI Ltd., the D.A. will be further reduced by 25% as has been given in Rule 4.2 (b).
- e) If both boarding and lodging facilities are provided free, the D.A. will further be reduced by 50% as would be eligible against (b) above.

4.6 When an employee while on tour is treated as guest of the Company or of the Government or of any other organization, the daily allowance admissible will be granted at the following rates :

- a) When lodging is provided free : $\frac{3}{4}$ of daily allowance
- b) When boarding is free : $\frac{1}{2}$ of daily allowance
- c) When both boarding and lodging are provided free : $\frac{1}{4}$ of daily allowance.

Note : However in case of those employees who make their own stay arrangement at the touring station, full DA shall be payable.

- 4.7. Since the journey period is also to be counted for payment of D.A. under these rules the rate at which this period would be reckoned for the purpose of D.A. would be the lowest rate (i.e. ordinary rate) of DA.

Note : For journey period, daily allowance shall be payable at the basic rates as applicable for ordinary localities. The total daily allowance for the entire period of absence from headquarters shall, however, not exceed one daily allowance for every 24 hours or part thereof.

- 4.8. Where Company's guest house facility is not available, Corporation may make arrangement for the stay of touring officer in hotels appropriate to the status and entitlement of the officer or in the guest house of other Public Sector Undertakings on behalf of and in consultation with the concerned officer.

5.0 T.A. for Attending Interview :

Traveling Allowance shall be paid to outsiders and departmental candidates for appearing in the interview before Selection Committee at any station, other than their place of residence / HQs. irrespective of whether the selection is open both to outsiders and departmental candidates against press advertisements or is restricted to departmental candidates against the departmental advertisement.

In respect of Departmental candidates, if they are called for trade test (other than on the date of interview) TA may also be paid to them for appearing in trade test. However, departmental candidates who appear for written examination of MTs in various centres would not be paid TA except for appearing in interview.

T.A. in such cases shall be paid on the following basis:

Sl. No.	Pay Range	Entitlement
1.	For posts at the level of Addl. General Manager (Pay Scale of Rs. 32,900-58,000 and above).	II tier AC - Return (Return journey/Return Fair by shortest route) subject to production of tickets
2.	For the posts at the level of Asstt. Manager (Pay scale of Rs.16,400 - 40,500) to 29,000 - 54,500	3 rd AC return rail fare by shortest route (Return journey/Return Fare by shortest route), subject to production of tickets.
3	For all posts upto the level of Accounts officer (Scale of Pay Rs.12,600- 32,500 and below	Sleeper class return rail fare by shortest route subject to production of tickets.

Note:

- a) So far as reimbursement of fare paid for rail journey by mail/ express train is concerned, reimbursement should be admitted to the extent of actual fare by the candidates. As regards reimbursement for road journey, no reimbursement shall be made except in case of Departmental candidates.
- b) Departmental candidates appearing in the interview against the departmental assessment will be treated on tour for all practical purposes. Controlling officer will ensure that the stay of the candidate at the outstation should not be more than absolutely essential and the candidate should not stay at the outstation on the pretext of non-availability of reservation for return journey. The reservation for return journey should be done in advance from the starting station to avoid such an eventuality.

6.0 T.A. for journey to take up appointment under the Company.

Normally no T.A. would be admissible for the journey performed by a candidate to take up appointment under the Corporation However, In the case of employees recruited from Government Department / Public Sector Undertakings / Autonomous Bodies who had applied through proper channel, T.A. as on transfer (excluding transfer grant) can be allowed under the specific sanction of the Chairman -cum- Managing Director. T.A. in respect of deputationists coming on foreign service would be governed by the terms and conditions of their deputation as mutually agreed between the borrowing and lending organizations.

7.0 T.A. for journey to appear for Medical Examination / Consulting

Medical specialists :

Actual fare subject to the maximum of the fare of the class as for journey on tour will be allowed to an employee and / or his dependent family members who undertake a journey to appear for medical examination under the orders of the competent authority or is / are permitted by the authorized medical officer of the company to consult a Medical Specialist residing at a place other than the headquarters of the employee. No daily allowance etc. will, in such cases, be admissible. On the same basis, fare will also be paid to an attendant of a patient in whose case such attendant has been considered necessary by the authorized Medical Officer and approved by Competent Authority. In cases where infant son/ daughter of the employee has to be accompanied by mother, Chairman and Managing Director / Functional Director / General Manager/ Farm heads at his discretion may permit reimbursement of rail fare for male attendant also. If, however, the infant is not accompanied by the mother in that case, train fare should be paid only for one attendant.

