

# Travelling Allowance Rules of COAL INDIA LIMITED

- 1.1 These rules shall be called Coal India Travelling Allowance Rules, 2008 & will supersede Coal India Travelling Allowance Rules, 1983 and all subsequent amendments.
- 1.2 These Rules shall come into force in respect of journeys commencing on or after 3<sup>rd</sup> January, 2008
- 1.3 Unless otherwise specified these rules shall be applicable to all employees of Coal India (both executive and non-executive) including all employees in its Subsidiary Companies and offices and trainees, probationers and apprentices (other than those engaged under the Apprentices Act 1961) as well as to Board level executives as per terms & conditions of their appointment.
- 1.4 These Rules shall also apply to employees under contract or agreement with Coal India/its subsidiaries or on deputation to the extent not otherwise specified in the contract or agreement or terms of deputation.
- 2.0 The Company reserves the right to modify, cancel or amend all or any of these rules or any supplementary rules or a part of a rule or supplementary rule issued in connection with these rules without previous notice of its intention.
- 3.0 The power to interpret these rules is reserved with the Director(P&IR) and/or Chairman, CIL and his/their interpretation will be final.
- 4.0 Unless there be anything repugnant in the subject or context, the following terms in these rules are used in the sense herein explained :
- a)'Competent Authority' means the Board of Directors of Coal India or any authority to which the power is delegated.
- b)'Company' means Coal India Limited including Subsidiary Companies and Offices of Coal India Limited.
- c)'Employee' means any person appointed to any service or post in connection with the affairs of the Company and shall include all persons of erstwhile colliery companies now under the management of the Company but excludes a casual employee.
- d)'Family' includes the employee's husband or wife (one), residing with and wholly dependent upon him/her. Employee's children (including step children and legally adopted children) are also included in the term "Family" i.e., unmarried son upto the age of 25 years or till he starts earning, whichever is earlier, student but unmarried son and unmarried & unemployed daughter. Married daughter(s) only in case divorced, abandoned or separated from the husband and financially dependent on and residing with the employee will also be included.
- (i)The spouse will be treated as dependent for the purpose of these rules irrespective of his/her official status as an employee elsewhere. This will be subject to submission of a declaration by the concerned employee as well as spouse that he/she(spouse) is not availing this facility/claiming reimbursement from his/her employer to avoid double claim for an individual and a certificate from his/her employer to this effect.
- (ii) However, till such time the company's special facility of housing/HRA 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 employee" will not be essential for such employees as are allowed to retain their family under the provision of such special facility.
- (iii) Step children include the children of the spouse from a previous marriage, where the same was dissolved due to legal divorce or death of the other party to such marriage.

e) 'Pay' means the amount drawn monthly by an employee as :

(i) Basic pay in the grade applicable to the post held by him.

(ii) Deputation pay, personal pay, special pay, non-practicing allowance and any other emoluments which may be classified as pay by the Company for the purpose of TA Rules. In respect of retired re-employed persons, the pay will be the last pay drawn at the time of retirement.

(iii) In case of a 'trainee' in receipt of stipend only, the stipend will be treated as pay.

5.0 Travelling allowance is meant to cover out of pocket expenses normally incurred on traveling on Company's duty or on retirement/cessation of re-employment (to the extent admissible as specified in the rule) and is not intended to be a source of profit, on the whole.

6.0 Duty journeys are of two kinds:

(A) Journeys on temporary duties (tour); and

(B) Journeys on transfer.

**PART-A TEMPORARY DUTY (TOUR)**

**7.0 Headquarters on Tour**

7.1 Headquarters of an employee in his station of posting will be the office where he normally performs his duty. If he holds more than one charge in more than one location in the station of posting the office where he holds the principal charge will be his headquarters. Travelling on official duty within a radius of 8 kms. from headquarters will not be treated as temporary duty (tour).

7.2 On tour at every outstation, there will be a notional temporary headquarter, which will be the place of temporary residence of the employee located at the out station. For journeys at such outstation from temporary headquarters, journey allowance will be paid as per Rule 10.2 and the note thereunder.

8.1 Normally all journeys on duty should be performed by rail or steamer, and by road where the places are not connected by rail or steamer. Journeys on duty between places connected by rail or steamer may, however, be performed by road by non-executive cadre employees below A-1 Grade with the specific approval of the competent authority. All Executive cadre employees and non-executive cadre employees of A-1 Grade may perform journeys on duty by road at their discretion.

