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JCT LIMITED

September 19, 2014

OFFICE CIRCULAR

This supersedes all previous office circulars/orders/amendments issued regarding the rules made in respect of –

- [A] DOMESTIC TRAVELLING ON COMPANY'S BUSINESS,
- [B] TRANSFER.

which are being revised as under:

A] TRAVELLING [DOMESTIC] ON COMPANY'S BUSINESS.

The Travelling Expenses Rules are being updated in order to make them user-friendly.

The simplified T.E. Rules, as illustrated below, will come into effect for all domestic business travels commencing from **1<sup>st</sup> October, 2014.**

Managerial Staff

1. A person shall be deemed to be on tour if he/she visits any place more than 30 km distant from the Corporation Municipal Limits of his/her headquarters/town. However, if a person visits an adjoining/satellite town which is less than 30 km from his/her headquarter e.g. Jalandhar, Ludhiana etc. from Phagwara/Hoshiarpur, shall also be considered on tour under these Rules.
2. For the purpose of these rules, an employee shall be deemed to be on tour from the date/time of his/her departure from his/her residence/office to the date/time of his/her arrival to his/her residence/office.
3. Hotel accommodation should only be booked where Company's staff house is not located or if no accommodation is available in such staff house.
4. The "Basic/Transit D.A." will be paid as shown in the attached Annexure for the total time spent on tour to take care of the portage, meals etc. during travel and laundry, personal drinks, tips etc. during stay in a hotel or Company's staff house.
5. Stay in Company's staff house will henceforth be free of charge and no deduction will be made from T.E. Bill towards staff house charges.

Since the stay in the Company's staff house will now be free and the other miscellaneous expenses are being taken care of by the Basic/Transit D.A. no separate D.A. will be payable for staying in Company's staff house.

6. The limits for stay in hotels have been revised and new limits, based on cadres, are being given in the Annexure. For stay in a hotel also no separate out-of-



pocket expenses will be allowed as the miscellaneous expenses will be taken care of by the Basic/Transit D.A. as mentioned in Clause-4 above.

7. In case accommodation in a hotel or Company's staff house is not available and the touring person makes his/her own stay arrangements, then he/she will be allowed Stay D.A. as given in the Annexure. These D.A. rates have been fixed by setting off the Basic/Transit D.A., since Basic/Transit D.A. is separately payable for the total touring time.
8. If an employee does not stay in Company's staff house, even when accommodation in staff house is available, and makes his/her own stay arrangements, then no D.A. shall be payable to him/her. However, Basic/Transit D.A. will be allowed to him/her as per his/her entitlement.
9. The Daily Allowance shall be calculated and paid as follows :
 

Less than 4 hours	Nil
4 to 12 hours	50%
Over 12 hours	100%
10. All the employees will undertake travel as per the mode/class of travel of their entitlement as per Annexure. Provided, however, wherever an overnight journey is conveniently considered possible, it will be encouraged that railway facilities should be availed instead of air, as far as possible.
11. Provided further executives in Middle Management Cadre while proceeding on business trip, where distance involved exceeds 500 kms; and where it is envisaged that there will be a reasonable time saving to travel by air, it may be permitted to undertake travel by air [economy].
12. Journey by car/taxi would be avoided by the Executives as far as possible for undertaking inter-city business travels. However, wherever more than one Executive travels to the same destination from a common place of posting, they should undertake travel together by hiring one taxi or using one car instead of incurring double expenditure.
13. The Executives in Middle Management & above cadres shall be entitled to actual [reasonable] taxi fare from office/residence to station/airport and from station/airport to the place of stay and return likewise, and in addition, they will also be entitled to actual local conveyance expenses incurred in carrying out the Company's business. Only the system generated taxi bills shall be accepted which should be obtained and attached with TE Bill. In the absence of originally system generated bill, the taxi charges shall be reimbursed as per taxi rate appearing on system.

However, where Company's vehicles are used / provided, no such expenses shall be allowed. Notwithstanding the said entitlement, Executives in Senior Management & above cadres may hire a full day taxi also, if the exigencies of work so require for which they will be reimbursed of actuals. However, the employees in Junior Management and below cadres shall be entitled to actual





auto-rickshaw fare, subject to reasonable limits. Further where the auto-rickshaws are not available the employee concerned can hire a taxi.

