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TRAVELLING ALLOWANCE RULES

1.0 SHORT TITLE

These rules shall be called "NTPC Travelling Allowance Rules".

2.0 APPLICABILITY

These rules shall be applicable to all employees of the Company including:

- i) Lien holders
- ii) Deputationists on foreign service terms, unless their terms of deputation provide otherwise:
- iii) Apprentices/Trainees engaged under Company's own training schemes but shall not be applicable to Apprentices engaged under the Apprentices Act, 1961.

2.1 These rules shall also be applicable to:

- i) Persons appointed on contract unless otherwise specified in the terms of their contracts including Fixed Term Employees, Advisors & Consultants
- ii) Candidates called for appearing **for interview/skill/physical test** conducted by the Company; and
- iii) any other person or class of persons to whom these rules are so extended by specific order(s) of the Competent Authority

3.0 SCOPE

The provisions under these rules shall be applicable to journeys performed by the employees to places beyond a radius of 30 Kms. from the Headquarters or outside municipal limits of the Headquarters, whichever is more for purposes specified hereinafter, save as except wherever specifically provided under these rules.


4.0 DEFINITIONS

In these rules, unless the context otherwise requires:

4.1 "Company"/"Corporation" means NTPC Limited including the projects/units under its management.


4.2 "Day" means a calendar day beginning and ending at midnight. This is for general reckoning only.

4.3 "Family" means an employee's spouse residing with the employee and legitimate children (including step children and legally adopted children) residing with and wholly

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dependent upon him. In case of transfer, the term family would also include parents, provided that the concerned member is residing with and wholly dependent upon the employee. Only one wife is included in the term "family" for the purpose of these rules.

- 4.3.1 However, till such time the company's special facility of housing/ company leased residential accommodation/house rent allowance for retention of family at a place other than the place of posting of the employees is in existence, the condition of residing with the employees will not be essential for such employees as are allowed to retain their family under the provisions of such special facility.
- 4.3.2 The criterion for judging the dependency or otherwise of a family member of an employee will be the monthly income of the concerned family member. He/she will be deemed to be dependent upon the employee if his/her income from all sources is not more than Rs. 9000/- p.m. In case of parents, the income of both father and mother jointly will be taken into account for this purpose.
- 4.3.3 Where both husband and wife are employed in the Company, the dependent parents of both the employees may be treated as parents for the purpose of these rules.
- 4.4 "Headquarters"** means the normal place of duty of an employee. In case of an employee deputed for training in India or abroad, the Headquarters will mean the place of duty from where he proceeded on training, unless the same is changed in respect of an employee sent on long-term training or assignment by a specific order of the Competent Authority.
- 4.4.1 In respect of an apprentice/a trainee, the Headquarters shall mean the place of training at which he is posted for undergoing long duration (more than 30 days) apprenticeship/training.
- 4.5 "Competent Authority"** means the concerned Functional ED / HOD reporting to Director / RED / BUH / GM (O&M) / GM (Projects) / Head of SSC or any other Executive to whom the power is delegated by Chairman & Managing Director for the purpose of these rules under the Delegation of Power (DOP).
- 4.6 "Management"** Means the Board of Directors and if authorized by the Board, the Chairman and Managing Director of the Company for the purpose of these rules.
- 4.7 "Official Tour"** means absence on duty of an employee from his Headquarters in connection with the work of the organization / training / transfer.
- 4.8 "Classification of cities"** in different categories viz. "X", "Y" or "Z" shall be governed in terms of Govt. of India guidelines in this regard and the same shall be subject to change according to reclassification/up-gradation of cities notified by Gol from time to time. The current classification of cities is given in **Annexure-A**.
- 4.9 "Shortest Route"** means the route which is shortest in terms of distance.
- 4.9.1 The route by which the destination can be reached most speedily by rail/air as per entitlement, even if longer, will be deemed to be the shortest route for the purpose of these rules. In respect of a road journey, it means the route which is shortest in point of time by entitled mode of travel.
- 4.9.2 Keeping in view the locations of various destinations, availability of various means of

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transport and other relevant factors, Director (HR) (in consultation with finance) may declare from time to time specific routes, which though not shortest, will be deemed to be shortest routes for the purposes of all or any of the journeys mentioned in these rules.

4.10 **"Transfer"** means the movement of an employee from one Headquarters station/project/office at which he is posted to another station/project/office to which his former Headquarters have been changed or where he is ordered to take up the regular post.

4.10.1 Notwithstanding the above definition of transfer, the movements of an apprentice/a trainee, engaged under the Company's own training scheme, during the period of training as well as that for joining his duties at the place of posting in consequence of final appraisal and placement etc. shall not be treated as transfer.

5.0 An employee on official tour will be entitled to Travelling Allowance which is intended to cover expenditure incurred within India in connection with the journeys performed for the official tour, as provided hereinafter.

5.1 Reimbursement of journey fares:


5.1.1 The reimbursement of fares for journeys performed between the Headquarters station and tour station by the employees of various grades by different means of transport shall be as per the following entitlement, subject to actual.

5.1.2 Nature of Entitlement:

S.N.	Grade	Entitled mode & class of travel		
		Rail	Air	Road
1	2	3	4	5
1.	E6 & above	AC-I	Admissible*	Actual fare
2.	E4 & E5	AC-II	Admissible*	Actual fare limited to Rs.12/km
3.	E0, E1, E2, E3 & Executive Trainees	AC-II	Admissible*	Actual fare limited to Rs.10/km
4.	W7 & above and Supervisors	AC-II	Not admissible**	Actual Fare limited to Rs.8/km
5.	W0 to W6 and Diploma / Artisan Trainees	AC-III	Not admissible**	Actual fare limited to Rs. 8/km

The above rates for travel by road shall be exclusive of tolls and taxes.

***Air Travel in Economy Class by apex fares shall be admissible for all Executives. Executives in the rank of ED & above only may travel by Business Class and General Manager & above may travel in premium economy.**

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****Members of NBC/ NJPC/ Regional Forums may be allowed for Air Travel in Economy Class by apex fares for attending the meetings of NBC/ NJPC/ Regional forums.**

- 5.1.3. For places which are not connected by rail but which are connected with the railway system by steamer, if the steamer service is not owned by the railways or for journeys otherwise by sea, there reimbursement of fares for such portion of the journey as is undertaken by steamer or otherwise by sea, in respect of employees of various grades shall be as per the following scales:

S.N.	Pay Scale/Pay Range (Rs.)	Entitled class of travel
1	2	3
A	Employees:	
1.	Those in the pay scales of E6 and above	Highest class
2.	Those in the pay scales of E5, E4 or E3	Higher class, if there are only two Classes on the vessel. Middle second class, if there are more than two classes.
3.	Those in the pay scale of E0, E1, E2, all supervisors and workmen upto W1	Lower class, if there are two classes only on the vessel Middle or second class, if there are three classes. Third class, if there are four classes.
4.	Workmen in W0 Grade	Lowest Class
	Trainees:	
5.	Executives Trainee	'Lower class, if there are two classes only on the vessel, Middle or second class, if there are three classes.
6.	Diploma/Artisan Trainee	Lowest Class

- 5.1.4 Where journeys are performed by road by various means of transport, including journey by own car (if entitled for Monthly Reimbursement of Conveyance Expenditure for car), between places connected by rail, the reimbursement will be restricted to Rs. 12/- per km in case of E4 & above level executives, Rs. 10/- per km in case E0 to E3 levels & Executive Trainees and Rs. 8/- per km in case of non-executives, subject to actuals.

The above provision shall be applicable unless there is any contrary notification under Sub-Rule 5.1.6.


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The above rates are exclusive of tolls and taxes. In case of sharing of taxi by two or more employees, the reimbursement shall be made to them separately as per the above entitlements, subject to the cumulative reimbursement being restricted to the above ceilings (cumulative) or to that of the actual taxi fare, whichever is lower.

- 5.1.5 For journeys performed by road between places not connected by rail and where road travel is customary, the reimbursement will be allowed in full as admissible under column (5) of sub-rule 5.1.2. When journey is performed by an employee in his own car in the above case, the reimbursement will be restricted as per Sub-Rule 5.1.4 above.
- 5.1.6 Notwithstanding, the provision contained in sub-rules 5.1.4, keeping in view the locations of various destinations, availability of various means of transport and other relevant factors, Director (HR) (in consultation with finance) may notify places/ station connected by rail, in respect of which reimbursement of actual fare may be permitted as per road journey under column (5) of sub-rule 5.1.2 in full for all or specified categories of employees for specified period.
- 5.1.7 The reimbursement of fare will normally be admissible by the shortest route on through ticket basis. In exceptional cases, the Competent Authority may relax this provision in really deserving cases purely on merits but not as general rules.
- 5.1.8 Charges for sleeper accommodation, super-fast train surcharge, reservation, tatkal / premium tatkal charges and dynamic fares will be reimbursable. The charges for cancellation of tickets for journeys not undertaken due to official reasons will also be reimbursable with the approval of the Competent Authority (as per DOP). For fixation of monetary ceiling of reimbursement of Travel Agency charges, the competent authority would be as per DOP.
- The employees travelling on trains such as Rajdhani, Shatabdi, etc. where catering facilities are extended to passengers as part of its services and the employee has no option to choose / not choose such catering services, may be reimbursed the actual fare including catering charges (even if separately shown in ticket) and applicable taxes.
- 5.1.9 In exceptional cases cancellation charges may be reimbursed, at the discretion of the Competent Authority (as per DOP) where the journey is not undertaken by an employee due to natural calamities or any mishap in his/her family.
- 5.1.10 Non-availability of reservation by train is not an acceptable reason for not performing the journey connected with official work. Also, in case of non-availability of accommodation in the entitled class and/or modes, and employee should travel in a lower class by a lower mode.