8.2 Executive cadre employees drawing a pay of Rs.19900/- p.m. in E-5 grade and above may perform journeys on duty by air at their discretion.

However, all executives while on tour, travelling from Mohanbari (Dibrugarh) or Guwahati to Kolkata and Kolkata to Mohanbari (Dibrugarh) or Guwahati, would be entitled to travel by air.

NOTE : In cases of Executives who are not entitled to travel by air in accordance with above clause, if journey is performed by air to the places for which Rajdhani Express/Satabdi Express is available, the TA claim will be admissible to the extent of entitled class total fare of Rajdhani/Satabdi Express (including reservation/supplementary/ development charges etc., as applicable from time to time) and for places which are not connected by the Rajdhani/ Satabdi Express, to the extent of entitled class total Railway fare of Mail/Express train (including reservation /supplementary / development charges etc., as applicable from time to time)

**9.0 Class of Accommodation**

The class of rail or steamer accommodation to which an employee is entitled shall be as follows:

Employees	Rail	Sea/River
(a) Executives drawing pay Rs.19900/- p.m. in E-5 grade & above	AC 1st class	Highest class
(b) Executives other than (a) as above and non-executive cadre employees drawing pay of 5850/- & above p.m	1st Class/2 <sup>nd</sup> class AC 2 tier sleeper	If there be only two classes on the steamer, the higher class and if there be more than two classes, middle or 2 <sup>nd</sup> class.
(c) Non-executive cadre employees Drawing pay less than Rs.5850/- p.m.	Sleeper Class (non-A.C)	If there be only two classes on the steamer, the lower class, in other cases the lowest class.

**10.0** Travelling Allowance on tour is admissible as under:

**10.1 Fare**

**10.1.1 By Rail or Steamer :** Single fare by the shortest route of the class of accommodation to which the employee is entitled plus the charges incurred for reservation of accommodation including sleeping accommodation as well as Tatkal reservation/E-ticketing charges and travel agent's charges. If, however, he travels in a lower class, the actual fare of the lower class and reservation charges as above.

**Note:**

(a) When any employee is compelled by circumstances to travel by a higher class than to which he is entitled, he may be allowed the fare thereof under the order of the Competent Authority.

(b) The term 'Shortest route' has the normal meaning attached to it, viz. "The route by which the destination could be reached earliest by the ordinary modes of traveling." It is within the powers of the competent authority to permit an employee to travel by other than the shortest route in the interest of the Company's work.

(c) For reimbursement of the Tatkal reservation charges, the concerned employee will be required to submit photocopy of the railway ticket, as a proof.

(d) E-ticketing charges and Agency charges paid to travel agent for booking of ticket subject to the monetary limit as may be prescribed from time to time shall also be reimbursable on production of vouchers. The current monetary limit for reimbursement of agency charges for booking of rail ticket shall be Rs.20/- per ticket for each journey.

**10.1.2 By Road :** When an officer uses :

(i) Own car he will be entitled to highest journey allowance under clause 10.2.1

(ii) Own Motor Cycle/Scooter/Moped he will be entitled to lowest journey allowance under clause 10.2.1.

(iii) A taxi- where approved, he will be entitled to actual fare subject to the limit of journey allowance rate of (i) above.

**Note :** An employee traveling by road in a stage carriage (e.g. a bus) will be paid the fare for a single seat there on and not the journey allowance.

**10.1.3 Journey by Air :** the employee (Rule 8.2) will be entitled to actual air fare subject to the conditions mentioned below :

When air services provide two classes of travel, viz. Ordinary and executive class, an employee holding a post in Schedule-A and B grade shall be entitled to travel by Executive Class.

**10.2 Journey Allowance (from Headquarter/ Temporary Headquarter as well as within the locality of Headquarters)**

**10.2.1 When the distance between the two places is more than 32 km.**

Except where free transport is provided by the Company, an employee not using his own car or motor cycle/scooter/moped or stage carriage may draw journey allowance at the rates shown below:

**Non-executives**

Employees drawing pay of Rs8999/- & above per month Rs.5.00 p/km.

Employees drawing pay of **Rs.5850/-** & above but less than Rs.8999/- p.m. Rs.2.75 p/km.

