

**BHARAT DYNAMICS LIMITED
KANCHANBAGH::HYDERABAD**

(Office of General Manager (Personnel & Administration))

Ref: BDL/04/51/11/C-P&A

Date: 01 Apr 2011.

PC No. 13/2011 dated 01 Apr 2011.

Sub: BDL Travelling Allowance Rules.

**Ref: 1. PC No. 16/95 dated 08 Aug 1995
2. PC No. 16/99 dated 23 Aug 1999.**

The existing BDL Travelling Allowance Rules issued vide PC No. 16/99 dated 23 Aug 1999 to the extent applicable to Executives below Board Level and Non-Executives have been revised.

2. These revised rules are given herewith as **Annexure –I**. Rules as applicable to Directors and CMD shall remain unchanged for the time being.

3. These revised rules, in supersession of all previous rules shall come into force with immediate effect in respect of Executives below Board Level and Non-Executives. The revised Travelling Allowance Rules in respect of Directors and CMD will be amended in due course separately.

(PPC AJAY KUMAR)
GENERAL MANAGER (P&A)

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**BHARAT DYNAMICS LIMITED
KANCHANBAGH::HYDERABAD**

BHARAT DYNAMICS EMPLOYEES TRAVELLING ALLOWANCE RULES 2011

**PART –I
General**

1. Aim

- 1.1 To lay down uniform rules and procedure relating to expenses incurred by the employees on official tours.

2. Title and applicability

- 2.1 These rules shall be called “Bharat Dynamics Employees Travelling Allowance Rules 2011.
- 2.2 These rules shall come into force for travel undertaken with effect from the date of issue of this circular and supersede earlier rules/instructions on the subject.

3 Scope

- 3.1 These Rules shall apply to
- 3.1.1 All the regular employees of the Company including Management Trainees and those under contract/agreement/deputation/foreign service unless the terms of their service otherwise provide separate Travelling Allowance Rules.
- 3.1.2 Candidates/employees called for appearing at test/interview conducted by the Company and
- 3.1.3 Any other person or class of persons to whom these rules are so extended by specific order of the Chairman and Managing Director.
- 3.2 Unless otherwise stipulated, these rules shall not apply to
- 3.2.1 Sports persons while travel on sports assignment;
- 3.2.2 Trade Apprentices under Apprentices Act, 1961
- 3.2.3 Casual/Contract labour; and
- 3.2.4 Part time employees.
- 3.3 Travelling Allowance shall be paid to an employee to cover the out-of-pocket expenses incurred while travelling on official duty and is not intended to be a source of profit.
- 3.4 In these rules, words importing masculine gender shall also include “feminine” gender and vice versa.

4. Definitions

“Board” means the Board of Directors of the Company.

“C & MD means Chairman and Managing Director of the Company.

“Company” means Bharat Dynamics Limited having its registered office at Kanchabagh, Hyderabad -500 058, Bhanut Unit, Medak District and Visakhapatnam Unit..

“Controlling Officer” means the officer nominated as such by C&MD in relation to an employee or class of employees. An officer may be declared to be his own Controlling Officer as decided by the CMD.

4.4.1 The following are the Controlling Officers for the purpose of these rules.

Controlling Officers

CMD Directors Executive Directors General Managers	} will be Controlling officers for self and employees working under them
Executives in Gr. VII & Gr. VI	will be controlling officers for executives and non-executives working under their supervision.
Gr. V	will be controlling officers for non-executives and executives in Gr. I & II
Gr. IV	will be controlling officers for non executives only.

“Family” means the employee’s spouse, children and step children, if any residing with and wholly dependent upon him/her. In respect of transfers, the family will also include dependent parents and not more than two brothers/sisters who are entirely dependent on the employee and living with the employee. For purposes of this rule, a child/parent/sister/brother shall be deemed to be dependent if his/her income from all sources shall not exceed Rs. 3000/- per month.

“Head Quarters” means the normal place of duty of an employee as may be fixed by the Company from time to time.

“Pay” means the basic pay of the employee and includes special pay, additional increments, personal pay, officiating pay, non practicing allowance, service weightage and deputation allowance. In the case of Government pensioners and retired employees re-employed in the Company, ‘pay’ for the purposes of these rules will be the gross pay fixed in the scale of pay of the post.

4.7.1 A stipend excluding DA and other allowances paid to a Management Trainee shall have the attribute of pay.

4.8 “Shortest Route” between two stations for the purpose of these rules, means the route that is normally used by the traveller by which he can most conveniently reach his destination by the ordinary modes of travelling.

4.9 “Transfer” means the movement of an employee from the Head Quarter Station/ from one Unit to another Unit at which he is posted to another station posted with sanction of Competent Authority, which involves a change of residence.

