

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI – 110012

No. 128(1)/13-HR/NSC

Dated: 01st August, 2019

C I R C U L A R

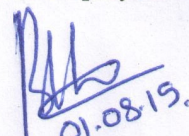
Sub: Revised NSC TA/DA Rules for the employees of NSC.

Prior to amalgamation of SFCI with NSC, the Board of Directors in their 253rd meeting held on 26th March, 2014 has decided that till TA/DA Rules of NSC are approved, TA & DA Rules of erstwhile SFCI will be applicable to NSC employees w.e.f. 01.4.2014. Further, the Board of Directors in their 269th meeting held on 23.11.2016 had also approved the proposal of expenditure in foreign currency for the purpose of undertaking business tours abroad and related matters. Since, the TA/DA Rules of erstwhile SFCI was framed and approved in the year 2011, therefore, it was felt that there is a need for review and revised the existing TA/DA Rules followed in NSC. Accordingly, the Board of Directors in their 283rd meeting held on 11th June, 2019 has inter-alia approved Revised NSC TA/DA Rules to be made applicable for the employees of the NSC.

The Revised NSC TA/DA Rules is made applicable with effect from 01.08.2019.

The approved Revised NSC TA/DA Rules have been placed on the website of NSC for reference.

In view of above, it is requested that the same may be brought to the notice of all employees of the Corporation.


(Binod Bihari Saw)
Sr. General Manager (HR)

Distribution:

1. Director (Finance), Corporate Office
2. All Head of Departments, Corporate Office with the request to bring the contents of this circular to the officers/employees working under them.
3. All Regional Managers, Head of Farms, Area Managers, NSC with the request to bring the contents of this circular to the officers/employees working under them.
4. Dy. GM(Engg./IT) for uploading on the website of NSC.
5. PS to CMD.
6. Notice Board
7. Guard file.

Hindi version will follow

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NATIONAL SEEDS CORPORATION 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 Headquarter 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 "NSC Travelling / Daily Allowance (TA/DA) Rules."

1.1.2 These rules will come into force with effect from the date of notification after Boards' 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 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 modification to the T.A rules in terms of Rule No.1.1.4.



1.2 **DEFINITIONS:**

Unless there is 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 TA, 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.9000/- 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.
- b) 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
- c) 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 / **Senior General Manager/ General Manager** 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 purpose of these rules be their own controlling officers as well as the controlling officers of the employees working under them. The Regional Managers, **Head of Farms** and Head 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 Head 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 observation / suggestions during the period of tour, a copy of which shall be required to be enclosed with TA 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 headquarter office to another place on the Corporation's official business of 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 Headquarter 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 discount, 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	Rail: AC 1 st Class/Executive Chair Car Air: Executive/Business/ Club class/ Economy Class Road: Any type of Luxury Bus, Co's Car/AC Taxi (any type)- to be arranged by Corpn. Sea /River Steamer: Highest Class
Functional Director	Rail: AC 1 st Class/Executive Chair Car Air: Economy Class Road: Any type of Luxury Bus, Co's Car/AC Taxi (any type) - to be arranged by Corpn. Sea /River Steamer: Highest Class
Officers in the pay scale of Rs. 90,000 – 2,40,000 & above (E- 6 & E- 7)	Rail: AC 1 st Class/Executive Chair Car Air: Economy Class Road: AC/Luxury Bus, Co's Car/AC Taxi (standard type) - to be arranged by Corpn. Sea /River Steamer: Highest Class
Officers in the pay scale of Rs. 50,000 - 1,60,000 to Rs.80,000 - 2,20,000 (E-2 to E-5)	Rail: AC 2 Tier/AC Chair Car/AC 3 tier in Rajdhani/Shatabdi Road: Deluxe AC Bus, Taxi (non-AC) Sea /River Steamer: If there are two class only, the lower class If there are three classes, the middle or second class
Employees in the pay scale of Rs. 26,500 – 92,000 to Rs. 40,000 – 1,40,000 (S-4 to E-1)	Rail: AC 3 Tier/AC Chair Car including Rajdhani/Shatabdi Road: Deluxe Non AC Bus, Auto-Rickshaw Sea /River Steamer: 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 pay scale lower than Rs. 26,500-92,000. (NS -0 to S-3) Group C & D	Rail: Sleeper Class Road: Non AC Bus, Local Bus/Train/Metro Train/Shared Conveyance Sea /River Steamer: The lowest class.