Employees drawing pay below Rs.5850/- p.m. Rs.1.50 p/km

Executives in E1 to E3 grade/trainee Rs.5.00 p/km

Executives in E4 grade & above Rs.6.70 p/km

**Note :** It is clarified that where the two places are connected by rail, the reimbursement of actual would be limited to what the employee would have drawn, as per entitlement had he traveled by train.

**10.2.2 When the distance between the two places is 32 kilometers or less :-**

The amount reimbursable shall be the actual fare by stage carriage (e.g. a bus) in case of executive cadre employees drawing pay less than Rs.9674/- per month and non-executive cadre employees drawing pay less than Rs.8294/- per month and in cases of other executive/non-executive cadre employees the actual fare by taxi or auto-rickshaws, etc. provided that the journey is performed by Taxi/Auto Rickshaw etc.

**Note :** Executive cadre employees drawing pay of Rs.8600/- p.m. and non-executive cadre employees drawing pay Rs.7824/- per month and above will be entitled to travel by the upper class in a stage carriage where more than one class is provided. They will be entitled to travel by deluxe buses also.

10.2.3 Company vehicles (light vehicle only) used for private journey of the employees or his family will be charged at Rs.5/- per kilometer or as notified by CIL/subsidiary companies from time to time with the approval of Director (P&IR) and/or Chairman, CIL for CIL and of respective CMD for subsidiary companies.

10.2.4 If an employee on outstation tour is provided with free transport he shall be entitled to claim the daily allowance as per a journey on tour.

**10.2.5 Reimbursement of local traveling expenses (RLTE) to employees for attending duties on Sundays/Holidays or during odd hours on working days:**

Reimbursement at the rate specified in Rule 10.2.1/10.2.2 from residence to place of duty and back, will be allowed subject to following conditions:

- a) No such reimbursement will be allowed if Over Time Allowance has been paid or compensatory leave is allowed for duties performed.
- b) Odd hours for this purpose will be reckoned from 8-00 p.m. to 8-00 a.m.
- c) Where the journey by train is involved, reimbursement of Taxi/Auto fare or stage carriage charges will be limited to connecting distances between place of duty/place of residence and Railway station besides the Railway fare as per entitled class.
- d) Employees who are in receipt of Conveyance Allowance/Conveyance reimbursement will not be entitled to any other RLTE.

**11.0 Daily Allowance :** Subject to the provisions of Rule 10.2.4 & 11.2.0 daily allowance for the period of absence from headquarters shall be paid to an employee, at the rates specified in Rule 11.3.

11.1.1 Daily allowance is a uniform allowance for each 24 hour of absence from headquarters or part thereof intended to cover all ordinary daily expenses incurred by an employee in consequence of such absence.

11.1.2 Period of absence from headquarters shall be reckoned from the time an employee actually leaves his headquarters to the time he actually returns to his Headquarters.

11.1.3 For all journeys by road/rail/air/steamer the period of absence begins when the employee actually leaves the Residence/office for Bus Stand/Railway Station/Air Port/Steamer station etc. and ends when he arrives at his residence/office, as the case may be. Where, however, the whole journey is by company's or own conveyance the actual time of departure from office or residence as stated by the officer and accepted by the Controlling Officer shall be taken for the purpose.

11.1.4 Daily allowance shall not be admissible during casual leave or any other types of leave availed of during tour. It will be admissible on Sundays and Holidays during halt on duty at outstation provided the employee certifies to the satisfaction of the Controlling Officer that he actually resided at the outstation on Sunday/Holiday.

**11.2.0 Regulation of Daily Allowance.**

11.2.1 Full daily allowance will be admissible for each completed period of absence of 24 hours to be reckoned from the time when an employee leaves headquarters.

11.2.2 Subject to the provision in the note below this rule, for any period in excess of the period referred to in 11.2.1 or for journey which involves an absence from Headquarters of less than 24 hours, daily allowance will be regulated as follows

- (i) If the period of absence or the period in excess of completed 24 hours is 12 hours or less (provided it is more than 3 hours) – Half Daily Allowance
- (ii) If the period exceeds 12 hours but does not exceed 24 hours – Full Daily Allowance.

**Note :**

(i) When an employee travels on duty from his headquarters to an outstation and returns to his headquarters within a period of 24 hours, he will not be entitled to any Daily Allowance unless his period of absence from headquarters is more than 6 hours.