4.10 Competent Authority

4.10.1 All journeys on tour(including training courses and seminars) and transfers shall be approved by the Controlling Officer who will be the Competent Authority.

4.10.2 The Competent Authority may in special circumstances permit:

- 4.10.2.1 Travelling Allowance to be calculated by a route other than the shortest route, provided the journey is actually performed by such route, and the reasons therefore are recorded.
- 4.10.2.2 Travel by a class of accommodation higher than the normal entitlement, subject to the conditions specified in the sub-delegation of powers vide item at Sl No. 5 (C) (i).
- 4.10.2.3 Travel by air by officers below Category 'C' subject to the conditions specified in sub-delegation of powers vide item at Sl.No. 5(C) (i).

4.11 "Tour" means the visit of an employee to an outstation from the normal place of work on Company's duty and return, except visit to Bhanur Unit from Kanchanbagh and vice versa.

4.12 "Travelling Allowance" means the allowance granted as per these rules to the employee to meet expenses incurred by the employee on travel in connection with Company's work.

5. Classification of employees

5.1 For the purpose of these rules, the employees are classified into the following categories.

Category

- A CMD & Directors
- B Executives in Gr. IX & VIII
- C Executives in Gr VII & VI
- D Executives in Gr V & IV
- E Executives in GR III, II & I
- F Non Executives whose basic pay is Rs. 9785/- and above of 2007 pay scales
- G Non Executives whose basic pay is below Rs. 9785/- of 2007 pay scales

PART-II

TRAVELLING ALLOWANCE

6. Eligibility

6.1 An employee will subject to the approval of the Controlling Officer, be eligible for the following payments in respect of the journeys on tour.

- 6.1.1 Travel expenses incurred on journeys by Air, Rail, Sea and/or Road as in Rule -7.
- 6.1.2 Daily allowance and/or reimbursement of boarding, lodging and other expenses during journey and at the temporary duty station as in Rule-8.
- 6.1.3 Reimbursement of conveyance charges incurred as in Rule 7.2.

6.2 An employee shall be eligible for travelling allowance if journeys duly approved are undertaken for the following purposes.

- 6.2.1 Tour
- 6.2.2 To appear in departmental examination, interview selection tests conducted by the Company.
- 6.2.3 Recall from the leave subject to relevant rules.
- 6.2.4 Transfer

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- 6.2.5 Participation in training programmes/seminars/conference/workshops.
- 6.2.6 Appearing in court of law, departmental/vigilance enquiry.
- 6.2.7 Superannuation/Retirement.
- 6.2.8 Voluntary retirement or discharge/termination on medical grounds subject to the relevant rules.
- 6.2.9 Appear for interview/test for appointment in the Company.
- 6.2.10 To receive national/state and/or Company's award or any other award duly approved by Chairman & MD.
- 6.2.11 Medical examination and/or treatment subject to the relevant rules.

7 Entitlement and Mode of Travel

- 7.1 Entitlement of employees in different categories as classified in Rule 5, for modes of travel for performing official duties will be as follows:

Category	Entitled Class of Accommodation
B&C	Economy class by Air or AC 1 st class by Train.
D&E	Travel by Train AC 2 nd sleeper. Executives in Gr.IV and V are permitted to travel by air by low cost air lines/low cost fares /apex fares only, such as Spicejet, Indigo, Jetlite etc., Air fare will be restricted to 200% of maximum train fare of AC 2 tier(other than fares of Rajdhani Express). Air Travel will not be permitted for inland training and seminars.
F	Travel by 1 st class or AC Chair car or AC 3-tier.
G	Travel by 2 nd class sleeper.
7.1.1	Journey should be performed by the shortest route.
7.1.2	An employee is required to travel by the entitled class of accommodation. If an employee travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.
7.1.3	Charges for reservation of seats/berths including telegram charges levied by the railway are reimbursable. In addition to the fares, service charges levied by the railways in respect of travel by super fast trains will also be reimbursable.
7.1.4	Service charges, if any paid to 'travel agents' will be reimbursed on production of vouchers subject to a maximum of Rs. 30/- for each journey.
7.1.5	For official journeys cancelled in Company's interest, cancellation and reservation charges are reimbursable and are to be claimed in the normal TA Bill Form.

7.2 Travel by Road

- 7.2.1 When an employee travels by road between places connected by rail, the reimbursement will be limited to the actual fare paid or train fare for the entitled class of accommodation by the shortest route, whichever is less.

Where the place is not connected by rail, the reimbursement shall be regulated as below:

Category	Mode	Fare
B	Taxi	Actual Taxi fare (Indigo, Esteem or equivalent AC car) or actuals whichever is less.
C	Taxi	Actual Taxi fare (AC Indica, Ambassador, or equivalent) or actuals whichever is less.
D&E	Auto/Taxi	At the rate declared by Government of AP presently being Rs. 8/- per km or actuals whichever is less. This will get revised as and when there is a change in rates by Government.
F&G	-----	Rs. 2/- per km or actuals whichever is less irrespective of type of bus.