Note :

- (a)
- (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 / **Senior General Manager** / concerned Functional Head at Head 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 circumstances should the air fare exceed the normal fare of Indian Airlines / Air India or their subsidiaries. No officer (except CMD & Director) will book the air ticket either through internet or booking agent with seat choice charges(preferential seats) & meal charges at the time of booking ticket, such charges along with the air fare will not be reimbursed.

Note:- F&A Department will keep check of such charges on preferential seats and meal at the time of processing TA claims and actual air fare should only be reimbursed in claim.



- (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 employees for purchasing tickets / E-tickets himself through travel agent / cyber café / credit card etc. shall be reimbursed subject to a maximum of Rs.50/- per rail ticket and Rs. 250/- per air ticket. However, if services of M/s. Balmer Lawrie, M/s. Ashok Travels & Tours and IRCTC are utilized for purchase of tickets, the actual service charges, if any, will be reimbursed. International air ticket 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 rules.



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- 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 perform 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.70,000-2,00,000/-** 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 Director/CMD/ , he will be paid for the road journey by the shortest route at the rate of **Rs.8/-** 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 Tour 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 cum Managing Director / Functional Director.
- (e) No employee shall use official vehicle for his personal use except when specifically permitted in writing by concerned **RM/ Head of Farms / Senior General Manager (HR)/ General Manager (HR)** in advance and subject to recovery of **Rs.8/-** per km. for Car / Jeep and **Rs.25/-** per km. for Truck / Tractor / Bus from him for the total journey (both sides) and TA / DA / OTA for 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 **Regional Manager / Head of Farm/ Head of Department at Corporate Office** in respect of employees working under their administrative control. However, in case of **Regional Manager / Head of Farm / Head 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 ceiling per day for classified/ other cities.		
	'X' Cities	'Y' cities	Other Places
CMD/Functional Director	Actual	Actual	Actual
Officers in the pay scale of Rs. 90,000 – 2,40,000 and above. (E-6 & E- 7)	<u>Official Vehicle or AC Taxi(Standard)</u>		
	Rs.1000/-	Rs.800/-	Rs.600/-
Officers in the pay scale) of Rs. 50,000 - 1,60,000 to Rs.80,000 - 2,20,000 (E-2 to E-5)	<u>Non-AC Taxi</u>		
	Rs.800/-	Rs.600/-	Rs.400/-
Employees in the pay scale of Rs. 26,500 – 92,000 to Rs. 40,000 – 1,40,000 (S-4 to E-1)	<u>Auto Rickshaw</u>		
	Rs.500/-	Rs.400/-	Rs.300/-
Employees in the pay scale lower than 26,500-92,000. (NS -0 to S-3) Group C & D	<u>Bus/ Local Train/ Metro/ Shared Auto</u>		
	Rs.350/-	Rs.250/-	Rs.150/-

Note: 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 (Scale Rs.50,000- 1,60,000/-) & above, 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 Regional / Area office/Farm visits another Regional/ Area Office/Farm he should call on head of the Touring office for this purpose. In this regard a circular issued under File No. 5(8)/06-HR/NSC dated 12th August, 2014 to be followed (a copy of circular is enclosed in TA/DA rules as Appendix - I)

3.4 **Travelling 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 km. outside the precincts and premises of the Farm/ Office, employees in the scale of Rs.60,000-1,80,000/- & above will be entitled to claim conveyance charges @ Rs.8/- per km., for using his own registered car (AC); employees in the scale of Rs.26,500-92,000/- to Rs. 50,000-1,60,000/- and equivalent will be entitled to claim at the rate of Rs.5/- per km. for using their own registered scooter / motor cycle / car (Non AC) or otherwise claim reimbursement of actual conveyance charges whichever is lower. Employees in the pay scale lower than Rs.26,500-92,000/- using their own conveyance shall be entitled to claim @ Rs.4/- per km for Scooter/Motorcycle & Rs. 5/- per Km for Motor Car (Non AC) 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 km. shall also be payable and power for approval of such kilometers by own vehicle (Car/Scooter/Motorcycle) will be worked out in detail and will be conveyed after approval of CMD. The Vehicle entitlement will also be conveyed by circular in due course.

