



TRAVEL ALLOWANCE SYSTEM
EFFECTIVE FROM 1st OCTOBER - 2022

DESIGNATION CODE	DESIGNATION	MODE OF TRAVEL	LODGING CHARGES (INCL. TAXES) AGAINST HOTEL BILLS ON ACTUALS, SUBJECT TO MAX. CEILING PER DAY	FOOD CHARGES ALLOWANCE (INCLUDING TAXES) PER DAY	
				WITH BILLS MAXIMUM	WITHOUT BILLS ON ACTUALS SUBJECT TO MAXIMUM
A0 A1 A2 A3	SR. VP VP AVP GM Chief Advisor	AC 2 Tier	Rs. 3750/-	Rs. 600/-	Rs. 500/-
B1 B2	DGM AGM Zonal Manager	AC 2 Tier	Rs. 3000/-	Rs. 550/-	Rs. 450/-
C1 C2	Sr. Dvsl. Manager / zonal (F) Manager Sr. (F) Manager - (HO) Divisional Manager /Dy.Zonal.(F) Manager/ (F) Manager (HO)	AC 2 Tier	Rs. 2750/-	Rs. 500/-	Rs. 400/-
C3 C4	Sr. Zonal. (F) Executive / Chief Br. Manager Dvsl. (F) Manager / Dy. (F) Manager (HO) Sr. Branch Manager / Zonal (F) Executive / Asst.(F)Manager (HO)/ Sr.Dvsl.(F) Executive	AC 3 Tier	Rs. 2000/-	Rs. 450/-	Rs. 375/-
D1	Zonal (F) Officer / Dvsl.(F) Executive Br. Manager / Br. (F) Manager Sr. (F) Executive (HO)	AC 3 Tier	Rs. 1500/-	Rs. 425/-	Rs. 350/-
D2 D3 D4 T1 T2	Dvsl. (F) Officer / Br.Executive / (F) Executive / Chief Cashier Sr. Br. Officer / Sr. (F) Officer Br. Officer / (F) Officer / Sr. Cashier Executive Trainee Officer Trainee	2nd CLASS TRAIN / BUS FARE	Rs. 1450/-	Rs. 400/-	Rs. 325/-
F1 T3	(F) Supervisor / Cashier / Sr. (F) Supervisor Supervisor Trainee	2nd CLASS TRAIN / BUS FARE	STAFF RESIDENCE	STAFF RESIDENCE FOOD EXPENSES + Rs.100/-	

- NOTE:** 1. In case an employee is sent on **deputation** to stay more than 7 days but upto 30 days at one place, he will be paid Food Allowance per day as given below from the starting day upto 30 days.
- a) D2 to T3 level of employees - Staff residence Fooding Expenses + Rs.100/- or Rs.250/-, if food taken outside. In case more than 30 days, No Fooding Allowance will be paid.
2. Train Tickets should be booked well in advance and as far as possible, try to AVOID TATKAL Bookings Premium Tatkal not allowed.
3. Charges towards Laundry / Local Conveyance and others should be avoided / minimised to the maximum extent.
4. Sr.VP / VP / AVP / GM / Chief Advisor - In case of emergency or long distance, travel by Air (LOW COST AIRLINES) may be considered.
5. Expenses towards Fooding / Local Conveyance if incurred **by the visited Branch**, then the same should not be claimed by the Visiting Official in his / her Travel Voucher. If found, it will be **treated as double claiming.**

Yours

Ravi Goel