(ii) The rate of daily allowance during entire tour period including journey period will be same as the rate applicable for stay in hotel/guest house or stay in own arrangement as the case may be. However, in case of stay in guest house/hotel where boarding and lodging is provided free, then concerned employee will be eligible for 1/3<sup>rd</sup> of D.A. which will be for the period of stay at temporary headquarter and in such case the D.A. for journey period will be payable at full rate as applicable.

(iii) When an employee returns to headquarter on the same day without staying either at guest house or hotel, the tour will be considered as tour in own arrangement and accordingly the rate of D.A. as applicable for "stay in own arrangement" will be applicable in such cases.

11.2.3 When an employee is treated as a guest of the Company or of Govt. or any other organization the daily allowance shall be granted at the following rates:

- (i) When board only is provided free 75% of DA
- (ii) When lodging only is provided free 75% of DA
- (iii) When board and lodging are provided free 1/3<sup>rd</sup> of DA

11.2.4 Daily allowance for halt at any one place will be admissible as under :

- (i) For halt upto 30 days Full DA
- (ii) For halt beyond 30 days & upto 180 days- 1/2 DA
- (iii) For halt beyond 180 days Nil

**11.3.0 Rate of Daily Allowance:**

11.3.1 The rates of daily allowance for all localities will be as under :

Pay range (Executives)	Stay in Hotel	Stay in Guest house	Stay in Own arrangement
Upto 10750/-	250/-	370/-	450/-
10751-16000/-	330/-	450/-	550/-
16001-19900/-	400/-	520/-	600/-
19901/- & above	450/-	570/-	650/-
<b>(Non-Executives)</b>			
Upto 5896/-	200/-	240/-	275/-
5897/- to 6558/--	225/-	265/-	325/-
6559/- & above	250/-	310/-	400/-

**11.4.0 For stay in Hotels**

11.4.1 The employees will be entitled to actual charges for lodging (bed & breakfast), on production of receipt and subject to the limits as follows :

**A. Executive cadre employees :**

Grade	Specified localities	Other localities
E1 to E3	3 Star hotel or actual limited to 700/- per day	3 Star hotel or actual limited to 600/- per day
E-4 to M-1	4 Star hotel or actual limited to 950/- per day	4 Star hotel or actual limited to 850/- per day
M-2	4 Star hotel or actual limited to 1100/- per day	4 Star hotel or actual limited to 950/- per day
M-3 & above (below Board level)	Actuals (standard room in five star hotel except suite)	Actuals (standard room in five star hotel except suite) or actual limited to Rs.1100/- per day
Directors/CMDs	Actuals	Actuals

## B. Non-executive cadre employees

<u>Pay range</u>	<u>Specified localities</u>	<u>Other localities</u>
Below Rs.6558/-	Rs.400/- or actuals whichever is lower.	Rs.350/- or actuals whichever is lower.
Rs.6558/- & above	Rs.500/- or actuals, whichever is lower.	Rs.450/- or actuals, whichever is lower.

**NOTE:**

- i. The ceiling on hotel charges would be exclusive of the levies, taxes etc.
- ii. In case of stay at Company's Guest House and tie-up hotel, actual lodging charges shall be admissible.
- iii. When the spouse of an employee/executive accompany him/her while he/she is on tour, and the accommodation is hired for lodging of the employee as well as his/her spouse, the actual accommodation charges may be reimbursed in full, without making any proportionate reduction, subject to the ceiling limits as prescribed. However, it would be obligatory on the part of the employee/executive concerned to clearly indicate the name(s) of the spouse who has shared the accommodation with him/her.

11.4.2 For the purpose of above rule the following places shall be treated as specified localities.

Asansol/All State Capitals/Bhadravati/Bhilai/ Bilaspur/Bokaro Steel City/Burnpur/Delhi/New Delhi/Dhanbad Durgapur/ Howrah Municipality/Jamshedpur/Margherita /Nagpur/Ranchi/ Rourkela/ Sanctoria/Singrauli/ Sambalpur.

11.4.3 The executive and non-executive cadre employees who stay in hotels will be paid applicable daily allowance for food & incidentals at full rates mentioned in Rule 11.3.1

**Note :** Employees will avail accommodation in hotel only when accommodation in the Company's Guest House/Transit Flats is not available. A certificate regarding the non-availability of accommodation should be issued by the Officer-in-charge of the Guest House/Transit Flats, when hotel accommodation is availed by any employee, so that proper financial control is exercised while passing the hotel bills.