(c) If an employee / Officer is directed by concerned Regional Manager /Head of Farm/ 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 **Regional Manager, Head of Farm**, Divisional 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-0 i.e. in the scale of Rs. 30,000-1,20,000, is directed by Head of Department / **Head of Farm/ Regional Manager** / 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 employee is directed by the concerned head to work in office beyond 10.00 p.m., 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 maximum for 20 kms. This will, however, not be applicable to employees residing in 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 Regional Managers / **Head of Farms/ Head of Departments** at **Corporate Office**, in respect of employees working under their administrative control. However, in case of Regional Managers, **Head of Farms** and HODs themselves, the Competent Authority will be CMD or Functional Director, as the case may be."

4.0 DAILY ALLOWANCES:

- 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 rate indicated at **Appendix-II** 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 **Appendix-II**. Classification of cities is at **Appendix-III**.
- (c) For the purpose of reimbursement of lodging charges and payment of daily allowance, guest house not owned by NSC would be treated at par with the hotels. However, in the case of guest house of other public sector undertaking if NSC 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 NSC.
- (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 **Appendix-II**.
- (e) Employee should as far as possible stay in Public Sector guest house / ITDC hotel in order to avail discount offered by them to the officers of Public Sector Undertaking under Government Rule.
- (f) Employees staying in NSC guest house 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 TA Rule for enforced halts occurring en-route on tour journey necessitate by break down due to blockage of roads / rail 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 60 days while on tour.
- a) DA for the first 60 days as per NSC 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 NSC T.A. Rules at half rates or 50% of such reduced rate as provided under NSC 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 NSC Ltd., the D.A will be further reduced by 25% as has been given in Rule 4.5(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.
- Note: Clarification on TA/DA rules issued vide circular under file no. 128(1)13-HR/NSC dated 28 Feb, 2019 (a copy of circular is enclosed in TA/DA rules as Appendix- IV)**
- 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: $\frac{1}{4}$ of daily allowance
are provided free

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 D.A.

Note: For journey period, daily allowance shall be payable at the basic rates as applicable for ordinary localities. The total daily allowances 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 **TA 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 / Head Quarters irrespective of whether the selection is open both to outsiders and departmental candidates against press advertisement 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/ Diploma Trainee / Senior Trainee/ Trainee** in various centre would not be paid TA except for appearing in interview.

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

S.No.	Pay Range	Entitlement
1	For posts at the level of Addl. General Manager (Pay Scale of Rs.80,000 - 2,20,000) and above.	II tier AC return rail fare by shortest route (Return journey / Return Fare by shortest route) subject to production of tickets
2	For the posts at the level of Asstt. Manager (Pay scale of 40,000 - 1,40,000) to Deputy General Manager (Pay scale of Rs.70,000- 2,00,000).	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 Officer (Scale of Pay Rs.30,000 - 1, 20,000) 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 employee recruited from Government Department / Public Sector Undertakings / Autonomous Bodies who had applied through proper channel. T.A as on transfer (excluding composite transfer grant) can be allowed under the specific sanction of the Chairman-cum-Managing Director.

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/her dependent family members who undertake a journey to appear for medical examination under the order 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 case where infant son / daughter of the employee has to be accompanied by mother, Chairman and Managing Director / Functional Director / **Senior General Manager (HR)/ General Manager (HR) / Head of Farms / Regional Managers** 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.



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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/she 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) NSC /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 NSC 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 NSC 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 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 this 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 re-employed while he is on leave preparatory to retirement or within six months of the date of his retirement, the concession will be admissible



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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 travelling 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 concession will also be admissible to family members of an employee who dies while in service.