5.2 Reimbursement of conveyance charges:

An employee will also be entitled to reimbursement of actual conveyance charges for journeys between railway station/bus stand/airport and residence/place of stay either at Headquarters or tour stations and other official journeys performed by road at tour stations/through means of conveyance other than Company's transport. The reimbursement shall be regulated in accordance with the following sub-clauses.

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5.2.1 For journeys to and from railway station/bus stand/airport, at Headquarters and at tour stations:

(a) In respect of executives, the reimbursement will be restricted to (i) actual amount paid for pre-paid taxi or (ii) actual amount paid in respect of radio-taxi, taxi booked from private operators, etc. or (iii) Rs. 32.00/- per km, whichever is less, subject to production of bills. Wherever, documentary proof is not provided, the rate shall be restricted to Rs. 24.00/- per km.

(b) In respect of non-executives and all trainees, the reimbursement will be restricted to (i) actual amount paid for pre-paid taxi or (ii) actual amount paid in respect of radio-taxi, taxi booked from private operators, etc. or (iii) Rs. 16.00/- per km, whichever is less, subject to production of bills. Wherever, documentary proof is not provided, the rate shall be restricted to Rs. 12.00/- per km.

For arriving at the amount to be reimbursed, rates shall be multiplied with one-way/ one-side distance travelled. The above rates are inclusive of service charges, service tax, booking charges, luggage charges, etc.

‘Taxi’ shall mean all types of taxis- AC/Non-AC.

5.2.2 For journeys performed by road at tour stations, the reimbursement will be regulated as per the entitlement laid down in the table under Sub-rule 5.1.2, subject to the condition that the reimbursement will be limited to a maximum of Rs. 3500/- at any one station at any one time for a continuous halt not exceeding seven days. For halts exceeding seven days, the limit may be raised proportionately. These limits are for journeys other than those covered in sub-rule 5.2.1.


5.2.3 In respect of the top officials (GM & above) of the Company irrespective of their entitlement to staff car facility for official duties at their headquarters stations as per their terms of appointment or otherwise, the restrictions laid down in sub-rules 5.2.2 will not apply and they will be reimbursed the actual cost of conveyance charges incurred by them at tour stations, if not provided with staff car facility at such stations.

5.3 Daily Allowance

5.3.1 An employee on official tour will be entitled daily allowance intended to cover expenses incurred for food and incidentals in the course of travelling and for boarding and lodging at places other than headquarters, as provided hereinafter.

5.3.2 Daily allowance will be admissible as the following rates:

S. N.	Category	Accommodation charges subject to maximum of (Rs/ day)*	Allowance for food & incidentals (Rs./day) (If Hotel/ GH is availed or short duration tours where stay outside HQ is not required)	Composite Daily Allowance (Under self-arrangement) (Rs./day)
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		X Class Cities	Y Class Cities	Z Class Cities	Flat Rate	Flat Rate
1	2	3	4	5	6	7
	Employees					
	E9	16800	13200	10550	1320	1650
	E8	11750	9200	7350	1200	1500
	E6-E7	6700	5250	4200	1080	1350
	E4-E5	5000	3950	3150	960	1200
	E3	3750	2950	2350	840	1050
	E2	3750	2950	2350	720	900
	E0 & E1	2500	2000	1600	480	600
	W8/S1 & above	2500	2000	1600	480	600
	W4-W7	2000	1600	1280	390	500
	W3 & below	1500	1200	960	330	420
	Trainees					
	Executive Trainee	2500	2000	1600	440	560
	Diploma Trainee/ Artisan Trainee	1500	1200	960	300	380


5.3.2(a) *Hotels in Noida shall be treated at par with hotels in Delhi for the purpose of NTPC TA Rules.

5.3.3 Actual accommodation charges limited to the amounts as shown in in sub-rules 5.3.2 for stay in any hotel, or any other guest house will be reimbursed subject to production of receipts. The limits of accommodation charges may be relaxed in exceptional cases on merits with the approval of the Director (HR) in consultation with Finance for only in India.

Note: When the family members of an employee accompany him while he is on tour, and the accommodation is hired for lodging of the employee as well as his family members, the actual accommodation charges may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. Family members for the above purpose would mean an employee's spouse residing with him and legitimate children (including step children and legally adopted children) residing with and wholly dependent upon him.

Note: Reimbursement of hotel accommodation may be made for bills / invoices of internet travel sites, provided a certificate is also submitted from the hotel certifying the stay of the employee in the hotel with check-in and check-out timings.

5.3.4 The ceiling rates of accommodation charges indicated in sub-rule 5.3.2 are exclusive of service and other similar charges/taxes related to accommodation charges. Such charges where levied and paid will also be reimbursable to the extent of an amount which would have been payable on the maximum amount of entitled accommodation charges, subject to actuals. Luxury taxes levied by hotels on the declared / published tariff shall be paid as per actuals.

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5.3.5 For food and other incidental expenses, an employee will be paid as per column (6).

5.3.6 An employee who does not produce receipt of accommodation charge will be paid composite daily allowance at the rates indicated in column (7).

Provided that an employee who stays in a public sector undertaking's guest house shall be entitled to boarding expenses as laid down in column (6) of sub-rules 5.3.2, in addition to accommodation charges as per actuals subject to the limits indicated in column (3), (4) or (5) of sub-rule 5.3.2, as applicable.

5.3.7 Further, the payment of DA shall be regulated as per the following slabs:

Tour duration (From tour start till end <u>for</u> each day of tour)	Amount of DA
For a period between 12-24 Hrs	Full DA
For a period less than 12 Hrs	Half DA


Provided that where the accommodation booking is for a full day, accommodation charges in full will be admissible. Notwithstanding what has been mentioned above, in case the absence from Headquarters involves overnight halt, full Daily Allowance shall be admissible.

5.3.8 **For prolonged halts**, full daily allowance may be drawn for a period of 30 days and for a further period of 60 days, half daily allowance will be admissible. These limits relate to stay at any one station only. The Competent Authority may relax these conditions in special circumstances for an additional period upto 90 days with half daily allowance as in column (6) or (7) of sub-rules 5.3.2 as the case may be, irrespective of place of stay. Notwithstanding the above provision, actual accommodation charges as per sub-rule 5.3.3 will be reimbursed, when composite daily allowance is not claimed.


5.3.9 **Daily Allowance in different cases:**

	Accommodation Charges	Normal DA	Composite DA
If both boarding and lodging are provided free of cost	Not payable	Not payable	¼ payable
If only lodging is provided free of charge	Not payable	Payable	Not payable
If only boarding is provided free of cost	Payable	Not payable	¼ payable
If being paid HRA/ availing Co. Leased Accommodation / Co. Owned Accommodation at place of tour	Not Payable	Not Payable	¼ payable

The payable DA shall be under the prescribed limits as per Sub Cl. 5.3.2

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- 5.3.10 The daily allowance will be admissible for all halts on tour and holidays occurring during the period of halt subject to the provision in sub-rule 5.3.9 but the same will not be admissible for the period of leave of any kind availed while on tour. If an employee breaks journey enroute due to personal reasons, he shall not be paid the daily allowance for such period of halt.
- However, for journey periods, the admissible daily allowance shall not be subject to the provision in sub-rule 5.3.9. The same shall be payable in terms of column (6) of sub-rule 5.3.2.
- 5.3.11 Employees are expected to stay in the Company's Guest House and Guest Houses of other public sector undertakings and of the Government as far as possible. The accommodation charges as provided in sub rule 5.3.2 for staying in hotels will be admissible only when the employees fail to get accommodation in the Guest House of the Company at the projects/stations.
- 5.3.12 As provided in sub-rule 4.4.1, the places at which long duration (more than 30 days) training arrangements are made for the trainees, shall be deemed to be their headquarters. Accordingly no TA/DA etc. shall be admissible to the trainees for their stay at such places. However, when the trainees are required to be sent from their Headquarters for short durations to other places for work visits, practical demonstration etc. as part and parcel of their training, they will be entitled to TA/DA etc. as per rules. For this purpose any period of stay upto 30 days at a particular outstation shall be treated as "short duration" visits. In case the stay exceeds 30 days at any one outstation, the Headquarters of the trainees would be deemed to have been changed from previous place to the new place of training.
- 5.3.13 When the trainees move from one Headquarters to another, the TA/DA etc. for the journey period will be admissible to them; and they will be entitled to bare journey time only, but no preparation time.
- 5.3.14 When the trainees are recalled from out-stations to Corporate Centre at the fag end of their training for final appraisal and placement etc., and if the period of stay at Delhi/Noida during the period of training is not more than 30 days, the same will be treated as on tour and accordingly TA/DA etc. will be admissible to them.
- 5.3.15 Consequent upon the decision regarding final placement, if some of the trainees are posted at Corporate Centre, the period of stay up to the date of issue of the placement order will still be treated as on tour and accordingly TA/DA etc. will be payable.
- 5.3.16 Consequent upon decision regarding final placement, such of the trainees as are posted to the project sites/places away from Delhi/Noida will be entitled to TA/DA etc. for journey period; and they will be entitled to bare journey time only, but no preparation time.
- 5.3.17 If a trainee is sent on official tour other than training, TA/DA etc. shall be admissible to him as per his entitlement. Recourse to this provision can be taken only in very exceptional cases with specific approval of Competent Authority.