**11.5.0 Some Special Circumstances.**

11.5.1 **Where only actual fare but no daily allowance shall be admissible:** Subject to such restriction as may be imposed by the Competent Authority the actual fare but no daily allowance shall be admissible to an employee in the following cases :

- (a) Journey to appear for a medical examination under the orders of the 'Competent Authority'.
- (b) Journey within a radius of 8 km. from the headquarters.

11.5.2 **Where both TA/DA shall be admissible:** The journey undertaken by an employee to appear before a departmental examination/interview/selection test under orders of Competent Authority be treated as journey on temporary duties (tours).

**12.0 Reimbursement of Taxi and Other Transport Expenses:-**

- (i) The reimbursement of hire charges for taxies would be allowed for road journeys from residence to bus stop railway station or the air-port, as the case may be, and from bus stop, railway station or the air-port to residence or temporary head quarters as the case may be at the rate specified in Rule 10.2.1/10.2.2.
- (ii) An employee entitled to travel by taxi would also be entitled to use Company's transport for official journeys from the place of temporary residence and back subject to availability of Company's transport.

**PART B**

**13.0 Journey on Transfer**

13.1.1 An employee travelling by rail or road or steamer or air on transfer will be eligible for traveling allowance as indicated below :

**Note-I** : Transfer TA will be admissible only in cases where a change of station on transfer is involved. A transfer from Raniganj Coalfields to Jharia Coalfields and vis-versa will be treated as a change of station. A transfer within the Jharia/Ranjiganj Coalfields from one colliery to another will not be treated as a change of station

**Note-II** : In cases where both husband and wife who are company employees are transferred at the same time or within six months of his/her transfer from one and the same old station to one and the same new station, transfer travelling allowance will not be admissible to both of them as independent company employees. Either of them may claim transfer T.A., other being treated as a member of his/her family on furnishing the following certificate :

“Certified that my wife/husband who is employed in the company and who has been transferred from ..... to ..... within six months of my transfer has not already claimed any Transfer T.A. in consequence of his/her transfer.”

13.1.2 One rail or steamer fare or air fare for self and one for wife for the class of accommodation actually paid for limited to the fare of the class of accommodation in the mode of conveyance to which the employee is entitled (when on tour) from the old to the new station plus one rail or steamer or air fare (according to entitlement of the employee) for which dependent child over 12 year age and half fare for each dependent child whose age is between 3 and 12 year (in case of air fare for a child, the actual fare will be reimbursed as in case of the employee who is entitled to air travel).

**Note** : If additional travel is actually undertaken by the employee (not the family) with prior approval in shifting the family and/or personal effects, two extra tickets by the entitled mode of class of travel for onward and return journey between the old and new Headquarters or actual.

13.1.3 **By road** : Two road mileages at the rate to which the employee is entitled vide Rule 10.2 for self plus one additional mileage for each member of his family in respect of road journeys between places which are not connected by rail.

13.1.4 Where on transfer an employee has to travel by road and then by rail, the TA of the two portions will be calculated as under 13.1.2 and 13.1.3 above separately and added up.

**13.2.0 Conveyance of Personal Effects**

13.2.1 An employee on transfer is also entitled to reimbursement of actual expenses incurred on transportation of personal effects from the old to new station, limited to the cost of carriage, by goods train, of the personal effects upto the maximum indicated below :

Pay Range :	
(i) In case of executives, drawing pay of Rs.16667 & above and in case of non-executives, drawing pay of 9234/- & above.	Full wagon or two containers by railway container service.
(ii) In case of executives, drawing pay of Rs.9674/- & above and in case of non-executives, drawing pay of 6684/- & above but less than Rs.9234/-.	Full wagon
(iii) Executive cadre employees drawing pay of Rs.8600/- and above but less than Rs.9674/- and non-executive cadre employees drawing pay of Rs.5850/- and above but less than Rs.6684/- p.m.	2500 kg.
(iv) Non-executive cadre employees drawing pay of Rs.5850/- or less	1250 Kg.

13.2.2 If the household effects are transported by truck, the actual expenditure for such transportation will be reimbursed subject to production of receipt from an established road transport agency. The reasonableness of the rate charged will have to be proved to the satisfaction of the Controlling Officer and reimbursement would be in conformity with the rates charged by the reputed transport agencies.

