



RAJASTHAN STATE MINES & MINERALS LTD

(A Government of Rajasthan Enterprise)

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Ref: RSMM/CO/Admn//TA Rules/2018-19- 1008

Date: 20/12/2018

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OFFICE ORDER

In compliance of the decision of Board of Director in its 408th meeting held on 14.11.2018, management is pleased to amend existing travelling allowance for employee rule 1988 which henceforth be known as Travelling Allowance for Employees Rules 2018.

These new rules deemed to come into force w.e.f. 14.11.2018, however travelling claims/bills already approved shall not be reopened.

This bears approval of competent authority.

(Harsh Sawan Sukha)
Executive Director (Admn.)

Encl:- As above

Cc to:

1. PS to MD
2. FA, C.O.
3. GGM (Lignite), Jaipur, Head & In-Charge-Rockphosphate-Jkt.
/Gypsum-Bikaner/Limestone-Jodhpur
4. All HOD's at C.O.
5. Company Secretary. C.O.
6. Registered Office - Jaipur, Delhi Office, Kolkata Office
7. Notice Board

Executive Director (Admn.)



RAJASTHAN STATE MINES & MINERALS LIMITED
(A Government of Rajasthan Enterprise)
Travelling Allowance for Employee Rules 2018

1. These Travelling Allowance for employee Rules 2018 are amendment to Travelling Allowance for employee Rules 1988. These Rules shall be deemed to have come into force **with effect from 14.11.2018** as per the Extracts of minutes of the 408th Board Meeting held on 14.11.2018.
2. These Rules shall apply to all employees of the Company and shall also apply to employees on deputation / officers working on additional charge after the order of competent authority from Government. /any other public sector undertaking provided such employees opt for these Rules for Travelling Allowance.
3. Unless there be anything repugnant to the subject or context, the following terms in these rules are used in the sense explained hereunder:
 - a) **'Company Employee'** means any employee of the Company who is working in the Company on regular payroll.
 - b) **'Family'** includes the employee, his wife (not more than one) or, in the case of a lady employee, her husband; the employee's children (including legally adopted children) and the employee's parents residing with and wholly dependent upon the employee.
 - c) **'Pay'** means the amount drawn monthly by the employee as basis pay, personal pay, special pay, deputation pay (allowance) and any other emolument which might be specifically classified as pay.
 - d) **'Public Conveyance'** means railway train or bus or other conveyance which plies regularly for the conveyance which is hired for performing a particular journey.
 - e) **'Tour'** means visit(s) of an employee on duty to a place(s) other than his headquarters or normal place of work provided the distance is not less than 25 km, from his head quarter or normal place of work. However, visits of employees stationed at Udaipur to Jhamarkotra Mines, to Debari/ Umada/ Rana Pratap Nagar/ Khemli etc. Railway Station or vice-versa will not be treated as tour. Similarly, visits of the employees posted at Jaisalmer/Nagaur/ Barmer and vice-versa to respective mines under their purview will not be treated as tour. The visits of employees posted at Bikaner to the Gypsum/Selenite mines or vice-versa within radius of 50 km would not be treated as tour. The company would, however, reimburse mileage allowance@ Rs 9/- per k.m. Plus Toll Tax & other Tax/Levies etc. at actuals to employees in receipt of Pay equivalent to L-14 and above and @ Rs 3/- per k.m. Plus Toll Tax & other Tax/Levies etc. at actual to employees in receipt of Pay equivalent to L-13 and below if the vehicle to undertake such visits is not provided by the company.
 - f) **'Transfer'** means the movement of the employee from one headquarter in which he is employed to another such station, either to take up the duties of a new post or in consequence of the change of his headquarter. However, if there is no change in residence of an employee, it will not be considered as Transfer. If transfer is on own request of employee, there will be no TA DA entitlement to such employee.
 - g) **'Travelling Allowance'** is a compensatory allowance granted to employee to cover the expenses which he incurs in travelling by the shortest possible route either on tour or on transfer in the interest of the company.
 - h) **'Mileage Allowance'** is an allowance which will be given to employee travelling by his own vehicle. It will be given for a distance upto 500 Kms in case of four-wheeler and upto a distance of 100 Kms in case of 2-wheeler.
 - i) **'Competent Authority'** shall mean Unit head.

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Bhawani Singh Detha, IAS
MANAGING DIRECTOR
Rajasthan State Mines & Minerals Limited
Udaipur-313 004

4. **CLASSIFICATION OF EMPLOYEES: -**

For the purpose of these Rules, employees have been classified in the following category:

S. No	Level	Designation	Category
1	NA	Chairman, Managing Director, Directors	A
2	L-21 to L-24	Senior Financial Advisor, Financial Advisor, Executive Director, Group General Manager, General Manager	A-1(i)
3	L-19 to L-20	Chief Accounts Officer, JLR, Deputy General Manager, Senior Manager	A-1(ii)
4	L-14 to L-18	Dy. SP, Circle Inspector and Tehsildar etc., Manager, Deputy Manager, Assistant Manager	A-2
5	L-8 to L-13	Category V, VI, VII, VIII, IX, IXS	B
6	L-7 & below	Category I, II, III, IV	C