14. Full Taxi can be retained by Middle Management Cadre employees, especially in the Marketing Functions, with prior approval of the Functional Heads, if the exigencies of the work so require and when a number of places have to be visited and hiring of local taxi/public transport is not economical.
15. The Middle Management and above cadre of employees who are entitled to taxi fare for local communication may be provided with Company's car for travelling between station and the Mill/Plant on requisition. The other employees who are entitled for other mode of conveyance will make their own arrangement according to their entitlement.
16. When Officers use Company's vehicles/their own vehicles for proceeding on tour on Company's business, they will be entitled to reimbursement on the following basis :

1	V.P. and above	Rs.9.00 Per KM
2	Upto G. M.	Rs.8.00 Per KM

These rates shall be reviewed annually depending upon the prevailing prices of Diesel and Petrol.

Subordinate staff/peons/workers etc.

17. Further, where subordinate staff/peons or other employees, who are expected to carry sizeable packets or parcels, which may make auto-rickshaw, travel difficult the concerned Unit Head/General Manager may authorize travel by taxi in such circumstances.

However, please pay Rs.3000/- per month instead of Basic/Transit DA and Stay DA to Drivers/Cooks/Malies and sweepers who stay more than 21 days out of their headquarters where boarding and lodging are not being provided by the Company or Rs.2000/- per month be paid where boarding and lodging are being provided by the Company.

Sports

18. The expenses on boarding are reimbursed on actual basis on submission of receipts. However, the sportspersons while traveling for participation in competitions etc., sometimes are not able to submit receipts for their boarding expenses as they have to arrange for their food from outside the hotel at such a place where receipt is not available. Hence, if they do not produce the necessary receipts they may claim for their boarding expenses for all three meals in a day on the following basis :

<u>Place of Stay</u>	<u>Rs.per day</u>
Mumbai	300.00
Delhi/Kolkata	250.00
Chennai	250.00
Other places	200.00



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19. The travelling expenses bills of all the employees located at the units will be processed by the respective units where they are located. All the executives will be required to attach a tour report with his/her TE bill(s), which should be submitted within a week of his/her return, giving highlights of the work undertaken/accomplished during his/her visit.

[B] **TRANSFER**

On permanent transfer of an employee, in addition to the personal travelling expenses, he/she shall be entitled to railway fare for his/her spouse and his/her dependent children, as per these rules. He/She would also be entitled to charge Daily Allowance at full rate in respect of adult members of his/her family and at half rate for his/her children below the age of 12 years. The employee would also be entitled to reimbursement of actual charges necessarily incurred on packing, freight and insurance of his/her personal effects duly supported by relevant vouchers.

If an employee takes his/her personal car to the station to which he/she is posted, transportation expenses by rail will be borne by the Company in the same way as other personal effects. If the vehicle is driven to the new place of posting, the employee can claim reimbursement of expenses as though the vehicle was taken on tour over the feasible route to its destination.

When an employee is transferred from one station to another, he/she will be allowed a joining time of three days in addition to the time for the journey by the shortest route.



(ROHIT SERU)  
EXECUTIVE DIRECTOR

Encl: Annexure

Copy to:

- Accounts Department, New Delhi.
- All Units/Offices



DAILY ALLOWANCE & MODE/CLASS OF TRAVEL											ANNEXURE
Cadre	Level/Designation	Basis DA [Rs./day] or Transit DA	Hotel Tariff Incl. Taxes/ Surcharge etc. for Lodging only [Boarding, actual bills to be submitted]				If not staying in a Hotel or Co's Staff House [i.e. making own arrangement]				Mode/Class of Travel
			Metro Cities [Rs./day]	A-Class [Rs./day]	B-Class [Rs./day]	C-Class [Rs./day]	Metro Cities [Rs./day]	A-Class [Rs./day]	B-Class [Rs./day]	C-Class [Rs./day]	
TM	VP & above	300.00	4 Star Hotel				750.00	350.00	350.00	350.00	Rail 1st ACC or Air [Economy]
TM	GM/DGM	225.00	3 Star Hotel				600.00	275.00	275.00	275.00	Rail 1st ACC or Air [Economy]
SM	AGM/Sr.Manager/Manager	200.00	3,000.00	2,500.00	2,200.00	2,000.00	400.00	200.00	200.00	200.00	Rail 2nd ACC or Air [Economy]
MM	Dy.Manager/Asstt.Manager	175.00	2,200.00	2,000.00	1,800.00	1,500.00	300.00	150.00	150.00	150.00	Rail 3rd ACC or AC Chair Car or by Air subject to approval.
JM	Officer/Asstt.Officer/Assistant	150.00	1,800.00	1,500.00	1,250.00	1,000.00	150.00	100.00	100.00	100.00	Rail 3rd ACC or AC Chair Car
<b>Subordinate Staff &amp; other employees:</b>											
X	Jr.Asstt., Clerk, Daftary, Peon, Driver, Watchman, Worker	100.00	750.00	500.00	500.00	500.00	150.00	100.00	100.00	100.00	Rail 2nd Class or Sleeper
Classification of cities as per Appendix "A"											