General

12.0 In case the **Competent Authority (Regional Managers/ Head of Farms /Head of Department at 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. **The expenditure incurred in Foreign currency on mode of travel, local conveyance, Hotel charges & daily allowances for the purpose of Business tours abroad and related matter thereto for the employees of the Corporation was approved in 269th meeting held on 23rd November, 2016 & notified vide circular issued under file No. 128(1)/13-HR/NSC dated 20.01.2017 (a copy of same is enclosed as Appendix-V)**

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



judgment 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 to 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, which was prevailing prior to implementation of 7th Pay Commission Report. It will be reviewed when financial position of the Corporation improves. (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 employees).

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 15 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**). 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 effect 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 employees of the Corporation will 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 effect on transfer as under:-

	Pay Scale	Entitlement
1.	Employees in the pay scale of Rs.70,000- 2,00,000/- and above	6000 kgs. by Goods Train/ 4 wheeler wagon/ 1 double container
2.	Employees in the pay scale of Rs. 26,500- 92,000 /- to 60,000- 1,80,000/-	6000 kgs. by Goods Train/ 4 wheeler wagon/ 1 single container
3.	Employees in the pay scale of Rs. 22,000- 77,000 /- to 25,000- 87,000/-	3000 kgs.
4.	Employees below the pay scale of Rs. 22,000-77,000 /-	1500 kgs.

(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.40,000-1,40,000/- and above	One Motor Car / one Motorcycle / one Scooter/ One Bicycle
Employees in the pay scale below Rs.40,000-1,40,000/-	One motorcycle / one scooter / one bicycle

(c) Settlement of TTA Claims

TTA Bills of employees on transfer/superannuation/death will be settled as under:

- (i) 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 effect, whichever is less. (raising of false / inflated claims shall be treated as misconduct). The tariff rates of goods train may be taken from booklet provided by Railway Authorities under standard Parcel Services which are presently effective from 1.10.2013. The rates under Standard Parcel Services shall be revised as and when these are revised by the Railway Authorities.**
- (ii) The claim for transportation of car may be regularized by calculating the amount @ Rs.8 /- per km. by shortest route multiplied by the total distance or the actual expenses incurred, whichever is less.**
- (iii) Similarly for conveyance of scooter/motor cycle the amount may be calculated by taking the weight as 150 kg and the rates may be taken from the booklet under standard parcel services.**

The ceiling / 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, NSC along with rule position applicable in GOI rules/other PSUs, for taking a final decision in the matter.



राष्ट्रीय बीज निगम लिमिटेड
नई दिल्ली-110012

संख्या: 5(8)/06-मा.सं./ एनएससी

दिनांक: 12 अगस्त, 2014

परिपत्र

समसंख्यक परिपत्र दिनांक 08 फरवरी, 2013 की ओर ध्यान आकृष्ट किया जाता है, जिसमें मुख्यालय/ क्षेत्रीय कार्यालय/ प्रक्षेत्र कार्यालय में तैनात कार्मिकों के दौरा कार्यक्रम एवं टीए/डीए के भुगतान की अनुमति के लिए कार्यपद्धति की सूचना दी गई थी। मौजूदा प्रक्रिया के अनुसार, क्षेत्रीय प्रबंधकों को अपने दौरा कार्यक्रम की पूर्व अनुमति निदेशक (वाणिज्यिक), एनएससी, मुख्यालय से लेनी होती है। कार्य की तत्कालिकता के मामलों में, निदेशक (वाणिज्यिक) से दूरभाष पर अनुमति ली जा सकती है, जिसकी बाद में लिखित में पुष्टि की जा सकती है। दौरा कार्यक्रम एवं टीए/डीए के भुगतान हेतु अनुमति की वर्तमान पद्धति, विशेषतः क्षेत्रीय प्रबंधकों के दौरा कार्यक्रमों की समीक्षा की गई है, जिस पर निम्नलिखित निर्णय लिए गए हैं:-