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5.4 Out of Pocket Expenses:

- 5.4.1 An amount upto Rs. 500/- shall be paid as out of pocket allowance (on certification basis) for tour incidental expenses like agency charges for booking of train tickets, porter charges or any other expenses, not covered above, incidental to and incurred during the course of tour.
- 5.4.2 The excess baggage charges for carrying official records/ articles can be claimed as contingent expenses separately, on production of bills.
- 5.5 In exceptional cases, on merits, the Competent Authority may permit employees to travel by a class/mode higher than their entitlement.
- 5.6 The rate of reimbursement for road journey as indicated in sub-rules 5.1.2 and 5.1.4 and the Daily Allowance rates as indicated in sub-rule 5.3.2 may be reviewed once in two years by the Director(HR) in consultation with Finance, who shall have the powers to increase/decrease the rates subject to the maximum variation of 20% of the prevailing rates on one such occasion, keeping in view the increase/decrease in prices of petroleum products, boarding and lodging charges and other relevant factors.

6.0 ENTITLEMENT OUTSIDE INDIA:

Details given in Chapter-II of the document.

7.0 ENTITLEMENT DURING LEAVE


- 7.1 Under exceptional circumstances, leave (irrespective of its nature) can be allowed to an employee on tour either before, after or during the tour by the leave sanctioning authority. However, no Daily Allowance or other charges will be admissible during such periods of leave. Where an employee makes a de-tour for his own convenience and with the prior approval of the Head of Department, the entitlement of TA/DA etc. may be determined in each case on merits by the concerned Head of Department subject to the condition that the same in no case shall exceed the amount that would have been admissible had the journey been performed by shortest route between the tour station and headquarters, limited to actuals.

8.0 ENTITLEMENT ON TRANSFER

- 8.1 In case of transfer of an employee in the company's interest, the entitlement shall be regulated as per the provisions contained hereinafter.
- 8.2 A transfer at the request of an employee will not be treated as a transfer in company's interest unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

8.3 Journey Fare:

- 8.3.1 An employee and members of his/her family will be entitled to travel by the same mode and class of travel as on tour with reference to his/her grade at the new station of posting and will be entitled

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to single fare for self and each member of his/her family as chargeable under the rule of the concerned carrier.

8.3.2 The fare will normally be admissible from the old station of posting to the new station of posting. However, if the family of an employee travels to a station other than his new place. of posting, or travels from a station other than his old station of posting, the fare to be allowed for such journey performed by the family shall be the amount admissible for the distance between the new place of posting and the old station of posting or the actual fare paid, whichever is less.

8.3.3 An employee's family member who follows him within six months from the date of his transfer or précédés him by not more than one month will be deemed to have accompanied him.

8.3.4 If the family of an employee does not accompany and the; employee under-takes a journey prior/subsequent to his transfer for shifting his family, the employee will have the option to claim TA for self either for the journey undertaken at the time of actual transfer or journey undertaken at the time of shifting his family, subject to the condition that the prior/subsequent journey is performed within one month or six months respectively of the transfer.

Provided that in case of transfer of an employee, the limitation that the family has to follow him/her within 6 months from the date of transfer, will not apply in case of an employee who has been allowed retention of family beyond 6 months at any place by the competent authority under Company leased residential accommodation Rules, House Rent Allowance Rules, Rules relating to allotment of residential accommodation or the Scheme of grant of Family Accommodation at a location other than the place of posting.

8.3.5 The above time limits of 1 month/6 months, as applicable, may be extended by the Competent Authority, in consultation with concerned HR Department, in individual cases attendant with special circumstances; such as, due to reasons of education of children or illness of family members etc..

8.3.6 Subject to the above, the provisions as contained in rule 5.1 will apply mutatis mutandis to such journeys.


8.4 Conveyance Charges.

8.4.1 For journeys between Airport/Railway Station/Bus Stand and residence at the previous headquarters as well as at the new headquarter, the conveyance charges will be reimbursed in accordance with the provision contained in rule 5.2 of these rules.

8.5 Daily Allowance

For journey period, an employee will be entitled to Daily Allowance for self and each member of his family at full rate as incidentals in accordance with sub-rule 5.3.2.

Provided, however, if an employee performs, journey in his own vehicle, DA will be paid as admissible for journey by rail for the shortest route and duration.

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8.6 Baggage Allowance:

8.6.1 An employee will also be entitled to reimbursement of actual expenses of the following kind from the old place of posting to the new place of posting subject to the limits as specified herein:

- i) Cost of transportation of baggage by road upto maximum of the following:

Grade	Rate per Km. for transport by Road excluding Tax (Rs.)
E5-E9	100 (Equivalent to 02 Trucks@ Rs. 50 per km per truck)
E0-E4 / S3 & above / W9 & above	50
W8 & below / S2 & below	31.20
W3 & below	15.60


Note: The goods should be transported by a registered GST Vendor in case of transportation of goods by road. The rates for transporting of baggage by any other means (train, steamer, etc.) will be restricted to actual or above rates, whichever is less.

- ii) Cost of transportation of the conveyance (one four-wheeler or two-wheeler) by road through carrier/truck shall be reimbursed, provided the same is necessary for the performance of duties, subject to maximum of Rs. 25/- per km on production of receipts of actual expenditure. The above rate includes hire charges, driver's charges, Toll tax(es), etc. In case, where Comprehensive Insurance Cover is not available for vehicle, the Transit Insurance shall be reimbursed extra as per actuals, on submission of proof.

An employee may also transport his conveyance on its own power by road. However, in respect of executives, the reimbursement shall be restricted for one four-wheeler to Rs. 12/- per km through the shortest route + actual Toll tax(es) + Driver charges @ Rs. 1800/- for each 500 km. of transport of conveyance or part thereof on submission of receipt(s) to that effect. In respect of other employees, reimbursement shall be restricted to rates as laid down in Clause 5.1.2 (Entitled mode for road) of NTPC TA rules + actual toll tax(es) against production of receipt.

- iii) Octroi duty, entry taxes, terminal taxes and insurance charges (for insurance done from IRDA registered insurance company) on house-hold effects and conveyance etc. subject to production of receipts.

8.6.2 There is no objection to an employee who is not entitled to reimbursement of cost of transportation of conveyance for transporting his conveyance and claiming reimbursement of the expenditure involved if the same is within the baggage allowance limit as stipulated in sub-rule 8.6.1 (i).

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- 8.6.3 The charges borne by the employee towards payment of road tax and re-registration of conveyance which the employee is using for performance of his/her duties at his/her new place of posting **restricted to the amount of road tax and re-registration charges on entitled amount of conveyance advance (as on date of joining on transfer) of the employee or actual charges incurred on above, whichever is less**, may be reimbursed to the employee on submission of vouchers/ bills/ receipts from the Transport department authorities. The charges will be payable only if, the employee is otherwise eligible for grant of Transfer TA (TTA) in terms of TA Rules.


This can be claimed by employee in ESS under “Trip Schema: Transfer/ Relocation” within 1 year from the date of joining at new location as per entitlement given above.

8.7 **Transfer Grant:**

- 8.7.1 An employee will be entitled to transfer grant equal to one month Master Basic Pay on joining to the new place of posting, on fulfillment of all the following conditions:
- i) The transfer is for a period of not less than one year;
 - ii) The transfer involves change of station of posting;
 - iii) The transfer involves actual breaking of and setting up of family establishment/ accommodation from the old place of posting to the new place of posting;
 - iv) Company's accommodation in possession of the employee at the old station of his posting is vacated, if allotted;
 - v) The employee has not received or is receiving Special HRA / family accommodation in NTPC township, for keeping his family at a location other than the old or new place of posting; and
 - vi) The transfer is not on the request of employee.

8.8 **Special Cases for Transfer Grant & Baggage Allowance**

- 8.8.1 In terms of Clause 8.7.1(v), an employee on transfer shall be entitled for Transfer Grant only when the employee is not in receipt of Special HRA / family accommodation in NTPC township, for keeping his family at a location other than the old or new place of posting. However, in above cases, the Baggage Allowance shall be admissible limited to the distance between old place of posting to new place of posting, subject to actuals, whichever is less.
- 8.8.2 Employees who are transferred and posted to green-field projects / non-family stations will be entitled for all transfer benefits as per TA Rules for shifting of family and household items from the current place of posting to any other location in India.
- 8.8.3 When an employee posted and working in a Green-field Project / Non-family Station is transferred to an established station / project / unit, he shall be eligible for transfer benefits as per TA Rules for shifting of household items from the location where he

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has retained his family to his new place of posting provided such shifting is done not later than six months from the date on which employee joins at his new place of posting.