*[Signature]*  
19/9/2014

# CLASSIFICATION OF CITIES

Appendix "A"

METRO	A-CLASS	B-CLASS	C-CLASS
	All Locations in India		All Cities not mentioned in Metro, A & B Class Cities
Bangalore	Agartala	Ahmadnagar	Alipurduar
Chennai	Agra	Ajmer	Balurghat
Delhi	Aizawl	Akola	Birpara
Kolkata	Ahmedabad	Alappuzha	Chaibasha
Mumbai	Allahabad	Aligarh	Coochbehar
	Ambala	Amindivi	Datonganj
	Amritsar	Amravati	Deoghar
	Aurangabad	Andaman Island	Dumka
	Bhopal	Asansol	Girdhi
	Bhubaneswar	Bareilly	Gumla
	Calicut	Barpeta	Hazaribagh
	Chandigarh	Belgaum	Islampur
	Coimbatore	Bellary	Jaigaon
	Darjeeling	Bhatinda	Jorethang
	Dehradun	Bhavnagar	Kharagour
	Dalhousie	Bhilwada	Koderma
	Dharamsala	Bhiwandi	Lohardaga
	Dibrugarh	Bikaner	Malda
	Dimapur	Bilaspur	Namchi
	Faridabad	Bokaro	Raigunj
	Gangtok	Bongaigaon	Rajpura
	Goa	Chandrapur	Raniganj
	Guwahati	Cochin	
	Gwalior	Cuttack	
	Hyderabad	Davanagere	
	Imphal	Dhanbad	
	Indore	Dharmanagar	
	Itanagar	Dhubri	
	Jabalpur	Dhule	
	Jaipur	Diphu	
	Jammu	Durgapur	
	Jamshedpur	Durg-Bhilainagar	
	Jodhpur	Erode	
	Jorhat	Firozabad	
	Kanpur	Ghaziabad	
	Kochi	Gaya	
	Kohima	Golaghat	
	Kolhapur	Gorakhpur	
	Kota	Gulbarga	
	Kozhikkode	Guntur	
	Lucknow	Gurgaon	
	Ludhiana	Haldwani	
	Madurai	Haridwar	



Massorie	Hissar	
Mohali	Hubli-Dharwad	
Mount Abu	Ichalkaranji	
Mysore	Jalandhar	
Naharlagun	Jalgaon	
Nainital	Jamnagar	
Nashik	Jhansi	
Navsari	Kakinada	
Panchmadi	Kannur	
Pashighat	Karnal	
Punchkula	Kokrajhar	
Pune	Kollam	
Ranchi	Kurnool	
Rourkela	Laccadive	
Shillong	Latur	
Shimla	Malegaon	
Silchar	Manali	
Srinagar	Mangalore	
Tawang	Meerut	
Thimpu (Bhutan)	Minicoy	
Tinsukia	Moradabad	
Trivandrum	N. Lakhimpur	
Tura	Nagaon	
Udaipur	Nagda	
Vadodara	Nalbari	
Vijayawada	Nanded-Waghala	
Visakhapatnam	Nagpur	
	Nellore	
	Nicobar Island	
	Nizamabad	
	Noida	
	Panipat	
	Pathankot	
	Patiala	
	Patna	
	Pondicherry	
	Raipur	
	Rajahmundry	
	Rajkot	
	Ratlam	
	Rohtak	
	Sagar	
	Saharanpur	
	Salem	
	Sangli	
	Sangrur	
	Siliguri	
	Sivasagar	
	Solapur	
	Surat	

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		Tezpur	
		Thanjavur	
		Thrissur	
		Tirunelveli	
		Tiruppur	
		Ujjain	
		Varanasi	
		Vellore	
		Warrangal	
Note:		1. Shimla, Dharamsala in A Class Cities and rest of Himachal in B Grade	
		2. Jammu & Srinagar in A Class Cities and rest of J&K in B Grade	