1. यदि क्षेत्रीय प्रबंधक द्वारा अपने क्षेत्र में एक महीने में 08 दिन से कम अवधि के लिए दौरा कार्यक्रम बनाने पर मुख्यालय/ संबंधित प्रभागध्यक्ष की अनुमति लेने की आवश्यकता नहीं है। यद्यपि, दौरा पूर्ण होने के पश्चात दोरे के दौरान किए गए कार्यों का विस्तृत ब्यौरा निदेशक (वाणिज्यिक) की सूचना के लिए प्रस्तुत करना होगा।
2. यदि अपने क्षेत्र में एक महीने में 08 दिनों से अधिक अवधि के लिए दौरा कार्यक्रम बनाते हैं, तो निदेशक (वाणिज्यिक), एनएससी, नई दिल्ली की पूर्व अनुमति लेना अनिवार्य है तथा दौरा पूर्ण होने के पश्चात दोरे के दौरान किए गए कार्यों का विस्तृत ब्यौरा निदेशक (वाणिज्यिक) की सूचना हेतु प्रस्तुत करना होगा।
3. यदि क्षेत्रीय प्रबंधक अपने क्षेत्र से दूसरे क्षेत्र के लिए दौरा कार्यक्रम बनाते हैं, तो निदेशक (वाणिज्यिक), एनएससी, नई दिल्ली की पूर्व अनुमति लेना अनिवार्य है तथा टीए/डीए नियमों के अधीन दौरा रिपोर्ट प्रस्तुत करनी होगी।
4. निगमित कार्यालय/ क्षेत्रीय कार्यालय/ प्रक्षेत्र कार्यालय में तैनात कार्मिकों के टीए/डीए का भुगतान तथा दौरा कार्यक्रम की अनुमति के लिए जारी परिपत्र दिनांक 08 फरवरी, 2013 में इस परिपत्र के अनुसार कोई संशोधन नहीं किया गया है, वह अपरिवर्तित रहेगा।

यह भी सूचित किया जाता है कि सरकारी दोरे के टीए/डीए बिलों के आग्रिम/समायोजन हेतु निगम के टीए/डीए नियमों के अंतर्गत जारी परिपत्र संख्या 128(1)/13-मा.सं./ एनएससी दिनांक 23 अप्रैल, 2014 के अनुसार ही लागू तथा 01 मई, 2014 से प्रभावी है।

बी.बी.साव
(बी.बी.साव)

महा प्रबंधक (मानव संसाधन)

वितरण:

1. निदेशक (वित्त)/ निदेशक (वाणिज्यिक), एनएससी, नई दिल्ली।
2. सभी प्रभागध्यक्ष, निगमित कार्यालय।
3. सभी क्षेत्रीय प्रबंधकों/ फार्म प्रमुखों/ एनएससी के आवश्यक कार्रवाई हेतु।।।
4. अध्यक्ष एवं प्रबंध निदेशक के सहायक निजी सचिव।
5. महा प्रबंधक (वित्त एवं लेखा), एनएससी, निगमित कार्यालय।
6. गार्ड फाईल।

NATIONAL SEEDS CORPORATION 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)		
	'X' & 'Y' Class Cities & state capitals	Other places	Accommodation in "X" Class cities	Accommodation in 'Y' Class cities	Accommodation in other places
CMD/ Functional Director	800/- (Or actual, subject to production of receipts.	600/- (Or actual subject to production of receipts.	Lodging charges would be at actual on production of cash receipt	Lodging charges would be at actual on production of cash receipt	Lodging charges would be at actual on production of cash receipt
Officers in the Pay scale of Rs. 80,000-2,20,000/- and above, (but below the level of Functional Director/CMD)	600/-	500/-	4000/-	3000/-	2000/-
Officers in the scale of Rs. 40,000-1,40,000/- upto and including the pay scale of Rs. 70,000-2,00,000/-	500/-	400/-	3000/-	2000/-	1500/-
Employees in Pay scale of Rs. 26,500-92,000/- upto and including the pay scale of Rs. 30,000-1,20,000/-	400/-	300/-	2000/-	1500/-	1200/-
Employees below the Pay Scale of Rs. 26,500-92,000/-	300/-	200/-	1500/-	1000/-	750/-

Note :- Above ceiling are exclusive of GST for Hotel charges.



