

Note

No. HQ/HR/Policy/RTI

Dated : 01.02.2024

RTI-100

Name of the Applicant- Ms. Khan		
S.No.	Information Sought	Reply
1.	May please clarify that if no hotel taken on transfer place then an employee can taken self arrangement for lodging?	Relevant extracts of the policy are enclosed.
2.	Kindly provide self arrangement provision facility circular of this company also clarify about entitlement of self arrangement provision.	
3.	Self arrangement for lodging may be taken or not in case of transfer, please clarify?	

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- (b) In case, the journey is performed by a higher class than the entitled class or any other mode, then the reimbursement of claim will be restricted to the entitlement or actual expenses incurred, whichever is less.
- (c) **Road Mileage:** When an employee makes a journey by road by own vehicle, actual admissible road mileage allowance prescribed by the Directorate of Transport of the concerned State. At places where no specific rates have been prescribed by the Director of Transport of the concerned State or of the neighbouring States, the mileage allowance shall be regulated at the rates prescribed by Central Government, which are as under at present:

- For journey performed by own Car Rs. 24 per km

Note -(1) These rates will further rise by 25 % whenever DA increases by 50 %.

Note - (2) Apart from the above mentioned prescribed rates, employee shall also be eligible for Toll/Levy charges as applicable during the course of the journey by own vehicle, subject to original bills / receipts being submitted.

Note- (3) When the journey is performed by the employee/Family member in own vehicle (car/scooter/motor cycle), then employee will not be entitled for the transport of the vehicle benefit as mentioned at Rule-8.

- (d) Time Limit to submit the bills for reimbursement of Travel expenses:

- (i) After carrying out the orders of transfer, an employee should submit his/her claim for reimbursement of travel expenses for self/family within a period of three (03) months from the date on which the journey is performed.
- (ii) If a member of employee's family follows him/her within six (06) months or precedes him/her by not more than one month, the reimbursement of travel expenses may be granted in respect of such member. For such cases the claim for reimbursement of travel expenses should be submitted with in a period of three (03) months from the date on which the journey is performed.

6. Reimbursement of Hotel charges on transfer:

- (i) An employee on transfer to a place other than Delhi, Mumbai and Kolkata will be entitled to claim reimbursement of lodging charges as per his/her entitlement for staying in a hotel for a period upto 15 days or till he/she arranges for an accommodation in the new place of posting whichever is earlier. However, the proposed reimbursement will not be admissible where Company arranged accommodation is available.
- (ii) Employees on transfer to the cities of Delhi, Kolkata and Mumbai may claim reimbursement for lodging charges for stay in a Hotel only if they get a 'no room' certificate from concerned Project Head and General Manager / Administration in case of Corporate Office. The clause shall also apply mutatis- mutandis on any other city where company guesthouse accommodation is available.

- (iii) The claim of Hotel reimbursement beyond 15 days will be reimbursed under special circumstances with the prior approval of the Managing Director.

7. **Transportation of personal effects on transfer**

- (i) An employee shall be entitled to reimbursement of expenses for transportation of personal effects by train/road on transfer as per rates given below:-

(ii)

Designation (IDA)	Luggage Entitlement	Mode of Transportation of personal effects
		(a) If transported by train (goods train only) the actual expenses subject to specified luggage limits. (b) If transported by road the rates are as under :- Rate per KM for Transport by Road(Rs. per km)
DGM and above (E5 & above)	6000 Kg by Goods Train/ Four Wheeler Wagon/1 double container	Rs. 50 per KM
Manager to Jr. Manager (E2 to E4)	3000Kg	Rs. 25per KM
Executive/ Sr. Executive (E0 & E1)	2500Kg	Rs. 25 per KM
Non-Executive including MTS	2000 Kg	Rs. 25 per KM

Note – (1) The rates will further rise by 25 % whenever DA increases by 50 %.

Note– (2) Employees who do not transfer their personal effects on transfer will only be entitled to 25% of entitled Composite Transfer Grant.

Note– (3) The monetary ceiling would be inclusive of all levies and taxes, which may be imposed by any authority on account of transportation of personal effects by road. Any claim for reimbursement of expenses must be supported with the bills /vouchers / tax payment receipts etc.

- (ii) **Time limit:** Personal effects may be transported within six months from the date of joining at new place of posting.

8. **Transportation of vehicle**

- i) An employee shall be entitled to reimbursement of transportation cost of vehicles as follows:-

ii)

Level	Reimbursement
AM and above	01 motor car etc or 01 motor cycle/scooter
Below AM	01 motor cycle/scooter/moped/bicycle