8.0 T.A. journey to attend the Court or Departmental Inquiry for giving evidence or producing official documents etc.

- a) Where an employee is required to attend any Court outside his headquarter to produce official documents or to give evidence in the official capacity, he may be allowed to draw TA/DA as for a journey on tour. The amount of TA/DA paid if any, by the Court to such employees shall be refunded by the employee to the Corporation immediately.
- b) SFCI / Govt. / Other PSU employees if allowed by Inquiry Officer as prosecution witness would be paid TA/DA as per entitlement in their respective organization for the day of appearance on the basis of a certificate issued by Inquiry officer and Presenting officer.
- c) In the event any private person is allowed as witness of prosecution by the Inquiry Officer in that case DA will be regulated as per the lowest rate of SFCI DA Rules for the day of appearance besides train/bus fare limited to sleeper class on production of ticket or for a higher class if permitted by Disciplinary Authority on the recommendation of Inquiry Officer and Presenting Officer. However, no TA/ DA would be paid to the witnesses of Charged employee.

9.0 T.A. for journey to an employee under suspension :

An employee placed under suspension will be allowed travelling allowance at a reduced scale, limited to maximum 3rd AC travel, (unless there is specific approval to relax this by Chairman-cum-Managing Director), if he is required by the competent authority to travel to a place other than the place of his normal duty before suspension or the head quarter specified at the time of suspension.

The T.A. claim of such an employee will be regulated with reference to the pay drawn by him before suspension.

10.0 T.A. Journey to attend a departmental inquiry :

10.1 An employee called by the Corporation from his headquarters station to attend a departmental Inquiry at any other station may be granted T.A. as on tour.

10.2 T.A. D.A. to retired employees of SFCI for appearing before the inquiring authority will be allowed as per their entitlement at the time of their retirement. However, reimbursement of rail fare may be restricted to First Class/3rd A.C. by the shortest route for below Board level employees and IInd AC in case of Board level employees..

11.0 T.A. for journey on retirement :

11.1.A retired employee (including those retired under VRS) and dependent members of his family would be entitled to the following traveling allowance subject to submission of proof of new residence, if any, at the place of shifting besides necessary vouchers..

a) Rail Journey:

- i) Actual fare of the class to which he is entitled on the date when he was last on duty in respect of self and dependent members of his family.
- ii) Cost of transportation of his personal effects and Conveyance on the scale admissible to him before retirement under these rules.

b) Road Journey :

i) Actual fare of the Bus to which he is entitled on the date when he was last on duty in respect of self and dependent members of family.

ii) For journey performed in the officer's own conveyance or in a private conveyance between station connected by rail, the employee may be allowed the expenses limited to rail fares admissible under (a) above, subject to proof of travel.

11.2 The traveling allowance on retirement will be admissible in respect of the journey of the employee and members of his family from the last station of his duty to his home town or to the place where he and his family is to settle down permanently, even if it is other than his declared home town, and in respect of the transportation of his personal effects between the same places, subject to production of required proof of residence at the new place.

11.3. The concession may be availed of at any time during leave preparatory to retirement, refused leave or within one year of the date of retirement.

11.4 .Where an officer is reemployed while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession will be admissible within one year of the expiry of his term of re-employment provided it has been specified in the order of re-employment.

Note: The above concessions will not be admissible to employees who resign or whose services may be terminated for any reasons.

11.5 Payment of traveling expenses in respect of dependent children of retired employees who are staying / studying elsewhere on the day of retirement and perform journey in due course of time to their home town shall be regulated in accordance with Government of India Rules as amended from time to time.