**LIST OF CITIES/TOWNS CLASSIFIED FOR GRANT OF
HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES**

(As per OM No. 2/5/2014-E.II(B) dated 21.07.2015)

Sl. No.	STATES/UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	-	-
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijaywada (UA), Warangal (UA), Greater Visakhapatnam (M.Corp.), Guntur (UA) Nellore (UA)
3.	ARUNACHAL PRADESH	-	-
4.	ASSAM	-	Guwahati (UA)
5.	BIHAR	-	Patna (UA)
6.	CHANDIGARH	-	Chandigarh (UA)
7.	CHHATTISGARH	-	Durg-Bhilal Nagar (UA), Raipur (UA)
8.	DADRA & NAGAR HAVELI	-	-
9.	DAMAN & DIU	-	-
10.	DELHI	Delhi (UA)	
11.	GOA	-	-
12.	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13.	HARYANA	-	Faridabad* (M.Corp.), Gurgaon* (UA)
14.	HIMACHAL PRADESH	-	-
15.	JAMMU & KASHMIR	-	Srinagar (UA), Jammu (UA)
16.	JHARKHAND	-	Jameshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bangalore/Bengaluru (UA)	Belgaum (UA), Hubli-Dharwad (M.Corp.) Mangalore (UA), Mysore (UA), Gulbarga (UA)
18.	KERALA	-	Kozhikode (UA), Kochi (UA), Thiruvananthapuram(UA), Thrissur (UA), Malappuram(UA), Kannur (UA), Kollam(UA)
19.	LAKSHADWEEP	-	-
20.	MADHYA PRADESH	-	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M.Corp.)

Continued page No.2

Sl. No.	STATES/UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M. Corpn.), Nagpur (UA), Auangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M. Corpn.), Kolhapur (UA), Vasai- Virar City (M. Corpn.) Malegaon (UA), Nanded-Waghala (M. Corpn.) Sangli (UA)
22.	MANIPUR	-	-
23.	MEGHALAYA	-	-
24.	MIZORAM	-	-
25.	NAGALAND	-	-
26.	ODISHA	-	Cuttack (UA), Bhubaneswar (UA), Raurkela (UA)
27.	PUDUCHERRY (PONDICHERRY)	-	Puducherry / Pondicherry (UA)
28.	PUNJAB	-	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Corpn.)
29.	RAJASTHAN	-	Bikaner (M. Corpn.) Jaipur (M. Corpn.), Jodhpur (UA), Kota (M. Corpn.), Ajmer (UA)
30.	SIKKIM	-	-
31.	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32.	TRIPURA	-	-
33.	UTTAR PRADESH	-	Moradabad (M. Corpn.), Meerut (UA), Ghaziabad* (UA), Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M. Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	-	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

*Only for the purpose of extending HRA on the basis of dependency.

NOTE:

The remaining cities/towns in various States/UTs which are not covered by classification as "X" or "Y" are classified as "Z" for the purpose of HRA.

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA ENTERPRISE)
BEEJ BHAWAN, PUSA COMPLEX,
NEW DELHI-110012

No. 128(1)/13- HR/NSC

Dated: 28th February 2019**CIRCULAR****Subject: Clarification on TA / DA Rules.**

It has been reported that the Officers / Employees travelling on official tour and visiting to various Regional Offices / Area Offices are giving instruction to Regional Managers / Regional Offices staff to arrange the hotel for them and to make the payment against their hotel charges from Regional Offices Accounts, which has to be stopped immediately as this practice has been viewed seriously by the Competent Authority. The Officers / Employees who are on tour can draw the advance as per Rule 19.0 of NSC TA/DA Rules 2014 for their tour and make their tour expenditure from the aforesaid advance and in case of non- drawing of advance they may make expenditure from their own and take the reimbursement of the expenses through filling the TA / DA Claim on the return to the Head Quarter / Regions.

It is once again reiterated that no Officers / Employees will instruct the Regional Managers / Regional Offices staff / Area Offices for making the payment for their stay in hotel etc. from the Regional Offices account except for CMD and Directors. However, Regional Offices / Area Offices can arrange / organize booking the rooms etc., local conveyance also as per eligibility to be spent and claimed.

The above instructions may be adhered strictly.

This issues with the approval of Competent Authority.


 28.02.19
 (Binod Bihari Saw)

Sr. General Manager (HR)

Copy to :

1. All Head of Departments.
2. All Regional Managers / Head of Farms.
2. PS to CMD.
3. PS to Director (Finance).
4. Guard File.
5. Notice Board.
6. IT Cell.

