

TA/DA Policy-Non Sales Staff								Date : Jan 1st 2019		
Bands & Capability Levels		EX HQ TRAVEL						Local Travel ( HQ TRAVEL)		
		Travel Mode	Travel Class	Ex-HQ (overnight Stay Journey only)				Local Conveyance (Any Travel Without Overnight Stay)		
				Lodging Expenses/Day- Upper limit (Towns A/B/C)	Food Expenses/Day	Lodging+Food Expenses if self managed	Local Conveyance	Mode of Travel*	Local DA+ TA - (Own Two Wheeler To Be Used)	Local DA+TA - (Without Own Two Wheeler)
Grade	Designation	Supportings Required		Supportings Required	-	No Supportings Required	-	Supportings Required	Log Sheet Required	-
E3	CEO	Air / Train / Car	Air - Economy Class/Train - AC 1,2 or 3 Tier / AC Car	Actuals	Actuals	1500	Actuals	AC/Non AC Car	Actuals	Actuals
E2	Jt.CEO/CFO/COO	Air / Train / Car	Air - Economy Class/Train - AC 1,2 or 3 Tier / AC Car	Actuals	Actuals	1500	Actuals	AC/Non AC Car	Actuals	Actuals
E1	GM	Air / Train / Car	Air - Economy Class/Train - AC 1,2 or 3 Tier / AC Car	Actuals	Actuals	1500	Actuals	AC/Non AC Car	Actuals	Actuals
SM3	GM/DGM	Air / Train / Car	Air - Economy Class/Train - AC 1,2 or 3 Tier / AC Car	5000/3500/3000	Actuals	1000	Actuals	AC/Non AC Car	Actuals	Actuals
SM2	AGM/VH	Train / Bus/ Car	Train - AC 2 or 3 Tier /AC Bus/ AC Car	4000/3500/3000	Actuals	1000	Actuals	AC/Non AC Car	Actuals	Actuals
SM1	Sr.Manager	Train / Bus/ Car	Train - AC 2 or 3 Tier /AC Bus/ AC Car	3200/2800/2000	Actuals	500	Actuals	AC/Non AC Car	Actuals	Actuals
M2	Manager	Train / Bus	Train - AC 3 Tier /AC Bus	2200/1700/1200	Actuals	300	Actuals	Train/Bus/Two Wheeler	Actuals	Actuals
M1	Manager/Dy.Manager	Train / Bus	Train - AC 3 Tier /AC Bus	2000/1500/1200	Rs.350/-	Not eligible	Actuals	Train/Bus/Two Wheeler	Actuals	Actuals
P3	Asst.Manager/Dy. Manager	Train /Bus	Train - AC 3 Tier /AC Bus	1500/1000/800	Rs. 275/-	Not Eligible	Actual (Maximum up to Rs.200/-)	Train/Bus/Two Wheeler	Rs. 125/-+ Rs.3.10 Per KM for maximum 50 KMS per day	Rs.125/- and Actual Travel with ticket
P2	Sr.Executive	Train / Bus	Sleeper Class / Non AC Bus	1300/850/700	Rs.260/-	Not Eligible	Actual (Maximum up to Rs.175/-)	Train/Bus/Two Wheeler	Rs.125/- + Rs.3.10 Per KM for maximum 50 KMS per day	Rs.125/- and Actual Travel with ticket
P1	Executive	Train / Bus		1050/800/650	Rs.220/-	Not Eligible	Actual (Maximum up to Rs.175/-)	Train/Bus/Two Wheeler	Rs. 110/- + Rs.3.10 Per KM for maximum 50 KMS per day	Rs.110/- and Actual Travel with ticket
S2/S1	Supervisor	Train / Bus	Sleeper Class / Non AC Bus	950/750/600	Rs.210/-	Not Eligible	Actual (Maximum up to Rs.150/-)	Train/Bus/Two Wheeler	Rs 110/- + Rs.3.10 Per KM for maximum 50 KMS per day	Rs.110/- and Actual Travel with ticket
F3/F2	Sr. Assistants/Assistants	Train / Bus		850/700/550	Rs.195/-	Not Eligible	Actual (Maximum up to Rs.120/-)	Train/Bus/Two Wheeler	Rs.95/- + Rs.3.10 Per KM for maximum 50 KMS per day	Rs.95/- and Actual Travel with ticket
F2	Trainees	Train / Bus	Sleeper Class / Non AC Bus	750/650/500	Rs.180/-	Not Eligible	Actual (Maximum up to Rs.120/-)	Train/Bus/Two Wheeler	Rs.95/- + Rs.3.10 Per KM for maximum 50 KMS per day	Rs.95/- and Actual Travel with ticket
F1	Peon/Helpers	Train / Bus	Sleeper Class / Non AC Bus	700/600/450	Rs.170/-	Not Eligible	Actual (Maximum up to Rs.100/-)	Train/Bus/Two Wheeler	Rs.75/-+ Rs.3.10 Per KM for maximum 50 KMS per day	Rs.75/- and Actual Travel with ticket

For the sake of simplicity, Two types of travel is being considered here - 1. Local or HQ travel which does not involve overnight stay 2. Ex HQ travel for any travel which involves overnight stay.

\*This mode of travel is applicable for local conveyance in EX-HQ also.

\*\* **A Class Towns**-Mumbai, Bangalore, Chennai, Kolkata, Delhi, Ahmedabad,Hyderabad, **B Class Towns**- Major cities like Coimbatore, Madurai, Salem,Hosur,Trivandrum,Kollam and other District Headquarters, **C Class Towns**-All other local places

1. For all actual claims supporting is required.
2. SM1 and SM2 level staff can travel by air with special prior approval by CEO.
3. For Ex-HQ travels in a part of day, full DA is payable for minimum 8 hours of travel, between 4 hours to 8 hours travel half DA is eligible, for travel below 4 hours no DA is payable.
4. If in a Ex-HQ travel (with overnight stay) company is providing the food employee can claim only one third of their eligible DA, if company is providing food partially the employee can claim half of the eligible DA.
5. For SM1 & above level staff can use own vehicle (Four Wheeler) for official travel. Rs. 10/- per KM shall be allowed as Conveyance Expenses.
6. For overnight journeys and short journeys, employees need to avoid air travel as far as possible

Bijoy M Francis  
Sd/-  
28-12-2018

Rajan.P  
Sd/-  
28-12-2018