11.6 The above concessions will also be admissible to family members of an employee who dies while in service.

General

- 12.0** In case the competent authority (Farm Head/ Marketing head/ Divisional/ Head of Department of Corporate Office and above) calls an employee from leave to duty before the expiry of his leave due to exigencies of work, the employee shall be treated as on duty from the date on which he starts from the place of his stay for the station to which he is ordered to report provided the curtailment of leave is for a minimum of 7 days.
- 13.0** While on tour when an employee proceeds on duly authorized leave he will be entitled to T.A. for the return journey also as on tour from the touring station subject to prior approval of the Controlling Officer.
- 14.0** For stay in foreign countries during visits on official account, the entitlement for Cash Allowance per day and hotel accommodation shall be allowed as per instructions issued by the Government of India and adopted / approved by the Corporation, from time to time.
- 15.0** Travel and daily allowances as admissible under these rules are not to be treated as a source of profit or additional income, as they are in the nature of compensation for expenses incurred on a reasonable basis for the purpose of essential travels undertaken by the employee. Every employee shall use the same discretion and judgement in incurring these expenses economically as he would exercise when he undertakes travel on his own account.
- 16.0** No daily allowance / hotel charges will be admissible for halts at the station from which the employee is temporarily transferred in case he went on tour to that station from his temporary headquarter.
- 17.0** Every transfer order should specify whether it is a regular or a temporary transfer for a period not exceeding 180 days. The nature / period of transfer is to be indicated in the column "Purpose of journey" prescribed in the Travelling Allowance Bill.

18.0 Composite Transfer Grant

This will be regulated as per Government of India Rules (SR 116) as amended from time to time. (However, the concerned Finance Head will ensure that the amendments notified in this regard by the Government of India are checked and implemented before finally clearing the claim of the concerned employee).

19.0. Advance :

(i) An employee proceeding on journeys on transfer/tour under these rules may be granted advance to meet the cost of travel and other reimbursable expenses. A bill for adjustment of the actual expenses against the advance should be submitted within **7 days** of completion of the journey. Otherwise, the advance will be recovered from the employees with prevailing rate of penal interest.

(ii) An employee on regular transfer may be granted an advance of one month salary (Basic pay plus GP). The advance will be recovered in three equal monthly installments from the salary of the employee from succeeding month of his /her joining at the new place.

20.0 No TA joining time or any other facility under these rules will be admissible if transfer is on own request of the employee except in cases where the concerned employee has completed 10 years or more at his present place of posting before such transfer.

21.0 Duties of Controlling Officer :

It is the duty of the Controlling Officer before signing or countersigning a TA Bill:

(i) To scrutinize the necessity, frequency and duration of journeys and halts for which the TA has been claimed and to disallow the whole or any part of the TA claimed for any journey or halt if he considers that journey was unnecessary or unduly performed or that a halt was of excessive duration.

(ii) To scrutinize carefully the distance entered in TA Bills.

(iii) To satisfy himself that mileage allowance for journeys by rail, steamer, etc. has been claimed at the rate applicable to the class of accommodation actually used, that concessional return tickets for the journey or journeys charged for the bill were purchased wherever possible and that where actual cost of transporting personal effects etc., is claimed under the rules and scale on which such were transported was reasonable, and to disallow any claim which, in his opinion, does not fulfill any conditions.

(iv) To ensure that the tour programme of the employee was duly approved before proceeding on tour and that he has submitted a reasoned tour report and has enclosed copies of the same with the TA bill.

22.0 Leave Travel Concession

The Corporation employees governed by CDA pattern of scales shall be eligible for Leave Travel Concession on the terms and conditions as applicable to Central Government employees, as amended from time to time. However, the rates of TA during LTC will be payable as per these Rules. The employees governed by IDA pattern shall be entitled to claim LTC as a part of perks & allowances in cash every month within the overall prescribed ceiling.

23.0 TRANSPORTATION OF PERSONAL EFFECTS

(a) Employees are eligible for reimbursement for transportation of personal effects on transfer as under:-

Pay scale	Entitlement
Employees in the pay scale of Rs. 16,400-40,500/- and above and equivalent	Full wagon by goods train or 6000 kgs. whichever is lower.
Employee in the pay scale below Rs.16,400-40,500/- and equivalent.	Full wagon by goods train or 5000 kgs. whichever is lower.