- 7.2.2 Local Conveyance charges at outstation duty and journey starting from residence to boarding point and back from boarding point to residence shall be regulated as under:

Category	Mode	Fare
B	Taxi	Actual Taxi fare (Indigo, Esteem or equivalent AC car) or actuals whichever is less.
C	Taxi	Actual Taxi fare (AC Indica, Ambassador, or equivalent) or actuals whichever is less.
D		Actuals subject to a maximum Rs. 400/- per day.
E		Actuals subject to a maximum Rs. 300/- per day.
F		Actuals subject to a maximum Rs. 250/- per day.
G		Actuals subject to a maximum Rs. 200/- per day.

- 7.2.3 In cases where the above journeys are undertaken by the employees in their own conveyance, reimbursement will be made at the rate of Rs. 8/- per km for car (Gr. III and above), Rs. 3/- per km for scooter/motor cycle (WG:4 and above) and Rs.2/- per km for Moped (WG:1 and above).

- 7.2.4 When two or more employees travel in a conveyance belonging to one of them, the owner may draw travelling allowance as per rules as if travelled alone and the other employee(s) can claim daily allowance as per rules.

7.3 Journey by Sea

Category	Entitlement by Steamer/Ship
B	Highest class
C,D &E	If there are only two classes, the higher class. If there are more than two classes, the middle or the second class.
F&G	If there are only two classes, the lower class. If there are more than two classes, the third class.

- 7.3.1 When an employee travels by road, with the prior approval of the controlling officer, between places connected by Steamer, the reimbursement will be limited to the actual fare paid or train fare for the entitled class of accommodation by the shortest route whichever is less.

8 **Daily Allowance**

8.1 Daily allowance will be paid to an employee to cover the expenses incurred on tour (for the period the employee actually away from Head Quarters and spent on official purpose).

8.1.1 Employees on tour will be entitled to daily allowance at the following rates:

Category	A1 or A Class cities Rs.	B or other Cities Rs.
B	600	450
C	575	425
D	550	400
E	500	350
F	375	325
G	350	300

Note: DA will be calculated reckoning local journey one hour before actual departure time and one hour after actual arrival time in respect of journeys other than by Air. In case of travel by Air, 2 hours before actual departure time and one hour after actual arrival time is considered.

8.1.2 **Composite DA:** An employee on tour shall have option to claim composite DA in case he/she does not stay in a hotel and makes his/her own arrangements, he/she would be eligible for DA at twice the rate as indicated in Rule 8.1.1 above depending on the place of visit. Production of vouchers towards boarding and lodging charges is not necessary in such cases. The composite rate covers boarding and lodging expenses. Local conveyance to be paid extra as per para 7.2.2.

8.1.3 When an employee is provided with free accommodation and boarding, he will be entitled to only 1/4th of daily allowance as applicable depending on the place of visit. Where accommodation alone is provided free, the daily allowance will be as per Rule 8.1.1.

8.1.4 Full daily allowance will be granted for each completed period of 24 hours absence reckoned from the time of departure from the Head Quarters/Unit to the time of return. The time of departure/arrival in the case of travel by air/rail will be the scheduled time and in the case of travel by road the actual time.

8.1.5 The daily allowance will be admissible at the following rates for fraction of 24 hours.

i)	less than 12 hours	-	50%
ii)	12 hours and above	-	full

8.1.6 In respect of training programmes exceeding 90 days, the employees will be eligible for outstation allowance @1/3rd of DA for all days in addition to transfer benefits as per Rule 10.

8.1.7 When the seminar/course etc., is a residential one and the fee paid by the Company provides for free Boarding and lodging, daily allowance will be admissible @1/4th of the normal rate. When lodging only is provided, daily allowance will be admissible as per Rule 8.1.1 above.

- 8.1.8 An employee availing of leave on tour will not be entitled to daily allowance for the leave period. In the case of leave in excess of 6 days availed for reasons other than sickness, while on tour, travelling allowance will not be admissible for the return journey to Head quarters. Where the employee after availing leave proceeds to another place of temporary duty, he can be paid travelling allowance for the movements to the other place and for the return journey to Head quarters from that place.

8.2 Reimbursement of Lodging Charges

- 8.2.1 If executives/employees stay in Hotels/Guest House, the charges will be limited as follows:

Category	A1 or A Class cities Rs.	B or other Cities Rs.
B	4500	3000
C	3750	2625
D	3000	1875
E	2250	1350
F	1100	900
G	1100	900

Note: Taxes and Service charges would be paid extra.

