

CIRCULAR

Sub: Revision of Travelling Allowance Rules

The Board of Directors in their 349th meeting held on 27/05/2024 has approved the Amendments to Travelling Allowance Rules, as per the details mentioned below:

1. The existing Rules Para 5.1.4.1 & 5.1.5.2 of NALCO Travelling Allowance Rules:

When an employee uses his own conveyance for official journeys, the expenses may be reimbursed at the following rates:

Type Vehicle	Rate/Km
By Car	Rs. 15/km
By Two Wheeler	Rs. 7/km

Further, provision of use of two wheeler (below 100CC) for outstation journey has been annulled.

2. The existing table of Para 5.1.7.1 of NALCO Travelling Allowance Rules is replaced by the following table:

Sl. No	Category	Accommodation charges subject to maximum of (Rs.)		Daily Allowance for food and incidentals (Rs.)	Composi te Daily Allowance (Rs.)
		Specified localities	Ordinary localities		
1	2	3	4	5	6
1	CMD, Directors	Actuals	Actuals	2000	3000
2	E9	Actuals	Actuals	1900	2850
3	E8	13900	80% of the rates/ amount for the correspondin g category in column(3)	1650	2475
4	E7 & E6	11000		1550	2325
5	E5 & E4	7800		1400	2100
6	E3 & E2	5900		1300	1950
7	E1 & E0 (GETs/MTs)	75% of serial nos.(6)		1100	1650
8	S5, T8, P8, M8, SG & SG-I	50% of serial nos.(6)		950	1425
9	S4,T7,P7,M7,S3,T6,P6, M6,S2,T5,P5,M5,S1,T4,	40% of serial nos.(6)		850	1275

	P4,M4, WSG & WSG-I				
10	W6,S0,T3,P3,M3,W5,T2 ,P2,M2,W4, T1, P1, M1, W3,T0, P0,M0 & SOTs	30% of serial nos.(6)		750	1125
11	W2,W1,JOTs,Trainee Assts., Trainee Steno, Trainee Workers, TOTs & SUPTs	15% of serial nos.(6)		600	900

3. Conveyance of Personal (Household) effects, Packing, Loading & Unloading:

- a. The existing table of Para 5.1.9.2 of NALCO Travelling Allowance Rules on Conveyance of personal (household) effects, is replaced by the following:

Category	Employee with or without Family
E5 & above	Maximum upto 24 MT under Premier Parcel Service Rate of Railways.
E0 to E4	Maximum upto 12 MT under Premier Parcel Service Rate of Railways.
S1/T4/P4/M4/WSG & above	Maximum upto 4000 kgs. by goods train
W3/T0/P0/M0 to W6/S0/T3/P3/M3	Maximum upto 3350 kgs. by goods train
W1/W2	Maximum upto 3350 kgs. by goods train

Note: Provisions in respect of "Employees without family" and Note (1) of existing Rules have been annulled.

- b. The existing Para 5.1.9.5 of NALCO Travelling Allowance Rules, is replaced by the following:

Grade	Packing charges including loading and unloading Charges (in Rs.)
E5 & above	24000/-
E2 to E4	18000/-
E0 to E1	14000/-
S1/T4/P4/M4/WSG and above	
W3/T0/P0/M0 to W6/S0/T3/P3/M3 & above	9000/-
W1/W2	6000/-

- c. However, total reimbursable amount shall remain limited to bill produced or sum of revised conveyance of personal (household) effects with allowance for packing, loading and unloading, whichever is lower.
4. The clause 5.1.9.3 of NALCO Travelling Allowance Rules has been modified reimbursement towards shifting of vehicle, for more than 100 Km on self-certification basis and will be regulated as under:

Vehicle Allowance				
Grades	Type of Vehicle (May be claimed only for one vehicle)	Amount (in Rs.) payable on self-certification basis		
		More than 100 to 200Km	More than 200 to 600Km	More than 600Km
E4 & above	04 Wheeler	5000	10000	15000
	02 Wheeler	2000	3000	4000
E0 to E3 and S1/T4/P4/M4/WSG & above	04 Wheeler	4000	8000	12000
	02 Wheeler	1600	2400	3200
W3/T0/P0/M0 to W6/S0/T3/P3/M3 and W1/W2	02 Wheeler	1400	2100	2800

Note: In case of separation, where no location change is involved employee/dependent will not be eligible for transfer of vehicle allowance.

5. Per Diem Allowance as admissible to different categories of employees, for foreign tour, under Business trips, Study tours & Seminars irrespective of countries to be visited is revised as under:

Sl. No.	Grade	Daily Allowance in US (\$)
1	CMD	550
2	Directors	500
3	EDs	450
4	E6 to E8	400
5	E0 to E5	350
6	Non-Executives	300

6. Further, following provision is being introduced as Para 5.1.9.6 of NALCO Travelling Allowance Rules:

In case of non-availability of Company Guest house, per-day Composite DA shall be paid (as per grade entitlement), subject to maximum of 07 days in case of new joinee and 03 day in case



of transfer. For such claim, employee / new joinee shall have to submit the claim on self-certification basis along with non-availability certificate of Guest House.

7. In case of lateral induction, new joinees shall continue to be not eligible for Settling-in-allowance and Transit leaves.

The above amendments come into force with immediate effect.

(Saroj Kumar Patra)
General Manager (H&A)

For necessary action:

- GGM(Systems) – For modification in online module.
- Administration of Corporate / S&P / M&R – with a request to develop at least 2 to 3 fully furnished 'B' type Quarters at all townships, in order to meet the requirement of accommodation towards Para 6 above.

Distribution (Through: E-mail):

- All Employees
- All EDs / GGMs

For kind information of:

- D(F) / D(C) / D(P) / D(P&T)&D(HR)l/c / CVO
- TS to CMD...for kind information of CMD.