Note: The reimbursement towards transportation of personal effects **by road**, on transfer from one Farm/ Office to another will be allowed at twice the amount, as admissible, if transported by goods train OR the actual amount spent on transportation of personal effects, whichever is less. (raising of false/ inflated claims shall be treated as misconduct).

(b) **Transport of Conveyance**

The actual cost of transportation of employee's own motor car/ motor cycle/ scooter/ bicycle from old HQ to new HQ will also be admissible as per following entitlement. Reimbursement will be allowed in respect of one conveyance only owned by the employee / family members.

Pay scales	Entitlement
Employees in the pay scale of Rs. 16,400-40,500/- and above and equivalent.	One Motor Car/one Motorcycle/ One Scooter/ One Bicycle
Employees in the pay scales below Rs. 16,400-40,500/- and equivalent.	One motorcycle/ one scooter/ one bicycle

The ceilings/ entitlements in these rules shall take effect from the date of notification. The claims of the employees already settled under previous Rules will not be reopened.

In case any particular aspect of TA/ DA facility has not been covered, the matter will be referred to CMD, SFCI along with rule position applicable in GOI rules/ other PSUs, for taking a final decision in the matter.

**STATE FARMS CORPORATION OF INDIA LIMITED****“ Rates of Daily Allowance & Lodging Charges (in Rs.)**

Category of employees	D.A		Ceiling amount of lodging charge per day (on production of receipts)		
	Class Cities & state capitals	Other places	Accommodation in Class Cities	Accommodation in Class cities	Accommodation in other places
Functional Director / CMD	500/- (Or actuals ,subject to production of receipts.	400/- (Or actuals ,subject to production of receipts.	Lodging charges would be at actuals on production of cash receipt	Lodging charges would be at actuals on production of cash receipt	Lodging charges would be at actuals on production of cash receipt.
Officers in the Pay Scale of Rs.29100-54500 and above, (but below the level of Functional Director/CMD) and equivalent	400/-	300/-	3,000/-	2000/-	1,000/-
Officers in the scale of Rs. 16400-40500 upto and including the pay scale of Rs.24900-50500 and equivalent	350/-	250/-	2,000/-	1,500/-	1,000/-
Employees in the Pay Scale of Rs.10100-28400 upto and including the pay scale of Rs.12600-32500 and equivalent	300/-	200/-	1,500/-	1,000/-	500/-
Employees below the Pay Scale of Rs. 10100-28400 and equivalent	200/-	120/-	1,000/-	750/-	300/-

Note : Above ceiling are **inclusive** of service charges and taxes

ANNEXURE - II**STATE FARMS CORPORATION OF INDIA LIMITED****LIST OF CLASSIFIED CITIES**

CLASS OF CITIES	
‘X’	‘Y’
Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Visakhapatnam (UA), Guntur
í	Port Blair
Shillong	Guwahati (UA)
í	Patna (UA)
í	Chandigarh
í	Durg-Bhilai Nagar (UA), Raipur (UA)
Delhi (UA)	í
í	Ahmedabad (UA), Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
í	Goa
Faridabad Complex, Gurgaon MC	í
í	Srinagar (UA), Jammu (UA)
í	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA)
Bangaluru (UA)	Belgaum (UA), Bhubli-Dharwad, Managalore (UA), Mysore (UA)
í	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA)
í	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA)
Greater Mumbai (UA)	Amravati, Nagpur (UA), Aurangabad (UA), Nasik (UA), Bhiwandi (UA), Pune (UA), Solapur, Kolhapur (UA)
í	Cuttack (UA), Bhubaneshwar (UA)
í	Amritsar (UA), Jalandhar (UA), (Cantt.) Ludhiana
í	Pondicherry (UA)
í	Bikaner, Jaipur, Jodhpur (UA), Kota (UA)
Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirapally (UA), Madurai (UA)
í	Dehradun (UA)
Ghaziabad Municipality	Moradabad, Meerut (UA), Aligarh, Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA)
Noida Township	
Kolkata (UA)	Asansol (UA)

Note : The remaining cities / towns in various States / UTs which are not covered by classification as -Xø or -Yø are classified as -Zø for the purpose.