- 8.2.2 The entitlement on stay in hotels should be restricted to single room accommodation only, if available and to a single occupancy in other classes.
- 8.2.3 Reimbursement of lodging charges in excess of per diem ceiling prescribed in TA/DA Rules requires the approval of CMD and/or D(F)/D(T)/D(P) for the employees working under them.
- 8.2.4 The ceiling in respect of lodging charges are fixed based on the existing tariffs of different categories of hotels and C&MD may revise the same considering the changes in hotel tariff from time to time.
- 8.2.5 Wherever concession is given to PSUs the same should be availed.

8.3 TA/DA admissible to Sportsmen

- 8.3.1 Sportsmen representing BDL team(s) will be eligible for TA/DA as per Circular No. BDL/04/51/011/C-P&A dated 23 Jul 2007.
Amendment PC No.23/2007 dated 07-12-2007- In addition to allowance payable to players representing BDL team. A payment of Rs 500 per day of cricket match for the entire team towards incidental expenses (Food, energy supplements and other emergency expenses)for outside as well as local cricket matches

9. Fax / E-mail/Telephone/Mobile Phone charges

- 9.1 Expenditure on Fax/ E-mail/Telephone/Mobile phone charges etc., for official work incurred while on tour will be reimbursed on approval of the Competent Authority subject to production of vouchers. The claim for such charges should contain the details such as Telephone/Fax No, name of the party called, station and date etc.

PART – III

TRAVEL ON TRANSFER

10 Journey on Transfer

10.1. On transfer, an employee and members of his/her family as defined in the rules will, subject to the approval of the Controlling Officer, be eligible for payment of (i) Travel expenses (ii) daily allowance for the journey time (iii) transfer grant (iv) packing allowance and (v) freight charges for the transportation of personal effects/conveyance.

10.2. Travel expenses

- 10.2.1 The eligible class of accommodation for travel on transfer in respect of employees and the members of their families will be the same as on tour etc., as specified in para 7.
- 10.2.2 Member or members of the employee’s family who join(s) the employee at the new Head quarter from a station other than the old Head quarters or proceed(s) from old Head quarters to station other than the new Head Quarter will also be entitled to travelling allowance subject to the condition that it does not exceed the TA admissible had the family proceeded from the old to the new Head Quarters station.

10.3 Daily Allowance:

10.3.1 An employee will be entitled to one daily allowance for himself/herself and each adult member of his/her family for every 24 hours of journey time. Members of the family below the age of 12 years will be allowed half daily allowance. The rate of daily allowance will be as per Rule 8.1.1 as applicable for Other cities. For journey period of less than 24 hours, the DA will be admissible as follows:

- | | | | |
|-----|------------------------|---|------|
| i) | not exceeding 12 hours | - | 50% |
| ii) | 12 hours and above | - | full |

Note: Member or members of employees family who follow(s) him/her within six months from the date of his/her permanent transfer or precedes him/her by not more than one month will be treated as accompanying him/her. The time limit in respect of family members following the employee may be extended by the Competent Authority in individual cases on account of special circumstances upto a further limit of six months.

10.4 **Transfer Grant:** An employee will be entitled to a lump sum composite transfer grant equivalent to one month’s basic pay (in the revised scale of 2007) to cover the expenditure incurred on breaking and setting up of the establishment . The above transfer grant includes conveyance for the employee and his/her family members from residence to Railway station/Airport etc., at the old Head Quarters and from Railway Station/Air port etc., to the residence at the new Head quarters.

10.5 Transportation of Personal Effects

10.5.1 An employee on transfer will be entitled to claim the actual cost of carriage of personal effects by goods train upto to the following limits.

Category	Maximum to be carried by goods train
B	Full four wheeler wagon or 6000 kgs by goods train or one double container.
C&D	Full four wheeler wagon or 6000 kgs by goods train or one single container.
E	3000 Kgs.
F	1500 Kgs
G	1000 kgs.

- Note: 1. Category B,C & D employees engaging a full four wheeler wagon in goods train may be reimbursed the actual cost charged by the railways irrespective of the weight carried.
2. Where Category B, C & D employees avail of the facility of container service by the railways (available for transfer of goods from consigner's godown to consignee's godown) reimbursement of such charges may be limited to the amount chargeable for 6000 kgs by the goods train.

10.5.2 If the personal effects as above are carried by passenger train/road between places connected by rail, the payment will be limited to the amount which would have been admissible had the maximum entitlement of personal effects been carried by goods train. Employees in Category D and above will be entitled to transport their personal effects in a full eight wheeler passenger fit wagon sent by goods/coaching train like VPU, VK etc.,

10.5.3 Employees in Category D and above when they carry their personal effects by road instead of by train between the two points connected by rail will be reimbursed the actual expenditure incurred subject to a ceiling of one and half times the maximum amount admissible under Rule 10.5.1.

