

Note

No. HQ/HR/R&P/RTI

Dated: 31.05.2023

RTI -420

Name of the Applicant – ALOK PRASAD		
S.No	Information Sought	Reply
1.	Sir, we can claim the travel allowance which we get, at least for how many kilometres from our place of posting?	Relevant extracts of HR manual and circular no. 46/2018 dated 26.09.2018 are attached.
2.	Sir if DFCCIL gives travel allowance then what is the rate of /KM in rupees?	
3.	Sir is it child education allowance in DFCCIL HR manual?	No
4.	Sir is it Hard & risk allowance in DFCCIL HR manual for MTS/CIVIL staff?	
5.	Sir DFCCIL which gives LTC to every employee in every two years does it add LTC or not?	Please refer DFCCIL web site.
6.	Sir, in DFCCIL, India tour LTC is available every four years, what are the facilities in that LTC and what are the things that DFCCIL employees can claim in this LTC?	

Ref: No. 2022/HQ/Admin/RTI-420

*Damne*  
31/5/2023  
DGM/HR

JGM/Admin(CPIO)

## HR Manual of DFCCIL

### 10. Travelling and Daily allowance for travel on duty.

The travelling and daily allowance on duty shall be admissible to the employees posted in Field Units and in the Corporate Office as under:

Levels	Travelling Allowance (Field & CO)	Daily Allowance		
		Field Units	Corporate Office	
		Actual movement basis beyond 8 Km. from HQ	Beyond 60 Km. from HQ	Within 60Km. of HQ (CTA)
GGM/GM/CPM	Actual expenditure as per the entitled mode of travel for journey away from HQ.	1250/day	1250/day	3000/month
AGM/JGM/Dy.CPM		750/day	750/day	2500/month
DGM/Mgr/PM/Dy.PM		625/day	625/day	2000/month
AM/APM/Sr.Exe		500/day	500/day	1500/month
Executive			500/day	--

2. With the admissibility of TA/DA on actual movement basis to Field Unit employees, the CTA stands discontinued.

3. Full daily allowance shall be granted for each completed day of absence from HQ reckoned from midnight to midnight i.e. for each calendar day.

4. For the day of departure from or return to HQ or when the journey commences or ends on the same calendar day, the following proportion of daily allowance shall be admissible:-

(a) if the absence from HQ does not exceed 6 hours .....30%

(b) if the absence exceeds 6 hours but does not exceed 12 hours .....70%

(c) if the absence exceeds 12 hours .....full daily allowance.

(d) if the period of absence from the HQ falls on two calendar days, it shall be reckoned as two days, even when the absence does not exceed 24 hours, and the daily allowance for each day shall be granted separately in terms of the above.

(e) Each spell of absence from HQ shall constitute a complete journey and daily allowance allowed separately in respect of it. The total daily allowance allowed for journey performed on any calendar day shall, however, be subject to a maximum of the full daily allowance admissible for each completed day of absence from midnight to midnight.

(f) Daily allowance is also admissible for holiday during tour but not when an employee avails leave during tour.

(g) Daily allowance admissible at a place outside HQ while on tour where board or lodging are not provided shall be - First 180 days - full daily allowance and beyond the period of 180 days, the case will be put up to concerned Director for decision.

(h) If an employee is provided boarding free of cost, he will draw 25% of admissible daily allowance.



**Circular No. 46/ 2018**

**Sub: Revision of Travel Entitlement while on Tour.**

BoD has approved in its 65<sup>th</sup> meeting held on 13/8/2018, the following revision of travel entitlements of employees of DFCCIL while on tour;

**Journey by Air/Rail**

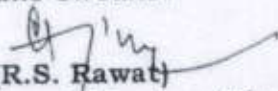
Level	Existing Travel Entitlements	Revised Entitlement
E-6/ E-5	AC-I	By air -Economy Class by air
JGMs/ DGM	Including Rajdhani/ Shatabdi	By train; AC-I, Including Rajdhani/ Shatabdi
<b>By Rail</b>		
MTS- N2 & N1	Sleeper class	First class, AC-III/AC- Chair Car

2. The travel entitlements for other categories of employees will remain the same.

3. In case employee uses his/her own vehicle to travel on duty by road, he/she will eligible for the following;

Mode of Journey	Rate
For journeys performed by own car/taxi	Rs. 24/- per KM
For journeys performed by Auto rickshaw, own scooter, etc	Rs. 12/- Per KM. Note: The rate per Km. will further rise by 25 percent, whenever IDA increases by 50 Percent.

4. The above will be effective from the date of issue of this Circular.

  
(R.S. Rawat)

**Joint General Manager/HR**

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1. Secy. to MD - for kind information of MD
2. Dir./OP&BD, Dir./Infra, Dir./PP, Dir./Fin. & CVO
3. All EDs/GGMs/GMs
4. All CGMs/GMs (Coordination) in Project Offices.
5. Notice Board.