- 13.2.3 In addition, actual cost of packing, loading and unloading of the household effects will be reimbursable subject to a maximum of Half month's pay.
- 13.2.4 For transportation of own motor car/motor cycle/scooter/moped/cycle from the old station to the new station the following charges will be reimbursable:

(i) If by goods train	The actual cost of packing and freight.
(ii) If by passenger train	The actual freight.
(iii) If by road	Actual cost of transportation limited to passenger train freight.

Reimbursement of such transportation charge shall be allowed for only one vehicle at the choice of individual.

**Note :** Charges for transportation of personal effect from residence to railway station and vice-versa shall also be admissible at the rate of Rs.10/- per 40 kg. per km. by the shortest route.

- 13.3.1 An employee on transfer from one station to another station unless otherwise stated in the transfer order shall be eligible to receive:

Transfer Grant	Equivalent to 1/3 <sup>rd</sup> of one month's pay (Basic plus deputation/personal /dearness/special pay & NPA) irrespective of whether such transfer involves shifting of establishment.
Settling-in-allowance	Equivalent to 2/3 <sup>rd</sup> of one month's pay (Basic plus deputation/personal /dearness/special pay & NPA) provided the transfer involves shifting of establishment by a distance of more than 32 Kms.

**Note :-**

(i) In cases where both husband and wife are company's employees posted at same place/nearby places and maintaining one establishment, if one is transferred to another station, such employee would be eligible for transfer grant equivalent to 1/3<sup>rd</sup> of one month's pay. Further, after shifting of establishment, any one of them shall be eligible for settling-in allowance.

(ii) In case of employees who have been provided with company's accommodation, shifting of establishment means shifting of household belongings to the new place of posting/residence after vacating the old accommodation provided by the company.

(iii) For the purpose of transfer TA including settling in allowance and transfer grant, the pay on the date of release of the transferee from the old station is to be taken into account.

- 13.4 JETs/MTs who are required to move from one place to another during the course of training shall be eligible only for single traveling fare plus transport of luggage upto 250 kgs. and shall not be entitled to other transfer benefits. However, those departmental candidates who have been selected as JETs/MTs and move from one unit to another will be entitled to transfer benefits only once when they shift their establishment.

**PART-C ON CESSATION OF EMPLOYMENT**

- 14.0 Retirement on Superannuation or on Cessation of Employment of the Re-employed Officer.** Subject to such restrictions as may be imposed by 'Competent Authority', an executive cadre employee on his retirement or on cessation of employment in cases of re-employed officer, may be granted actual fare of the class to which his pay entitles him (Rule9) for himself and his family proceeding to his home town or the place where he intends to settle. He will also be reimbursed the actual expenditure incurred on transporting his personal effects as in Rule 13.2.

**Note :** Grant of TA on retirement or superannuation or on cessation of re-employment under Rule 14 may be regulated subject to inter-alia the following conditions:



- (i) TA under Rule 14 should be availed of within six months of the final retirement or on cessation of re-employment. It will not be admissible to executives who resign or who may be dismissed or removed from service.
- (ii) TA on retirement or on cessation of re-employment will be admissible by the shortest route to the **executive's** home town in India, as declared by him for the purpose of leave travel concession, or to the new place of settlement, whichever is less.
- (iii) Chairman, CIL/CMDs of subsidiaries or any other officer duly authorized by him, at his discretion may extend further six months and on being satisfied as to the reason for mobility of the concerned retired executive to move to the place of settlement within six months.

**Note :** Executives retiring on superannuation, or re-employed officer on cessation of employment shall be eligible to draw for meeting the travelling expenditure, an amount equivalent to 80% of the fare of the class to which the superannuated/re-employed executive was entitled to before superannuation/cessation of employment for himself and his family to his home town or the place where he intends to settle whichever is nearer to the place of last posting, No advance for transportation of personal effects is payable. The actual expenditure incurred on transporting the personal effect is reimbursable in accordance with the rules.

**PART-D MISCELLANEOUS :**

**15.0 Admissibility of TA/DA to retired employees for attending Court Cases.**

The retired employees who are to attend court cases on account of prosecutions instituted against them, by certain statutory bodies/institutions, in respect of matters of which they are statutorily responsible in the day to day discharge of their official duties shall be eligible for payment of TA/DA at the scale and rates to which they were entitled, as per the provisions of the TA Rules, at the time of their retirement, subject to the approval of the CMD concerned of the Company.