10.5.4 If the personal effects are carried by road between the places not connected by rail, the actual cost of transportation will be reimbursed limited to the amount that would be notionally admissible for such transportation between the places connected by rail.

10.5.5 For transportation of personal effects from the residence to goods yard/railway road transport booking office and vice versa the actual cost of carriage will be admissible subject to a ceiling of Rs. 1.00 per quintal per km.

10.5.6 The provisions of Rule 10.2.2 will also be applicable to carriage of personal effects subject to the condition that the cost of transportation does not exceed the entitlement for carriage of the admissible baggage from the old to the new Head Quarters directly.

10.5.7 In addition to the cost of transportation of personal effects as in Rule 10.5.1 above, an employee will also be entitled to the cost of transportation by rail/road of his car/motor cycle/scooter/moped, if he was owning the same at the old head quarters. The charges (including packing and forwarding when carried by goods train) will be limited to the freight charges by passenger train.

Category	Entitlement
B , C &D	Motor car/Motor Cycle/Scooter
E&F	Scooter/Motor Cycle/Moped
G	Moped

10.5.8 In cases where the conveyance is transported by its own power, reimbursement will be made as per the rates specified in Rule 7.2.3 to cover the expenses on transportation of the conveyance and such members of the family including the employee as may travel by that conveyance. The payment however will be limited to the freight charges for conveyance by passenger train and the railway fare by entitled class of accommodation for the employee/family members who travel by conveyance. The Daily Allowance for the period of journey will be admissible in addition as for rail journey by the shortest route.

10.5.9 Octroi duty, Entry tax, Terminal tax and insurance charges for transportation of personal effects will be paid on production of receipts.

10.5.10 Where both husband and wife are employees of the company working at the same head quarters and are transferred within six months to the same new station, only one of them shall be entitled to transfer grant and packing allowance and freight charges for transportation of personal effects.

10.5.11 In respect of transfer from KBC to BG and vice versa, the employees will have an option to claim lump sum amount to cover packing allowance, DA, Travel expenses and freight charges for transportation of personal effects including personal conveyance, in addition to the transfer grant as per Rule 10.4 the eligible lump sum amount including transfer grant are indicated below:

Category	Entitlement
B & C	One last drawn basic + Rs. 5,250/-
D&E	One last drawn basic + Rs. 4500/-
F	One last drawn basic + Rs. 3750/-
G	One last drawn basic + Rs. 3000/-

10.5.12 In respect of transfer from KBC/BG to Vizag and vice versa, the employee will have option to claim lumpsum amount to cover all expenses as at 10.5.11 at the rates given at para 15.2

10.6 Joining Time

10.6.1 **On transfer in the interest of the Company:** an employee who is transferred from one division to another or from one unit/office of a division to another unit of that division will be entitled to joining time as indicated below:

- a) Not more than one day is allowed to an employee to join a new post when appointment to such post does not necessarily involve a change of residence from one station to another. A holiday counts as a day for the purpose of this rule.
- b) If the transfer of an employee involves a transfer from one station to another, six days are allowed for preparation and in addition a period to cover the actual journey calculated as follows:
 - i) One day for every 500 kms of rail journey through the shortest route or any longer time actually occupied in the journey.
 - ii) One day for every 150 kms of road journey or any longest time actually occupied in the journey.

- iii) Actual time occupied in the journey if the journey is performed by air.
- iv) A day is also allowed for any fractional portion of any distance mentioned above.
- v) Travel by road not exceeding 8 kms to and from a railway station at the beginning or at the end of journey will not count for the purpose of calculation of this rule.
- vi) A holiday/Sunday does not count as a day for the purpose of calculation of the number of days admissible under this rule.
- vii) The authority sanctioning the transfer may in special circumstances, reduce the period of joining time admissible under this rule.

10.6.2 Joining time in two spells: the joining time admissible under Rule 10.7.1 may also be availed of in two spells if an employee so desires in the following manner.

- i) If the transferred employee does not move his family and /or his/her personal effects to the new station immediately on transfer he/she may initially avail of only the time allowed for the journey as per rules to move the station to which he is transferred. This would be first spell of joining time.
- ii) If the employee wishes to bring his/her family and/or personal effects to the new station later he/she may be permitted to do so by availing second spell of joining time , which if utilized should not exceed six days.
- iii) The second spell of the joining time should be availed within six months or such extended period as might be sanctioned by the Competent Authority.

10.6.3 On mutual transfer and on transfer at employee request:

In case an employee is transferred at his/her own request or in respect of mutual transfer of employees from one station to other, no transfer TA and/or joining time is admissible to them. However, if any employee working in a particular unit for a continuous period of three years or more is transferred to another unit of the company at his /her own request, transfer TA and joining time will be allowed. For this purpose continuous service means uninterrupted service includes service which interrupted by leave, lay off, strike or lock out or cessation of work not due to any fault of the employee but does not include period of unauthorized absence, leave without pay, pre employment training and apprenticeship.

