

Note

No. HQ/HR/Policy/RTI

Dated : 02.07.2024

RTI-551

Name of the Applicant- Sudha		
S.No.	Information Sought	Reply
1.	Can we claim TA on temporary posting?	Relevant extracts from HR manual are attached.
2.	In DFCCIL quarter facility available staff on temporary posting?	Allotment of quarter facility is dealt at unit level in DFCCIL.

Ref: No. 2022/HQ/Admin/RTI-551

Davina
2/7/24
DGM/HR

AGM/HR *[Signature]*
GM/HR/R&P *h/v*
2/7

AGM/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 hours30%

(b) if the absence exceeds 6 hours but does not exceed 12 hours70%

(c) if the absence exceeds 12 hoursfull 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.

HR Manual of DFCCIL

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

11. Travel entitlement & Transport Allowance: Travel entitlement on Tour and entitlement of Transport Allowance will be admissible as under:

Mode	Designation	Travel entitlement on official tour (Both in CDA & IDA)	Transport Allowance	
			➤ Only in CDA because in IDA transport allowance is part of basket. ➤ When company car facility is not availed.	
By Air	GGM/GM	Business/Club class	GGM/GM	7000+DA thereon
	AGM	Economy class	AGM to AM	3200+DA thereon
By Rail (including Rajdhani/Shatabdi)	DGM and above	AC-I	Sr. Exe./ Executive	1600+DA thereon
	Manager/AM/Sr.Exe.	AC-II		
	Executive	First class, AC-III/AC-CC		
By Road	GGM/GM	AC Bus/AC Taxi or Auto as per actual	AGM and below level employees posted in a city other than the 14 cities notified by MOR shall be allowed half of the above rate of transport allowance + DA thereon.	
	AGM to Sr.Exe.	Same as above except AC Taxi		
	Executive	Non-AC Public Bus as per actual/Auto rickshaw		

12. Lodging Charges:

- a. As far as possible all employees, while on official tour, should try to make use of lodging arrangements in Guest House/Rest Houses owned and managed by Railways /Central Government Public Sector Enterprises and other Government sectors. In case where such accommodation is not available or special exigencies of work so demand, hotel /private lodge accommodation may be utilized within the prescribed ceiling. The lodging charges are admissible only when night stay is involved and the employee is on approved tour programme.
- b. If an employee spends whole day at a place of duty other than his HQ and if there is not Rest House facility of DFCC available at that place of duty, the officer shall be entitled to reimbursement of actual hotel charges against receipt or double DA. An officer may exercise this option as per his requirement. (Inserted vide HR's letter no. HQ/HR/3/TA-DA-JT Pol./8 dated 12.11.2008)
- c. Actual lodging charges will be reimbursed on production of receipt, subject to following upper ceiling for lodging charges:

Level	Upper ceiling for lodging charges (Exclusive of taxes and surcharge)		
	X	Y	Z
ED/GGM/GM	10,000	9,000	8,000
AGM/JGM	7,500	5,000	4,000
DGM/Mgr	2,500	2,200	1,200
AM/Sr.Exe./Exe.	2,200	2,000	1,000