- 8.8.4 When an employee posted and working in a Green-field Project / Non-family Station and keeping his/her family at any other location in India, subsequently shifts his/her family to his current place of posting after the township facilities are made available, he/she shall be eligible for the Baggage Allowance only.
- 8.8.5 In case of transfer to stations which are at a distance of less than 30 kms from the old station and for transfer within the same city, only 25% of the transfer grant will be admissible in addition to the Baggage Allowance, provided a change of family accommodation is actually involved.
- 8.8.6 In case the employee is provided the extension for retention of family at the earlier place of posting on academic ground till the end of academic session, as applicable, he shall be entitled to Transfer Grant and Baggage Allowance on shifting his family to the new place of posting after such retention period.
- 8.8.7 Normally bachelor employees shall not be entitled for transfer grant and baggage allowance except those bachelor employees who had been allotted family accommodation at the previous place of posting under special circumstances. In such cases, only 25% of transfer grant shall be admissible in addition to the entitled Baggage Allowance.
- 8.8.8 The employees staying in unfurnished bachelor accommodations at the previous place of posting shall only be entitled to 25% of entitled Baggage Allowance on transfer without any transfer grant. The employees staying in furnished bachelor accommodations at the previous place of posting shall not be entitled for any Baggage Allowance or transfer grant on transfer.

8.9 Transfer Pay Advance:


An employee on transfer for a period of not less than one year may be allowed, an interest free advance not exceeding two month's basic pay which will be recovered in twelve equal monthly installments. The recovery will start from the month following the month of joining the post at the new headquarters or the month following the month in which advance is paid, whichever is later.

Note: The transfer pay advance can be drawn only at the previous place of posting

8.10 Joining Time:

- 8.10.1 An employee on transfer will be allowed joining time comprising of preparation time and journey time, at the following rates:

- (a) Preparation time of 7 (seven) days including Sundays and Holidays and
- (b) Journey time of one day for each 800 kms. or part thereof in case of rail journey/one day for each 300 kms or part thereof in case of road journey

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where travel by rail is not customary/actual time in case of air journey, subject to a minimum of one day in either case, in case of posting within India. For posting abroad, actual journey time by the commonly used shortest route will be admissible. No stay/halt enroute on above journey shall be admissible. Joining time is to be calculated by the shortest route.

8.10.2 When an employee could not avail the joining time/preparation leave for reasons whatsoever, he may be allowed to carry forward the unavailed portion of the same. He may be allowed to avail the same as joining leave within the same calendar year or six months of joining at the new station, whichever is later. Therefore, Joining Leave can be availed in maximum 02 tranches.

8.10.3 Notwithstanding anything mentioned above, employees will not be entitled to any preparation time in the following cases:

- i) Local transfers whether these are intra-unit or inter-unit; and
- ii) If the transfer is at the request of an employee.

In these cases, employees will be entitled to bare journey time under these rules.


8.11 Transfer at the request of an employee:

8.11.1 In case of transfer of an employee at his own request, benefits admissible on transfer will be journey fare, conveyance charges, Daily Allowance, Transfer Pay Advance and journey time only. No other transfer benefits including transfer grant, baggage allowance or preparation time shall be admissible in cases of request transfers.

8.12 If both husband and wife, employed in the company and working at the same headquarters, are transferred within six months to the same new headquarters, only one of them shall be entitled to the benefits of baggage allowance, transfer grant and transfer pay advance. If the transfer of one of the spouses takes place after six months of the other the entitlements on transfer will be regulated in accordance with rule 8.1 or 8.11 depending upon whether the transfer is at the instance of the company or at the employee's own request.

If both husband and wife, employed in the company and working at the different headquarters, are transferred to the same headquarters or vice-versa, both of them shall be entitled to all the transfer benefits separately provided they both were availing and have been allotted the family accommodation at old and new place of posting.

8.13 Where a transfer initially made for a period of one year or more is subsequently reduced to a period of less than one year, the transfer benefits allowed under the foregoing provisions will not be changed to the disadvantage of the employee. In such a case when the employee is transferred again either to his old headquarters or a new headquarters his entitlement to transfer benefits will be regulated in accordance with the foregoing provisions subject to the condition that no Transfer pay advance shall be admissible to him.

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8.14 Where the transfer of an employee initially made for period of less than one year is subsequently extended to a period of one year or more he will be entitled to transfer grant, but no transfer pay advances, in addition to the transfer benefits, if not already availed of by him.

8.15 The summary of the entitlements on transfer in various cases is placed at **Annexure-C**.

9.0 ENTITLEMENT ON FRESH APPOINTMENT


9.1 Subject to the provisions contained in rule 9.2 below, a person selected for appointment in the services of Company including the appointment on deputation terms will be entitled for self and members of his family to the following benefits with reference to the grade and pay offered in the Company for his joining duties on fresh appointment:

Category Of Candidates Joining Duty	Entitlement for			
	Journey Fare	Conveyance Charges	Daily Allowance	Baggage Allowance
(i)Candidates residing in India	Admissible as in rule 5.1	Admissible as in rule 5.2	Admissible as in sub rule 5.3	Admissible as in rule 8.6 except 8.6.1(ii) as per entitlement of grade of joining.
(ii)Candidates residing outside India	Air fare by economy/ tourist class upto the port of disembarkation in India and Journey fare from the port to the place of duty for self and members of the family as in rule 5.1	Not Admissible	Not Admissible	Not Admissible

9.2 Joining Time:

For the purpose of shifting his family to the place of posting on allotment of family accommodation, the employee will be allowed actual travel time plus two days preparation time inclusive of Sunday and Holidays.

9.3 Unless otherwise mentioned in the terms of deputation, a person selected for appointment on deputation in the services of the Company will be entitled for self and members of his family to the benefits in accordance with rule 9.1 for his joining duties in the Company. On reversion to his parent department, he will be entitled to similar benefits with reference to his rank and pay at the time of reversion.

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10.0 ENTITLEMENT ON LONG DURATION ASSIGNMENTS

10.1 In case of long duration assignment, the entitlement of the employees deputed to outstations in connection with Company's work will be regulated in terms of the following provisions.

10.1.1 In case of duration upto 90 (ninety) days the entitlement will be as on official tour vide rule 5.0.

10.1.2 In case of duration extending beyond 90 (ninety) days and upto 180 (one hundred and eighty) days and if the movement is treated as on tour in terms of sub-rule 5.3.1, the entitlement will be regulated as such subject to the condition that the daily allowance will be paid at half the rate of the amount admissible under column (6) or (7), as the case may be of sub-rule 5.3.2.

Notwithstanding the above provision, actual accommodation charges limited to the amount as per column (5) of sub-rule 5.3.1 will be reimbursed, when composite daily allowance is not claimed.

10.1.3 In case of duration beyond 180 (one hundred and eighty) days, the Headquarters of the employee will be deemed to have been changed from his old station/place of work to the new station/place of work and no daily allowance shall be admissible at the outstation. However, he will have the option either (a) to retain his establishment at the old station/place of work or (b) to transfer his establishment to the new station/place of work.


10.1.4 Depending upon the option exercised by the employee he will be entitled to the following :

a) In case of option under (a) above :

- i) House rent Allowance as would have been admissible to him at his old station/place of work. In case an employee was provided with leased accommodation or accommodation at Company's township, the facility will continue to be extended to him for the duration of his posting at the outstation;
- ii) Reasonably furnished bachelor accommodation free of rent at the outstation; and
- iii) For tour(s) undertaken to the old station/place or work, the Daily Allowance admissible will be at the rate of 1/4th of the amount as in Column (7) of sub-rule 5.3.2 as applicable in addition to that for the period spent on journeys.

b) In case of option under (b) above :

- i) Benefits as per entitlement on transfer as admissible under rule 8.0,
- ii) House Rent Allowance or Leased Accommodation as applicable as admissible from time to time at the new station/place of work; and

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- iii) House Rent Allowance, if any, and Leased accommodation at the Company's township provided at the old station/place of work shall cease to be admissible from the date of effect of option exercised.

10.1.5 In case where the assignment initially made for a period of more than 180 (one hundred and eighty) days is subsequently reduced to a period of 180 (one hundred and eighty) days or less, an employee shall not be entitled to any TA/DA etc. for such reduced period of stay, but at the same time the transfer benefits originally allowed, if any, to him will not be changed to his disadvantage. If an assignment made initially for a period not exceeding 180 (one hundred and eighty) days is later extended beyond this period, the daily allowance already drawn upto the date of issue of orders extending the assignment will not be adjusted from the transfer benefits claim.

11.0 ENTITLEMENT ON RETIREMENT/DEATH


11.1 A retiring employee will be entitled to all the transfer benefits including re- registration charges for the vehicle [except Transfer Pay Advance under rule 8.9] as admissible to a serving employee of his grade on transfer under rule 8.0 for himself and members of his family for proceeding to home town or any place in India where he intends to settle after retirement.

11.2 In case of death of an employee while in service, his family will be entitled to the same benefits mutatis mutandis as stated in rule 11.1.

11.3 The amount with regard to the above benefits can be drawn by eligible employees up to 2 years in advance of their superannuation or within six months from the date of expiry of the period of retention of the quarter on superannuation or within six months from the expiry of the period of permissible retention of the quarters in death cases.

Note:


- (a) In cases of transfers with two years or less service left, wherein superannuation TTA is being claimed in advance, the amount shall be restricted based on the distance from previous place of posting to the current place of posting or previous place of posting to the place of settlement (family retention), whichever is lower.
- (b) In such cases, employee shall be provided furnished bachelor accommodation only at site and having availed the benefit in advance, no TTA benefits, whatsoever, will be payable to him/her again after his/her superannuation except journey fare, conveyance charges & DA for self and transportation of conveyance including re-registration charges for the vehicle.