PART IV

TRAVEL FOR ATTENDING SEMINARS/WORKSHOPS/CONFERENCES ETC

11 TA/DA for outstation Programme

- 11.1 Employees sponsored by the company to attend outstation programmes shall be treated as on official tour and accordingly TA,DA and other expenses will be regulated.
- 11.2 If any employee receive any travel expenses or daily allowance from a professional body/institution for attending such programme he shall refund the amount to the company.
- 11.3 Conveyance charges for local programmes: When any programme is organized locally and the employee is sponsored by the company, local conveyance charges shall be admissible as mentioned in these rules.

PART –V

LOCAL TRAVEL AND TRAVEL TO BG FROM KBC AND VICE VERSA

12 Local travel

- 12.1 An employee authorized to undertake travel locally on official work is entitled to reimbursement of conveyance charges as under:

12.1.1 Local conveyance charges at Permanent Head quarter

Category	Mode	Fare
B&C	Taxi	Actuals. Executives in Gr.IX may engage AC-Indigo, Esteem car or equivalent.
	Auto	Actuals
D&E	Auto/Taxi	at the rate declared by Government of AP presently being Rs. 8/- per km or actuals whichever is less.
F&G	----	Fifty percent of Auto fares or actuals whichever is less.

- 12.1.2 In cases where the above journeys are undertaken by the employees in their own conveyance, reimbursement will be made at the rate of RS. 8/- per km for Car (Gr. III and above), Rs. 3/- per km for scooter/motor cycle (WG:4 and above) and Rs. 2/- per km for Moped (WG:1 and above).

- 12.1.3 When two or more employees travel in a conveyance belonging to one of them the owner may draw travelling allowance as per rules as if travelled alone.

12.2 Visit to Bhanur Unit from Kanchanbagh or vice versa:

12.2.1 Conveyance and incidentals

By public transport (to and fro)	Rs. 200/-*
By own two wheeler (to and fro)	Rs. 350/-*
By own car (to and fro)	Rs. 800/-*

* With specific prior approval in writing from the Divisional Head to travel by his own vehicle when no Company transport could be provided.

Employees who own the conveyance and drawing conveyance allowance only are eligible to use own conveyance allowance for commuting between Bhanur and Kanchanbagh complex and vice versa with the prior approval of the Head of the Division.

PART VI

FOREIGN TRAVEL EXPENSES ON FOREIGN TOUR

13. Foreign Travel Expenses

13.1 Employees travelling on tour to Foreign Countries will travel by Air. Air tickets must be purchased in India in advance for both onward and return journey including any inland air travel within the Foreign Country. Whenever excursion tickets are available, the official should avail such excursion tickets.

13.2 Daily allowance on Foreign tour: The scale of DA in foreign exchange approved by Competent Authority from time to time will apply to the Company officers deputed abroad. The conditions governing the release of foreign exchange laid down by RBI should be followed by the employees.

13.2.1 The Daily allowance for travel abroad will be calculated on the basis of actual time spent outside India on duty excluding journey time.

13.2.2 For the purpose of payment of Daily allowance, the Countries to be visited are classified into the following three Groups:

- i) **Group 'A' Countries**
Saudi Arabia, Japan, Kuwait and Nigeria
- ii) **Group 'B' Countries**
UAE, Abu Dhabi, Qatar, Oman, Bahrain, Western Hemisphere (including West Indies), UK, Continent of Europe, Iran, Algeria and Israel.
- iii) **Group 'C' Countries**
Other Countries

13.2.3 The per diem Daily Allowance admissible to employees when they visit different groups of Countries will be as under:

Category	Group of Countries/Rates (in US \$)		
	Group A	Group B	Group C
B	450	400	350
C	425	375	325
D	350	325	275
E, F & G	300	275	250

13.2.4 The payment of daily allowance is subject to the following conditions:

- i) In case vouchers are produced in support of accommodation charges, these will be admitted subject to a maximum of 35% of the per diem rates, besides the entitlement of 65% towards expenses on food, tips, VAT service charges, local travel and incidental expenses.
- ii) In cases where the employees do not produce vouchers in support of the accommodation charges, their claims will be limited to 80% of the per diem rate.
- iii) In cases where the employees are provided free lodging alone, their claims will be limited to 65% of the per diem rate.
- iv) In cases where the employees provided free boarding and lodging, their claims will be limited to 30% of the per diem rate. In addition, they will also allowed actual expenses incurred on hire of cars, railway fare or airfare while travelling from one place of stay to another.