**16.0 Admissibility of TA/DA to retired employees against whom departmental proceedings were instituted while they were in service such proceedings are continuing after the retirement.**

Traveling allowance will be allowed to such employees as on tour by the shortest route for the journey in connection with the enquiry from his 'home town' or from the place where he has settled after his retirement to the place of enquiry and back. If at the time of receipt of summons, the retired employee is at a place different from his home town or place of residence, the traveling allowance should be restricted to the shorter of the two journeys between that place to the place of enquiry and home town or place of residence to the place of enquiry.

TA shall be regulated in accordance with the pay of the post held by the retired employees immediately prior to his retirement.

No advance of TA should be paid in connection with such journeys.

No DA will be admissible for such journeys and halts.

**17.0 Grant of TA to the family members of executives in the event of their death while in service.**

In the event of death of an executive while in service, TA shall be admissible to the family members of the said executive from the last headquarters of the executive to his home town or to the place where the family members intend to settle down in India on the following conditions :

- (a) Train fare: Actual fare of the class of accommodation to which the deceased employee was himself entitled for each member of the family, but not exceeding the fare for AC 2-tier class Railway accommodation or the fare of the class of accommodation actually travelled, whichever is less.

(b) Transportation of Personal Effects : Actual expenses incurred on transporting the personal effects as in Rule 13.2. The TA should be availed of by the family members within six months of the death of the employee. The TA will be admissible by the shortest route, from the last headquarters of the employee to his home town in India as declared in his service book/service record or to the new place of settlement of the family members, whichever is less.

**18.0** When an employee is sponsored for training/seminar/conference etc. by the Company for a period of not more than 120 days, he will be entitled to TA and DA as below :

<b>(a) Traveling Expenses</b>	Actual journey fare limited to entitled class in the Rail.
<b>(b) Daily Allowance</b>	
(i) First 60 days -	Full Daily Allowance
(ii) Beyond 60 days and upto 120 days -	Half of the full Daily Allowance

Note: Chairman, CIL and CMD of the subsidiary companies are authorized to approve, in exceptional circumstances in the interest of the company, air travel for training, seminar, conference etc. after duly recording the reasons in writing.

In case of the residential training where boarding and lodging expenses are not payable by the participant, he will be entitled to 1/3<sup>rd</sup> of full or half daily allowance, as the case may be.

**NOTE:** In case an employee, sponsored for training/seminar/conferences etc., travels by air, instead of Rail, the TA claim will be admissible to the extent of entitled class total fare of Rajdhani/Satabdi Express provided the place is connected by such train and for places which are not connected by the Rajdhani/Satabdi Express, to the extent of entitled class total Railway fare of Mail/Express train.

**19.0 Admissibility of TA/DA to a retired employee for attending departmental enquiry.**

The retired employee who is called to attend departmental enquiry as a witness in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA at the scale and rates to which he was entitled to as per the provisions of the TA Rules at the time of his retirement subject to the approval of the *Functional Director* concerned of the Company. Traveling Allowance will be allowed preferably by train, if available, by the shortest route from his home town or from the place where he has settled after retirement to the place of enquiry and back.

**20.0 Admissibility of TA/DA to a retired employee called to attend investigations conducted by CBI/Police authorities.**

The retired employee who is called to attend investigations conducted by C.B.I./Police authorities in respect of matters which had come to his knowledge in the discharge of his official duties shall be eligible for payment of TA/DA at the scale and rates to which he was entitled to as per the provisions of the TA rules at the time of his retirement, provided he is called for the same by the Management.

Travelling allowance will be allowed preferably by train, if available, by the shortest route from his home town or from the place where he had settled after retirement to the place of investigations and back.

**21.0 Admissibility of TA/DA to ex-officers appointed as Enquiry Officer or Presenting Officer/Management Representative:**

Travelling Allowance will be allowed to such executives as on tour by the shortest route for the journeys in connection with the enquiry from their home town or from the place where they have settled after their retirement to the place of enquiry and back. Payment of TA and DA shall be regulated in accordance with the pay of the post held by the ex-officer immediately prior to retirement.

\*\*\*

# COAL INDIA TRAVELLING ALLOWANCE

## RULES

### 2008



COAL INDIA LIMITED  
'COAL BHAWAN'  
10, NETAJI SUBHAS ROAD  
KOLKATA-700001