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12.0 ADMISSIBILITY OF TRAVELLING ALLOWANCE FOR OTHER JOURNEYS:

12.1 The admissibility of Journey Fare, Conveyance charges and Daily Allowance for journeys performed by the employees for the following purposes shall be regulated as under :


Sl. No.	Purpose of Journey	Admissibility of	Remarks			
		Journey Fare (Refer rule 5.1) Conveyance Charges (Refer rule 5.2) Daily Allowance (Refer rule 5.3)				
1	2	3	4	5	6	
i)	To appear in interview/ departmental examination or selection test conducted by the company.	Admissible	Admissible	Admissible		
ii)	To participate in sports / cultural events representing the Company.	Admissible	Admissible	Admissible		
iii)	To attend training programme, seminar or conference for which the employee is sponsored by the Company.	Admissible	Admissible	Admissible		
iv)	To receive National Awards or Awards by the company.	Admissible	Admissible	Admissible		
v)	To appear in court or departmental enquiry as jury, assessor or witness, only for Company's work or where Company's interest is involved.	Admissible	Admissible	Admissible	Subject to note below	
vi)	Recall from leave before expiry of leave.	Admissible	Admissible	Admissible	-	
vii)	To proceed on tour from leave station	Admissible	Admissible	Admissible	Subject to note below.	
viii)	To attend training programme, seminar or conference for	Admissible	Between railway station / bus	Not Admissible	do	

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	which the employee is not sponsored by the Company.		stand / air - port and residence at headquarters as well as outstation.		
ix)	All candidates called for interview/skill/physical test who come from places beyond a distance of 30 kms. will be reimbursed actual expenses incurred on travel to and from the place of interview/skill/physical test on production of money receipt, or any other supporting documentary evidence in respect of the onward journey, limited to:				
a)	For all executive posts including Trainees to be regularized as executive	II class AC return rail fare/return air fare (economy mode) by the shortest route	Not Admissible	Not Admissible	The shortest route for this purpose will be from the place to which the Interview / skill / physical test call letter was mailed or the place from where the actual journey commenced to the appointed place of interview, whichever is nearer.
b)	For all non-executive posts including Trainees, who will be regularized as non-executives.	III Class AC return rail fare by the shortest route	do	do	do

NOTE: Remarks on Items on Sl. No. (v)

- (a) Amount, if any, received from the court for attendance or boarding and lodging etc. is required to be refunded to the company.
- (b) If departmental or vigilance enquiry is held at an outstation at the request of an employee, no travelling allowance shall be admissible to him.

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(c) Payment of TA/DA for attending courts as accused:

- i) Where prosecution of an employee arises out of acts committed or purported to be committed in the bonafide execution of duties and the employee is consequently required to appear in the court as an accused, reimbursement of Journey fare & daily allowance at composite rate, as admissible under the extant TA rules, may be allowed to him for the Journey Performed between his place of posting & the place where court proceedings are being held.
- ii) The decision to grant TA/DA, as above, will depend on the facts of each Case. The power to grant TA/DA, in such cases, will be as below :

For Employees posted in	Powers to be exercised by
Regional HQ	RED
Project/Station	BUH of Project/Station
Corporate Centre	ED/CGM of the Deptt. covered

NOTE: Remarks on Items at Sl. No. (vi & vii)

- a) Subject to specific approval of the Competent Authority.
- b) From the place of leave station within India. In case of leave station being outside India, the travelling allowance will be admissible from the railhead/port of disembarkation within India nearest to the country visited.

NOTE: Remarks on Items at Sl. No. (viii)

At the discretion of the Competent Authority, provided the employee's participation is considered useful to the Company by him.


12.1.1 TA / DA to retired employees

(i) For attending legal proceedings as witness or accused for the cases which have arisen due to bona-fide execution of Company's work during his service period:

Such retired employees may be reimbursed Travelling Expenses and Composite Daily Allowance towards attending the legal proceedings, at the rate / entitlement equivalent to that of serving employee in the grade/post in which the witness or charged/accused employee has superannuated on furnishing the documentary proof of travel alongwith the claim.


(ii) For attending departmental proceedings instituted against him:

A retired employee who is required to attend departmental inquiry instituted against him may also be reimbursed Travelling Expenses and Composite Daily Allowance for attending the departmental inquiry, at the rate / entitlement equivalent to that of serving employee in the grade/post in which the charged employee has superannuated on furnishing the documentary proof of travel along with the claim (subject to maximum economy class fare in cases of air travel).

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12.2 Travelling Allowance in respect of Attendant/Escort for accompanying a Employee with Disabilities on travel during Tour/Training.

- (i) NTPC will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/training. Mode and class of the Attendant/Escort will be same as per the eligibility of employee.
- (ii) The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities wherein it is certified jointly by the HOD of the employee and CMO of the project/unit that such a person compulsorily requires assistance of another person for travel. In the absence of CMO at particular unit, CMO of the Region/CC will issue the necessary certification.
- (iii) Travelling Allowance (Journey Fare only) for the Attendant/Escort would be admissible to the employee with disabilities while on tour/training (domestic or foreign). However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties or such training is mandatory training for career progression of the employee with disabilities.
- (iv) No Dearness allowance would be admissible to the Attendant/Escort of the employee with Disabilities. Travelling allowance (Journey Fare only) would be admissible to the Attendant/Escort at the same rate as the employee with disabilities is entitled to under the extant Travelling Allowance Rules. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate travelling allowance would be admissible to the employee with disabilities, in respect of Attendant/Escort, except where the travel is by public bus. Difference if any on account of travel in higher class/mode in respect of attendant/escort, will be borne by the employee concerned.
- (v) When the accommodation is hired for lodging of the employee as well as his attendant/escort, the actual accommodation charges as per entitlement of the employee may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bills(s) clearly indicating the name of the attendant/escort who have shared the accommodation with him/her.
- (vi) No claim of travelling Allowance to the Attendant/Escort of the employee with Disabilities would be admissible for training at Headquarter station (Ref. Ministry of Finance, Department of Expenditure OM no. 19030/3/2013-E.IV dated 17.02.2015).


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13.0 CLAIM

13.1 Claims for reimbursement, of travelling allowance in all cases will be entertained only on completion of the return journey, wherever applicable.

13.2 1. Claims for reimbursement of Travelling Allowance shall be preferred in ESS and there is no need to send the TA claims in physical form (hard copies) to Finance. While submitting the claims in ESS, employee shall also be required to upload the scanned copies of Bills/Receipts as tabulated below:

Type of Tour	Documents to be uploaded
(A) Regular (within India)	<ol style="list-style-type: none"> 1. Air/Rail (Ticket & PNR)/Taxi/ Bus Tickets/Receipts (as the case may be) 2. Boarding Pass (in case of air travel). On-line Web-Check-in Boarding Passes shall also be allowed. 3. Guest House/Hotel Bills* (if any) 4. Bills for journeys to and from railway station/bus stand /airport, at HQ and at tour stations (in terms of clause 5.2.1), if the bills are to be claimed at actual 5. Training Order (in case of training)
(B) On Transfer	<ol style="list-style-type: none"> 1. Air/Rail (Ticket & PNR)/Taxi/ Bus Tickets/Receipts (as the case may be) 2. Boarding Pass (in case of air travel). On-line Web-Check-in Boarding Passes shall also be allowed. 3. Bills & Receipts for Baggage/Insurance/Transportation of conveyance /Driver Charges/Toll Tax/Re-registration of Vehicle 4. Bills for journeys to and from railway station/bus stand/ airport, at HQ and at tour stations (in terms of clause 5.2.1), if the bills are to be claimed at actual. 5. Quarter Vacation Report from previous place of posting if the employee was staying in company quarter. 6. Insurance Policy & Receipts from the IRDA registered Insurance Company for claim of insurance benefit.
(C) Foreign Tour	<ol style="list-style-type: none"> 1. Air/Rail (Ticket & PNR)/Taxi/ Bus Tickets/Receipts (as the case may be) 2. Boarding Pass (in case of air travel). On-line Web-Check-in Boarding Passes shall also be allowed. 3. Guest House/Hotel Bills* (if any) 4. Bills for journeys to and from railway station/bus stand /airport, at HQ (in terms of clause 5.2.1), if the bills are to be claimed at actual 5. Foreign Tour/Training Office Order 6. CC Treasury receipt evidencing refund of unutilized foreign exchange 7. Communication from PMI regarding submission of Learning Report in case of Foreign Training.

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* **Note:** (i) NTPC Travel Card (**as detailed in Annexure-B**) is to be used as far as possible, otherwise Hotel Room bill payments should be made through digital mode (i.e. Debit / Credit Card or through internet banking, etc.) only. In exceptional cases, employees must submit an undertaking specifying the reason for cash payment, which should be countersigned by the Competent Authority.

(ii) The Hotel Room bill invoice should indicate the company name 'NTPC Limited' including employee name, date-wise tariff with applicable GST and mode of payment. The Hotel bills may be signed by both the employee and the hotel representative at the time of checkout from the hotel.

2. (a) All claims for journeys undertaken under these rules should be preferred in ESS within the time limit of 30 (thirty) days, duly forwarded by the Competent Authority.

(b) Claims for reimbursement of travelling allowance not preferred within three months from the date of completion of return journey, wherever applicable, will not be entertained normally except with the special approval of Competent Authority, when he is satisfied that non-submission of the claim on the part of an employee was due to reasons beyond his control.

(c) Approval of TA claims after expiry period of 6 months from the date of completion of return journey on the basis of recommendation of committee may be given by ED(HR) for CC and RED for Region/Project as per Clause 6 of Sec-IV of DOP. The above committee shall consist of Head of HR/ Head of Finance in Project/ Region and GM (HR)/ GM (Finance) at CC and shall examine and recommend the payment of TA claims submitted after expiry period of 06 months.