13.2.5 Daily Allowance for training abroad: the daily allowance admissible when employees are deputed for training, which includes all types of trainings(including trainings at manufacturers works)/ seminars/conferences, etc., abroad will be as under:

Upto 15 days	:	US\$ 250 per day
16 to 30 days	:	US\$ 225 per day
31 to 180 days	:	US\$ 200 per day
Above 180 days	:	US\$ 2500 per month

13.2.6 The following conditions will be applicable for payment of Daily Allowance in the above cases.

- i) Where the training authorities do not provide the trainee with any DA, pocket money, scholarship or other cash assistance, the employee will be entitled to the amounts mentioned in Rule 13.2.5.
- ii) Where the training authorities provide any cash assistance by way of pocket money etc., the entitlement computed above will be reduced by the monetary benefit so received.
- iii) Where the employee is treated as guest, the entitlement will be limited to miscellaneous expenses not exceeding US \$ 50 per day.

13.3 Employees who proceed abroad on temporary duty/training are entitled to avail leave not exceeding the actual period of temporary duty abroad or 15 days whichever is less, with the approval of CMD. If they avail leave in excess of this quantum, they will not be entitled for Daily Allowance or any other concession during the period of such leave. In determining the period of temporary duty abroad for this purpose the transit time between India and destination abroad and halts if any enroute are to be excluded.

13.4 CMD and Directors are entitled for reimbursement of “entertainment expenditure” upto US \$ 1000/- per trip on business tour, on production of vouchers.

PART VII

TRAVEL FOR APPEARING IN COURT OF LAW, DEPARTMENTAL /VIGILANCE ENQUIRY

14. Grant of TA/DA to appear in Court of law, Departmental/Vigilance Enquiry

14.1 Employee required to appear in court of law for Company's work or Departmental/Vigilance enquiry shall be treated as official tour and TA/DA will be admissible accordingly.

14.1.1 Any amount received from the Court for attendance towards travel expenses, boarding and lodging charges shall be refunded to the company.

14.2 TA/DA to accused employees for attending departmental/vigilance enquiry at a place other than employee's Head quarters will be paid as per the entitlement.

14.2.1 No TA/DA will be allowed if such enquiry is held at an outstation on the request of the employee.

14.3 In other cases, TA/DA as on official tour may be allowed for attending such enquiries.

14.4 In respect of employees on suspension, TA/DA as on official tour from the Head quarters to place of enquiry or from the places at which he has been permitted to reside during suspension to the place of enquiry whichever is less admissible to the employee accordingly to the category to which he/she belongs to prior to his/her suspension may be allowed.

PART -IX

TRANSFER TA ON SUPERANNUATION /RETIREMENT /DEATH OF AN EMPLOYEE

15. Transfer TA on superannuation/Retirement, journey of family in the event of death of an employee.

15.1 On retirement, an employee and members of his/her family will be entitled to claim the following as applicable for joining on transfer vide Rule 10.

- i) Travel expenses
- ii) Daily allowance for journey time
- iii) Transfer grant
- iv) Freight charges for transportation of personal effects/conveyance(Vehicle)

15.1.1 The above TA will be allowed from the last duty station of the employee to the selected place of residence anywhere in India where he/she or his/her family wishes to settle down permanently.

15.1.2 In the case of an employee whose domicile is elsewhere than in India or who intends to settle permanently outside India after retirement, the concession will be admissible upto the railway station nearest to the port of his embarkation. In the case of such an employee who travels by air, the concession of travelling allowance by road/rail will be admissible upto the air port for himself/herself and members of his/her family and upto the airport of dispatch for his/her personal effects.

- 15.1.3 The above concession will also be admissible to the family members of an employee who dies while in service at the scales applicable to the employee on the date of his/her death.
- 15.1.4 The concession will also be admissible in case of voluntary retirement/termination on medical grounds subject to the provisions of the relevant rules/schemes.
- 15.1.5 The journeys in the above cases should be performed within one year from the date of superannuation /retirement/death of the employee.
- 15.2 Alternatively, the employees may prefer to claim lump sum amount as indicated below in lieu of benefits under Rule 15.1.

Category	Amount
B&C	One last drawn basic pay + Rs. 15000/-
D&E	One last drawn basic pay + Rs. 12,000/-
F	One last drawn basic pay + Rs. 9000/-
G	One last drawn basic pay + Rs. 6000/-

PART –X

TRAVEL FOR APPEARING FOR INTERVIEW/APPOINTMENT IN THE COMPANY

16. Travel expenses for attending Interview/test for appointment in the Company

- 16.1 Candidates called for interview/test for posts in the Company are entitled to travel expenses for both to and fro journey by shortest route as per the provisions of R&P Rules.
- 16.2 An employee when called by the Company for interview/test shall be entitled to travel expenses as of tour and the period of absence from Head Quarters shall be treated as on duty.