NATIONAL SEEDS CORPORATION LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
BEEJ BHAVAN, PUSA COMPLEX
NEW DELHI - 110012

No. 128(1)/13-HR/NSC 2023 to 2035

Dated: 20th January, 2017

CIRCULAR

Sub: **Notification of expenditure incurred in Foreign Currency on mode of travel, local conveyance, hotel charges and daily allowances for the purpose of undertaking business tours abroad and related matter thereto.**

The Board of Directors in their 269th meeting held on 23rd November, 2016 has, inter-alia, approved the proposal of expenditure incurred in Foreign Currency on mode of travel, local conveyance, hotel charges and daily allowances for the purpose of undertaking business tours abroad and related matter thereto for the employees of the Corporation which is enclosed as Annexure-I. These rules are made applicable from the date of approval by the Board i.e. 23.11.2016.

The approved Notification of expenditure incurred in Foreign Currency on mode of travel, local conveyance, hotel charges and daily allowances for the purpose of undertaking business tours abroad and related matter thereto are uploaded on the website of NSC for reference.

In view of above, it is requested that the same may be brought to the notice of all employees (including Area Managers) of the Corporation.

(B.B. Saw)

Sr. General Manager (HR)

Encl.: As above.

Distribution:

1. Director (Commercial) / Director (Finance)
2. All Heads of Departments, Head Office.
3. All Regional Managers/Head of Farms, NSC.
4. Dy.GM(Engg./IT), NSC, Corporate Office, New Delhi may kindly arrange to upload the contents of this circular on NSC's Web-site.
5. APS to CMD.
6. Notice Board
7. Guard file.

Contents of this circular may be brought to the notice of all official working under them.

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Category of Officer	Mode of Travel	Local Conveyance	Hotel Charges	Daily Allowance
CMD	By Air: Club Class of any Airline. (However, effort should be made by the Officer to travel by Air India if the flight for the same is available).	Local journey by taxi as per actual to be allowed for official visits necessary in connection with the purpose of visit.	As per actual subject to production of receipts.	In terms of current instructions of the Govt. of India, as applicable at the place of visit to foreign country in respect of Group-A Officers. (100% of applicable full DA).
Directors	By Air: By Economy Class by any Airline. (However efforts should be made by the Officer to travel by Air India if the flight for the same is available).	Local journey by taxi as per actual to be allowed for official visits necessary in connection with the purpose of the visit.	As per actual subject to production of receipts.	In terms of current instructions of the Govt. of India, as applicable at the place of visit to foreign country in respect of Group-A Officers. (100 % of applicable full DA).
Asstt. Manager (E-1) to Sr. General Manager (E-7)	By Air: By Economy class by any Airline. (However effort should be made by the Officer to travel by Air India if the flight for the same is available).	Local journey by taxi as per actual to be allowed for official visits necessary in connection with the purpose of the visit. In case of two or more employees, shared taxi will be applicable.	Equivalent to the room rent in 4 star hotels in New Delhi on production of receipt.	In terms of current instructions of the Govt. of India, as applicable at the place of visit to foreign country in respect of Group-A Officers. (100 % of applicable full DA).
Asstt. Officer (S-4) to Officer (E-0).	By Air: By Economy class by any Airline. (However, effort should be made by the Officer to travel by Air India if the flight for the same is available).	Local journey by taxi as per actual to be allowed for official visits necessary in connection with the purpose of the visit.	Equivalent to the room rent in 3 star hotels in New Delhi on production of receipt.	In terms of current instructions of the Govt. of India, as applicable at the place of visit to foreign country in respect of Group-B Officers. (75% of applicable full DA).
Other Employees Group C&D	By Air: By Economy Class by any Airline. (However, effort should be made by the Officer to travel by Air India if the flight for the same is available).	Local journey by taxi/shared taxi, as the case may be, to be allowed for official visits necessary in connection with the purpose of the visit.	Equivalent to the room rent in 2 Star hotels in New Delhi on production of receipt.	In terms of current instructions of the Govt. of India, as applicable at the place of visit to foreign country in respect of other employee. (33% of applicable full DA).