(d) The above shall also be applicable in case of delay in submission of TA Claims by superannuated employees

(e).In cases of condoning of delay in submission of TA Claims or any relaxations availed under Clause 6 of DOP, the approval of competent authority is also required to be checked off in the box made available in ESS for this purpose. In such cases, the workflow in ESS will essentially be routed through the concerned competent authority.

3. The bills (in original) claimed during the F.Y. shall be retained/ kept by employee till 30th June of the next F.Y. for verification as & when, if required by Finance/ Internal Audit/Statutory/Govt. Auditors/other such agencies.

4. The following undertaking shall be given by the employees while submitting their T.A. Bills/Claims in ESS:


"The bill is being claimed by me in terms of NTPC T.A. Rules. The bills (in original) shall be kept/retained by me for the prescribed period and I shall produce the same before the concerned authorities for verification, whenever I am asked for it. If I fail to produce the bills, the action, as prescribed in the rules shall be taken against me. I understand that in case any false claim is submitted by me, the entire TA

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amount claimed during the financial year shall be recovered without any further notice. Further, I will be liable for disciplinary action including termination as per CDA Rules / Standing Orders.”

14.0 GENERAL

- 14.1** Unless otherwise specified, relaxations of any nature as provided under these rules can be approved by the next higher authority only, in respect of self-Controlling Officers
- 14.2** All claims for travelling allowance travelling expenditure under these rules are to be preferred with respect to the material facts as regards pay existing at the time when the journeys were undertaken
- 14.3** In no circumstances, arrears payment/recovery will be made/effectuated due to increase/decrease in pay for any reason whatsoever subsequent to the submission of claims.
- 14.4** Director (HR) in consultation with Finance shall be empowered to make changes in procedure and amendments to these rules or any relaxation
- 14.5** In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the Director (HR) whose decision shall be final.
- 14.6** The competent authority / sanctioning authority of tours, claims or any relaxation, etc. shall be governed by the DOP.
- 14.7** The various rates regarding road journey, conveyance charges, daily allowance, accommodation charges, baggage allowance, etc. wherever prescribed under these rules, will further rise by 25% whenever DA increases by 50%.

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CHAPTER-II

6.0 FOREIGN TRAVEL ON OFFICIAL BUSINESS / TRAINING, STUDY TOUR, ETC.

6.1 OBJECTIVES

- 6.1.1 To accomplish the Vision and execution of business plans and programmes of NTPC including resource mobilization, negotiation, discussions with suppliers/ lenders and other parties.
- 6.1.2 To explore global business opportunities in diversified areas of power generation.

6.2 PURPOSES FOR WHICH FOREIGN VISITS WILL BE ALLOWED

- 6.2.1 Global contracts
- 6.2.2 Road shows / Fund raising / International credit ratings
- 6.2.3 Participation in overseas conferences / seminars of scientific / technical / educational nature
- 6.2.4 International exhibitions
- 6.2.5 To assess the capacity / capability of bidders, partners, consortium
- 6.2.6 Benchmarking, System studies, Research etc. in similar business institutions
- 6.2.7 Business exploration and execution
- 6.2.8 Inspection
- 6.2.9 Business delegations
- 6.2.10 Receiving business awards
- 6.2.11 Global business exposure to employees
- 6.2.12 Any other related business or development activities

6.3. PROCEDURE OF APPROVAL


- 6.3.1 The proposal for foreign visits of employees will be initiated by the concerned General Manager / Executive Director and after recommendation by the concerned Functional Director, will be sent to Corporate Planning Department for seeking recommendations of Director (Finance) and approval of CMD. In case of Training, the proposal after recommendation by the concerned Functional Director will be sent to PMI for seeking recommendations of Director (HR) & Director (Finance) and approval of CMD.
- 6.3.2 However, the proposals for foreign business visits of Directors will be put up directly to CMD for his approval and forwarded to Ministry of Power for approval of Competent Authority. Similarly, the proposals for foreign business visits of CMD will be forwarded to MOP for approval of the Competent Authority.

6.4 ENTITLEMENT

- 6.4.1 The entitlement of TA/DA during foreign visits will be governed as per extant Company policy and RBI guidelines / GOI instructions.

Entitlement of class of travel by air will be notified with the approval of CMD keeping in view the GOI guidelines.

The entitlement of Travelling Allowance, Daily Allowance etc. in connection with official tours outside India currently are as under:

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6.4.2 Travelling Allowance

6.4.2.1 Business visits

Chairman & Managing Director will be entitled for first class by air and Functional Directors/Executive Directors may travel in club class. Other employees will be entitled to excursion fare only.

6.4.2.2 Training

Chairman & Managing Director will be entitled for first class by air and Functional Directors may travel in club class. Other employees will be entitled to excursion fare only.

6.4.2.3 Statutory levies as paid in connection with tour will also be reimbursable.

6.4.2.4 The payment of Travelling Allowance for official tours abroad will be subject to the instructions/guidelines of the Government of India as adopted by the Board from time to time.

6.4.3 DAILY ALLOWANCE AND OTHER TRAVELLING ENTITLEMENTS

6.4.3.1 The payment of Daily Allowance for tour abroad will be made on the basis of actual time spent outside India excluding journey time by shortest route. The DA will be payable for the duration of tour/training plus one day extra, provided the employee is allowed to arrive at the tour/training location one day prior to the start of tour/training.

6.4.3.2 The Daily Allowance and other traveling entitlements in respects of the employees deputed abroad will be as per the scale of release of foreign exchange prescribed by the Reserve Bank of India from time to time for employees of public sector undertaking. Based on RBI norms, internal guidelines will be issued with the approval of Chairman & Managing Director from time to time.


6.4.3.3 Where the stay abroad is extended for official reasons with the approval of an authority competent to approve the foreign tour beyond the period for which foreign exchange was released, the employee will be paid additional Daily Allowance in foreign exchange for such extended period of halt, provided it is released on time, failing which the company will pay an equivalent amount in Indian Currency.

6.4.3.4 Where the duration of stay abroad is curtailed/ reduced, the employee shall refund the Daily Allowance in foreign exchange for the number of days so curtailed/reduced.

6.4.4 MISCELLANEOUS

6.4.4.1 In respect of employees provided with free lodging and boarding facilities abroad, the out-of-pocket expenses will be regulated as per the scales prescribed by Reserve Bank of India from time to time.

6.4.4.2 Foreign Exchange which is normally released at the air port at the time of embarkation will not be treated as part of traveling expenses reimbursable by the Company.

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6.4.5 RELEASE OF FOREIGN EXCHANGE ON BUSINESS TRAVEL ABROAD

6.4.5.1 The revised approved rates for business visits upto a duration of 30 days are as follows:

SL.NO	LEVEL	RATES (US \$ PER DAY)
i)	Above ED level	500
ii)	For GMs & ED	350
iii)	For AGMs & below	300

-For period exceeding 30 days, 75% of the above rates shall be applicable.

-The contents of CC-IOM 01:HR-Policy:7(4.1)/684, dt. 11.03.2008 read with GoI OM No. Q/FD/695/3/2000, dt. 21.09.2010 regarding the revision in the rates of DA for CMD/Functional Directors will still hold good.

- Further, in case of official business delegation/ministerial delegation where an executive of lower rank accompanies and such official does not get accommodation where the delegation leader is staying, they shall be allowed room rent of the lowest category of the room available in hotel where leader of the delegation stays. In this case, a deduction of 25% of consolidated DA would be made.

6.4.5.2 The period of deputation for release of DA will be restricted to actual duration of the approved visit (**excluding journey time but including intervening holidays**) however stopovers etc. in case of visits to more than one country during the foreign deputation shall be duly considered based on the information available / furnished while obtaining approval of the Competent Authority. In case of training, the DA will be payable for the duration of training plus one day extra provided the employee actually arrives at the venue of training one day prior to the start of training.

6.4.6 RELEASE OF EXCHANGE FOR DEPUTATION FOR INTERNATIONAL CONFERENCES / SEMINARS / WORKSHOPS

The release of DA for attending international conferences / seminars / workshops is to be regulated on the same rates as indicated at para 6.4.5.1 above.


6.4.7 RELEASE OF FOREIGN EXCHANGE FOR SPECIALISED TRAINING / STUDY TOURS/ TRANSFER OF TECHNOLOGY UNDER CONTRACT PACKAGE

6.4.7.1 Release of foreign exchange shall be regulated as under: -

SL.NO.	PERIOD	RATE (US\$ PER DAY)
i)	For 1 st 15 days	300
ii)	For next 15 days	250
iii)	For balance period of training duration subject to RBI approval	200

6.4.8 RELEASE OF FOREIGN EXCHANGE DURING BUSINESS TOURS / TRAINING / TRANSFER OF TECHNOLOGY UNDER CONTRACT PACKAGE WHERE BOARDING / LODGING IS FULLY BORNE BY THE SPONSOR / AGENCY/ ABROAD

6.4.8.1 Incidentals @ US \$ 50 per day for a maximum period of 45 days in case of Business visits/ Conferences / Seminars for a maximum period of 30 days in case of specialized Training /Transfer of technology under Contract Package/ Study tour.