17 Travelling expenses for joining duty on fresh appointment

- 17.1 Persons joining duty on fresh appointment in BDL from Central/State Govt/Public Sector Undertakings will be paid travelling expenses, daily allowance for journey time for self and members of their family and cost of transportation of personal effects, transportation of car/scooter/motor cycle/moped/bicycle as admissible under these rules, in the case of transfer according to the grade and pay offered in BDL. Air travel will be permitted to those who will be joining in Gr. VIII and above.

Note: Member or members of employee's family who follow(s) him/her within 6 months from the date of his/her joining in BDL will be treated as accompanying him/her. The time limit in respect of family members following the employee may be extended by the Competent Authority in individual cases upto a further period of six months or completion of present academic year whichever is earlier.

PART –XI

ADVANCE FOR TRAVELLING

- 18 Advance for travelling and daily allowance including lodging charges
- 18.1 An employee proceeding on tour may be granted an advance to meet travelling and other expenses. No advance shall be granted unless the previous advance outstanding against the employee is cleared by him.
- 18.2 When an advance is granted to an employee and the outward journey has not commenced within 30 days of drawal of the advance, the advance should be refunded by the employee in full immediately. If it is not done the amount should be recovered from the following month's salary with interest at the current bank rate for overdraft.

PART –XII

PROCEDURAL INSTRUCTIONS

19. General instructions

Travelling allowance is admissible for moves authorized in connection with the bonafide work of the Company. All moves including outstation duties on Sundays and/or holidays wherever necessary, will be authorized by the appropriate Controlling Officer.

Where a journey on duty is cancelled due to official reasons, cancellation charges including reservation charges, if any on unused air/rail tickets will be reimbursed, provided it is certified by the Competent Authority that the journey was cancelled due to official reasons.

The entitlement for TA/DA on tour/transfer of an employee (and family members in the case of transfer) shall be decided based on category of the employee at the time of commencement of his/her outward journey from the Head Quarters.

For local journeys undertaken by an employee with the approval of Competent Authority on Company duty within Head quarters/stations, mileage allowance as in Rule -7 will be admissible.

Reimbursement of expenditure on tour is not a source of profit. Any suppression of material facts or misinterpretation of facts or making false claim(s) shall be treated as misconduct and necessary disciplinary action will be taken in such cases as provided under the Standing Orders/BDL CDA Rules.

19 Duties of employees

- 20.1 An employee shall apply for travel advance in the prescribed form for official tour/transfer.
- 20.2 An employee shall refund the unspent balance of advance, if any, immediately on return from tour or on completion of journey but not later than 15 days. However, in case where journey itself is cancelled, the advance taken should be refunded forthwith.

- 20.3 The forms should be filled in completely to avoid any delay in passing by the Controlling Officer and Finance Department.
- 20.4 Employees are required to submit their expense claim for the trips undertaken by them within 15 days from the date of return journey, in the prescribed form. If expense claim is not rendered accordingly, the entire advance will be recovered from the following month's salary with interest at current bank rate for over draft. Where the stay at outstation exceeds three months, monthly interim expense claims must be submitted and final expense claim on completion of the deputation.
- 20.5 While rendering the TA/DA claims, copies of air/rail/bus tickets should be enclosed. In the case of air travel boarding passes shall also be submitted along with the claim.

PART –XIII

21 Amendments and Interpretation

- 21.1 CMD/D(F)/D(T)/D(P) is the Competent Authority to authorize TA/DA in relaxation of these rules under special circumstances.
- 21.2 In case of any doubt in regard to interpretation of any of the provisions of these rules, the matter will be referred to the Chairman & Managing Director whose decision shall be final.
- 21.3 The Company reserves the right to modify, cancel or amend all or any of the provisions in these rules without previous notice and give effect to such modifications, cancellations or amendments from the date of issue or any other date.

**BHARAT DYNAMICS LIMITED
KANCHANBAGH::HYDERABAD**

(Office of General Manager (Personnel & Administration))

Ref: BDL/04/51/11/C-P&A

Date: 22 Nov 2010.

PC No. 35/2010 dated 22 Nov 2010.

**Sub:- Entitlement of Travel by 1st Class/AC-3 Tier in Train under
TA/DA Rules.**

Consequent to revision of Wage Structure in respect of the employees in non-executives cadre notified vide PC No.14/2010 dated 24 Jul 2010, it has been decided that the employees drawing basic pay of Rs.9785/- PM and above in 2007 scale of pay, will be eligible for travel by 1st Class/AC-3 Tier in Train under TA/DA Rules.

This will come into force with effect from 01 Nov 2010. However, past claims of TA/DA already settled will not be re-opened.

**(PPC AJAY KUMAR)
GENERAL MANAGER (P&A)**

**STANDARD DISTRIBUTION
HINDI VERSION FOLLOWS**