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6.4.9 RELEASE OF FOREIGN EXCHANGE WHEN EITHER LODGING OR BOARDING IS BORNE BY THE SPONSOR / AGENCY ABROAD

6.4.9.1 DA Rates for visits when lodging is borne by Foreign Sponsor

60% of the consolidated entitlement depending upon the nature of visit, viz., Business Visits/ Conferences / Seminars / Specialized Training / Transfer of technology under Contract Package/ Study tour.

6.4.9.2 DA Rates for visits when Boarding is borne by Foreign Sponsor

The consolidated DA rate as applicable, depending upon the nature of visit, to be reduced by the amount of DA for food as notified by Government of India, Ministry of External Affairs for various Countries from time to time.

6.4.10 RELEASE OF FOREIGN EXCHANGE FOR VISIT TO NEPAL/BHUTAN

6.4.10.1 The DA rates for visit to Nepal/Bhutan on assignment other than consultancy assignments is as follows: -

LEVEL	DA PER DAY	TRANSPORT	HOTEL
CMD & DIRECTORS	US\$50	Actual	As per entitlement in India
ED&GMs	US\$40	Actual	-do-
BELOW GM	US\$30	Limited to US \$10 per day	-do-

6.4.10.2 Incidentals @ US \$20 per day in case boarding / lodging is fully borne by the Sponsor / Agency.

6.4.10.3 All payments shall be released in India rupees.

6.4.11 PROCEDURE FOR RENDERING OF ACCOUNT ON RETURN FROM TOUR ABROAD


6.4.11.1 The employees will get DA in terms of para 6.4.5.1, 6.4.7.1 and 6.4.10.1 above.

6.4.11.2 The component of daily allowance (for food) would be in accordance with the Ministry of External Affairs Order issued from time to time, for various countries.

6.4.11.3 Expenses on hotel accommodation incurred by the employee abroad will have to be supported by bill receipt. However, in case the employee does not submit a hotel receipt, he may be allowed 20% of the admissible rate of consolidated DA on the basis of certificate submitted by the employee.

6.4.11.4 The account of the expenses like local conveyance, communication and other contingent expenditure will be rendered and settled on the basis of expenditure incurred by the employee based on certification by the employee concerned subject to following limits: -

a)	Local Conveyance	Not to exceed 35% of the consolidated TA / DA as per entitlement.
b)	Communication expenditure	Not to exceed 10% of the consolidated TA / DA as per entitlement.

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	(Telephone, Fax etc.)	
c)	Other contingent expenditure	Not to exceed 10% of the consolidated TA / DA as per entitlement.

6.4.11.5 On return the employee concerned would submit a consolidated TA bill accounting for various expenses including daily allowance as admissible. Any surplus after calculation of expenditure incurred would be refunded to Company.

6.4.12 The Officer visiting abroad on consultancy assignment shall be governed by specific rates as separately approved for each Project Contract by the Competent Authority.

6.4.13 All cases of foreign deputation including those to Nepal / Bhutan in case of executives below Board level shall be approved by CMD, who is the Competent Authority in this regard.

6.4.14 The permitted period for various deputations shall be governed as per the ceilings prescribed in RBI guidelines issued from time to time.

6.4.15 The release of foreign exchange shall be made by Corporate Finance in all cases of foreign deputation after approval of Competent Authority. The travel formalities shall be made by Corporate HR-Services Group.

6.5 REPORT ON FOREIGN VISITS

6.5.1 The employees deputed for foreign visits shall submit a Report of the visit within 10 days of completion of the visit, to the concerned Department with a copy to Corporate Planning Department.

6.6 SUBMISSION OF QUARTERLY REPORT ON ALL FOREIGN VISITS

6.6.1 A report giving details of the employee, duration and purpose of foreign visit by employees below Board level in respect of every quarter viz April-June, July-Sept, Oct-Dec and Jan-March will be placed before the Board of Directors at the end of each quarter by the Corporate Planning Department. Such report will also be sent to the Ministry of Power.


6.7 BUDGET PROVISIONS

6.7.1 A suitable budget provision will be made annually to be utilized for foreign visits on official business as well as Training.

6.7.2 The foreign visits will be regulated within the said budgetary provision made annually for foreign travel on official business as well as Training.

6.8 LEAVE ENTITLEMENT DURING FOREIGN VISITS

6.8.1 Subject to exigencies of work, the employees may be granted leave while on tour / training abroad for a period not exceeding 50% of the actual period of duty abroad (excluding the transit time from India to the country of deputation & back and enforced halt) or a fortnight, whichever is less, for personal reasons.


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6.9 SIGNING OF UNDERTAKING FOR FOREIGN TRAININGS

- 6.9.1 An undertaking may be given by the employee, to the effect that in case he/she leaves the company within one year of completion of training, he/she will have to deposit Rs. 50,000/- to the company. The undertaking may be submitted to the respective HR Deptt. with a copy to PMI (through post/courier). No separate tour is to be allowed for this activity.

6.10 POWER TO CHANGE / MODIFY AND / OR TO PRESCRIBE DETAILS

- 6.10.1 CMD shall have the powers to change / modify and / or prescribe further details in respect of the above guidelines, as and when required.

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ANNEXURE-A

**LIST OF CITIES / TOWNS CLASSIFIED FOR GRANT OF HOUSE RENT ALLOWANCE TO
CENTRAL GOVERNMENT EMPLOYEES (As circulated by Department of Expenditure, Ministry
of Finance vide its O.M. No. 2/5/2017-E.II(B) dated 07.07.2017)**

Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
1.	ANDAMAN & NICOBAR ISLANDS	—	—
2.	ANDHRA PRADESH/ TELANGANA	Hyderabad (UA)	Vijayawada (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-Bhilai 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	---	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17.	KARNATAKA	Bengalore/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.)


Sl. No.	STATES/ UNION TERRITORIES	CITIES CLASSIFIED AS "X"	CITIES CLASSIFIED AS "Y"
21.	MAHARASHTRA	Greater Mumbai (UA), Pune (UA)	Amravati (M.Corp.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M.Corp.), Kolhapur (UA), Vasai-Virar City (M. Corp.), Malegaon (UA), Nanded-Waghala (M. Corp.), 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. Corp.)
29.	RAJASTHAN	---	Bikaner (M.Corp.), Jaipur (M.Corp.), Jodhpur (UA), Kota (M.Corp.), 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.Corp.), Meerut (UA), Ghaziabad* (UA), Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M.Corp.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34.	UTTARAKHAND	---	Dehradun (UA)
35.	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

* Only for extending HRA on the basis of dependency.

– Special orders allowing continuance of HRA / Company Leased Accommodation at Delhi ("X" class city) rates to employees posted at Faridabad, Ghaziabad, Noida & Gurgaon and "Y" class rates to Shillong, Goa, Port Blair, Panchkula, Jalandhar Cantt. & S.A.S. Nagar (Mohali) shall continue to be applicable.

– The above Special orders shall also be applicable for NTPC TA Rules for the purpose of payment of accommodation charges.

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.

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ANNEXURE-B

NTPC TRAVEL CARD POLICY

1.0 OBJECTIVES:

Travel Card has been introduced for executives with following objectives -

- 1.1 To make payment for lodging while on official tour/travel/training
- 1.2 To facilitate hassle free official travel for executives
- 1.3 To encourage digital payment
- 1.4 To simplify the Travel Claim Process

2.0 ELIGIBILITY:


All executives on the rolls of NTPC Ltd excluding ETs, employees on secondment / deputation to JVs/ Subsidiaries / Other Organizations / Central Govt. etc.

3.0 GRADE WISE CREDIT LIMIT (INCLUSIVE OF TAXES):

Grade	Ceiling Amount (Rs.)
E0 to E5	25000/-
E6 / E7	50000/-
E8	75000/-
E9	200000/-

4.0 TERMS & CONDITIONS:

- 4.1 The Corporate Travel card shall be the property of NTPC Ltd and Travel Card provider.
- 4.2 **The card shall be used by executives for payment at Hotels for lodging purposes only while on official travel / tour / training.**
- 4.3 **No travel advance shall be allowed to Executives in ESS subsequent to launch of Travel Card.**
- 4.4 The Corporate travel card has a pre-set limit and that may not be exceeded unless there is prior written authorisation from Management and shall be notified or intimated from time to time.
- 4.5 It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The cardholder is accountable for the activity on the card.
- 4.6 Travel Card providers will send individual monthly credit card statement for the Corporate Travel Card to concerned employee and copy to Corporate card Program Manager (CCPM).
- 4.7 It is the cardholder's responsibility to follow-up on any loss/theft, erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements. In such scenario,


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cardholder will immediately inform the Travel Card providers along with the Corporate card Programme Manager (CCPM).

- 4.8 The employee will be responsible for any unauthorised usage or claims arising out of lost or stolen Corporate Card.
- 4.9 It shall be the responsibility of the employee to ensure that all dues on the corporate travel card are settled in case of separation from the company on account of resignation, superannuation etc. and should submit the card to CCPM one month prior to the last working day.
- 4.10 No dues on account of separation shall only be issued to the employee on receipt of corporate travel card. On receipt the card from the employee it shall be returned by CCPM to the Travel card provider.
- 4.11 If the travel card is lost, stolen, destroyed or in the case of identity theft, the employee is required to contact Travel Card provider 24-hour toll free number immediately and then notify the Corporate card Program Manager (CCPM).
- 4.12 In case of a failure to report the loss, the concerned employees will be responsible for the settlement of charges at their own expense.
- 4.13 The Corporate Travel Card will remain with the executive in the event of transfer also.
- 4.14 NTPC Ltd. will take action as per applicable CDA and extant rules in case of Corporate Travel Card violations like Payment for items for personal use, allowing unauthorised users to use the corporate travel card, exceeding travel card credit limit, failure to promptly return the credit card at the time of separation or at the discretion of Management.
- 4.15 In case the employee has to be on frequent official tours and his credit limit ceiling is insufficient in meeting the expenditure towards lodging charges, the credit limit can be enhanced with the approval of Reporting / Reviewing officer not below the level of E8 grade. The approval is required to be sent to CCPM for enhancement of ceiling.
- 4.16 In case the employee has incurred excess expenditure towards lodging charges over and above the card limit, the same shall be reimbursed on settlement of Travel claim as per entitlement as extant TA rules.

5.0 **PROCEDURE:**

- 5.1 Subsequent to transaction from the Corporate Travel Card, the travel card transaction will be reflected in tour claim tab of ESS. The executive is required to submit that the payment has been made for official tour / travel / training and has to be approved by competent authority as maintained in ESS.

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- 5.2** The executive shall apply the tour claim in ESS subsequent to completion of tour and payment to Hotel for lodging charges on account of official tour / travel / training. The executive must ensure that the travel card swipe amount is reflected automatically in the tour claim prior to applying tour claim in ESS. In all cases of travel card utilization, the relevant tour claim must have automatically fetched swipe details and no manual entry should be entered without which the tour claim must not be submitted. In case travel card has been utilized and swipe details are not available automatically, executive should contact CCPM for resolution of issue.
- 5.3** In cases where travel card has been utilized, the executives should submit tour claim after completion of tour but not later than 15th of the next month in which the tour has been done.
- 5.4** In case the travel claim on account of transaction from the Corporate Travel Card is not settled by 15th of next month, the payment made through card will be automatically deducted from employee's salary. On consequent approval of travel card expenses by competent authority, the amount recovered in salary would be paid back to employee in next salary.
- 5.5** On completion of the trip, employee will raise travel claim and card swipe detail would reflect automatically in the trip based on the date range of the trip and duration of the card usage. Employee will fill travel claim as per existing process. Excess of amount paid through travel card if any, over executive's TA entitlement would be recovered in travel claim.
- 5.6** The employee has to upload the self attested scanned copy of the original invoice and retain the original. The bills should be preferably of the same financial year. However, the bills of previous financial year have to be kept till 30th June of the next financial year.
- 5.7** It is the Employees responsibility to review statements for accuracy as shown on the monthly statement from SBI Cards. Any discrepancy in the statement should be brought to the notice of the corporate card programme manager within 7 days of receipt of the statement.
- 5.8** In the event any establishment does not accept the credit card, employees can use any other means of payment and submit supporting documents of expense for reimbursement. It shall also be the responsibility of the employee to inform the corporate card programme manager in case of decline transaction on Corporate Travel Card.
- 6.0 GENERAL**
- 6.1** NTPC Ltd. has the discretion to cancel or suspend the card of an individual for any reasons as appropriate, for example, late submission of Travel claims etc.
- 6.2** Director (HR) shall be the Competent Authority for any Addition / Deletion / Amendment/ Cancellation of any of these rules.

SUMMARY OF ENTITLEMENTS ON TRANSFER IN VARIOUS CASES

<u>S.N.</u>	<u>Particulars</u>	<u>Journey Fare, Conveyance Charges, Daily Allowance & Journey Time</u>	<u>Baggage Allowance</u>	<u>Conveyance Transportation, Road Tax & Re-registration charges</u>	<u>Transfer Grant</u>	<u>Transfer Pay Advance</u>	<u>Joining Leave</u>
1.	<u>Normal Scenario:</u> Transfer from & to family station with shifting of family accommodation from the old place of posting to new place of posting.	Yes	Yes	Yes	Yes	Yes	Yes
2.	<u>Under Clause-9 of NTPC HRA Rules:</u> Employee in receipt of Special HRA / family accommodation in NTPC township, for keeping his family at a location other than the old or new place of posting on personal grounds.	Yes	Yes (limited to distance between old & new place of posting, subject to actuals)	Yes	No	Yes	Yes
3.	<u>Green-field projects / non-family station:</u>						
(i)	Employee transferred and posted to green-field projects / non-family station and shifts the family and household items from the current place of posting to any other location in India.	Yes	Yes	Yes	Yes	Yes	Yes
(ii)	Employee working in Green-field Project / Non-family Station on transfer to an established unit and on shifting the family from location where he has retained his family to his new place of posting, provided such shifting is done not later than six months from the date on which employee joins at his new place of posting.	Yes	Yes	Yes	Yes	Yes	Yes
(iii)	Employee working in a Green-field Project / Non-family Station and keeping his family at any other location in India, on subsequently shifting his family to his current place of posting after the township facilities are made available.	Yes	Yes	No	No	No	No

<u>S.N.</u>	<u>Particulars</u>	<u>Journey Fare, Conveyance Charges, Daily Allowance & Journey Time</u>	<u>Baggage Allowance</u>	<u>Conveyance Transportation, Road Tax & Re-registration charges</u>	<u>Transfer Grant</u>	<u>Transfer Pay Advance</u>	<u>Joining Leave</u>
4.	<p><u>Transfer to stations at less than 30 kms distance/within city:</u></p> <p>Transfer to stations which are at a distance of less than 30 kms from the old station and for transfers within the same city, provided a change of family accommodation is actually involved.</p>	Yes	Yes	Yes	Yes (limited to 25% of the eligible Transfer Grant)	Yes	No
5.	<p><u>Extension till end of academic session:</u></p> <p>Employee, provided with the extension for retention of family at the earlier place of posting on academic ground till the end of academic session, on shifting his family to the new place of posting after such retention period.</p>	Yes	Yes	No (if the vehicle already shifted at the time of transfer)	Yes	No	No (if already availed at the time of transfer)
6.	<p><u>Bachelor employees / Bachelor accommodation:</u></p>						
(i)	On transfer of bachelor employees who had been allotted family accommodation at the previous place of posting under special circumstances.	Yes	Yes	Yes	Yes (limited to 25% of the eligible Transfer Grant)	Yes	Yes
(ii)	On transfer of employees staying in unfurnished bachelor accommodation at the previous place of posting.	Yes	Yes (limited to only 25% of the eligible Baggage Allowance, subject to actuals)	Yes	No	Yes	Yes
(iii)	On transfer of employees staying in furnished bachelor accommodation at the previous place of posting.	Yes	No	Yes	No	Yes	Yes

<u>S.N.</u>	<u>Particulars</u>	<u>Journey Fare, Conveyance Charges, Daily Allowance & Journey Time</u>	<u>Baggage Allowance</u>	<u>Conveyance Transportation, Road Tax & Re-registration charges</u>	<u>Transfer Grant</u>	<u>Transfer Pay Advance</u>	<u>Joining Leave</u>
7.	<u>Request Transfers:</u> Request Transfers	Yes	No	No	No	Yes	No
8.	<u>Both husband and wife are NTPC Employees:</u>						
(i)	If both husband and wife working at the same headquarters, are transferred within six months to the same new headquarters.	Yes (to both of them)	Yes (to only one of them)	Yes (to both of them)	Yes (to only one of them)	Yes (to only one of them)	Yes (to both of them)
(ii)	If the transfer of one of the spouses in the above case takes place after six months of the other on administrative grounds, provided they both are availing/allotted the family accommodation.	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)
(iii)	If both husband and wife working at the different headquarters are transferred to the same headquarters or vice-versa, provided they both were availing/allotted the family accommodation.	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)	Yes (to both of them)
9.	<u>Fresh Appointment:</u>						
(i)	Entitlement on Fresh Appointment - Candidates residing in India.	Yes	Yes	No	No	No	No
(ii)	Entitlement on Fresh Appointment - Candidates residing outside India.	Yes (only Journey Fare)	No	No	No	No	No

<u>S.N.</u>	<u>Particulars</u>	<u>Journey Fare, Conveyance Charges, Daily Allowance & Journey Time</u>	<u>Baggage Allowance</u>	<u>Conveyance Transportation, Road Tax & Re-registration charges</u>	<u>Transfer Grant</u>	<u>Transfer Pay Advance</u>	<u>Joining Leave</u>
10.	<u>Superannuation / Death:</u>						
(i)	Entitlement on Retirement for proceeding to home town or any place in India where the employee intends to settle after retirement.	Yes	Yes	Yes	Yes	No	No
(ii)	Entitlement of family in case of death of an employee while in service.	Yes	Yes	Yes	Yes	No	No
(iii)	Superannuation TTA benefits that can be drawn by eligible employees up to 2 years in advance of their superannuation or within six months from the date of expiry of the period of retention of the quarter or within six months from the expiry of the period of permissible retention of the quarters in death cases.	Yes	Yes	<p>Drawn in advance cases - No (to be paid after superannuation)</p> <p>Other cases – Yes</p>	Yes	No	No
(iv)	In cases of transfers with two years or less service left, wherein superannuation TTA is being claimed in advance.	<p>Yes (restricted based on the distance from previous place of posting to the current place of posting or previous place of posting to the place of settlement (family retention), whichever is lower)</p>		No (to be paid after superannuation)	Yes	No	No
(v)	Entitlement of employee on superannuation in cases where Superannuation TTA benefits have been availed in advance.	Yes, only for self.	No	Yes	No	No	No