5. ENTITLEMENT TO TRAVELLING ALLOWANCE, STAYING CHARGES & MEAL ALLOWANCE: -

Category/ Level	Travelling Allowance			Staying Charges		Meal Allowance/ Daily Allowance	
	Air	Rail*	Road	Within Rajasthan (Rs)	Outside Rajasthan (Rs)	Within Rajasthan (Excluding Jaipur) (Rs)	Outside Rajasthan (Including Jaipur) (Rs)
A	Actual Fare plus Taxes/ Surcharge etc. in executive class or any other class of any Air lines.	Actual Fare of any class	a) Vehicle provided by company b) Journey performed by public conveyance all type including AC Bus. c) Journey by own Car @ Rs. 9 per km Plus Toll Tax & other Tax/Levies etc. at actuals.	Actual	Actual	Actual/ 1000	Actual/ 1200
A-1(i) L-21 to L-24	Actual Fare plus Taxes/ Surcharge etc. in Economy class of any Air lines.	Same as Above	Same as Above	2500 + Tax	3500 + Tax	800	1000
A-1(ii) L-19 to L-20	Same as Above	Same as Above	Same as Above	2300 + Tax	3300 + Tax	700	900
A-2 L-14 to L-18	Not Applicable	Actual fare upto 2 nd AC	Same as Above	1800 + Tax	3000 + Tax	600	800
B L-8 to L-13	Not Applicable	Actual fare upto 3 rd AC or AC Chair Car (excluding Executive Class)	a) Vehicle provided by company b) Actual fare for public conveyance of all types including AC Bus.	700 + Tax	900 + Tax	400	600
C L-7 & below	Not Applicable	Actual fare upto Second Class Sleeper, Second-sitting	a) Vehicle provided by company. b) Actual fare of public conveyance (Non-AC Bus)	500 + Tax	700 + Tax	300	400

*Actual fare includes all taxes and charges

6. TRAVELLING ALLOWANCE & STAYING CHARGES: -

1. To undertake journey for the place outside Rajasthan except Delhi, prior approval of the Managing Director is required. In case of tour within Rajasthan and Delhi including air travel, approving authority shall be Section Head/Unit Head.
2. **Chairman/Managing Director/Directors** would be entitled to receive mileage allowance @ **Rs 9 /- per k.m.**
3. **Employees in receipt of Pay equivalent to L-14 and above** (including officers working on additional charge after the order of competent authority), those who are availing conveyance allowance from the company, who perform an official journey by own car with approval of Managing Director, would be entitled to receive mileage allowance @ Rs 9 /- per k.m.
Special Note: - If the distance is more than 100 Kms and upto 500 Kms, approval is required from Managing Director but if the distance is upto 100 KMs, approval is required from Section Head/Unit Head as applicable.
4. **Employees in receipt of Pay equivalent to L-13 and below**, those who are availing conveyance allowance from the company, who perform an official journey by a motor cycle/scooter etc. with approval of Section Head/Unit Head as applicable up to a maximum distance of 100 km from their place of posting, would be entitled to receive a mileage allowance @ **Rs 3/- per k.m.**
5. For performing journey through hired taxi / company vehicle within Rajasthan, prior approval of the Competent authority would be required. For Journey Outside Rajasthan through hired taxi / company vehicle, approval of Managing Director shall be required.
6. In case of Travel by private vehicle (other than own vehicle) the reimbursement of fare would be the actual amount paid but limited to the Bus fare for which the employee is entitled.
7. Officers not getting accommodation in the class to which they are entitled can Travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class to which they are entitled and in the later case they may claim the railway fare of the category to which they are entitled.
8. **Document for Reimbursement:** - In case of journey by Air, the employee will submit a copy of Air ticket while submitting TA bill. When travel is made by train/bus, the Company employee concerned shall furnish the copy of ticket or self-certified claim mentioning Ticket no./PNR of the Ticket purchased by them or enclose cash receipt, if any, issued by Railway/Bus authorities, mentioning its serial number, for additional fare paid in the train/bus, with the Travelling Allowance Bill.
9. **Reimbursement of Cancellation Fee:** - The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned etc. shall be reimbursed by the Company on furnishing a self-certification with reasons. Certificate by the employee to the effect that the official journey had to be cancelled due to official reason or some un- avoidable circumstances & same should be countersigned by tour approving authority and in case of tour approving authority, himself it should be countersigned by the Managing Director.
10. **Agent Commission:** - In case tickets for the journey to be undertaken are booked through travel agents, the commission of agent would also be reimbursed subject to submission of receipt limited to the **maximum of Rs.150 /-Plus Taxes.**
11. To claim reimbursement of staying charges, employee would be required to submit bills for place of stay including Hotel with **RSMML'S GSTIN No.08AAACR7857H1Z0.**
12. In case where husband & wife both are company employee & the car is owned by either of them, the journey undertaken by either in the said car owned by his/her spouse would be treated to have been performed in his/her own car for the purpose of these rules.
13. Officers are expected to purchase the ticket of Airlines of economy class at lowest fare for air journey.
14. If company employees are not authorized to travel by air on tour performs journey by air to save time, if so, chosen by them, they may draw travel allowance as per entitlement, (which would be admissible if they had travelled by rail or road as per entitlement).
15. After completion of the journey, employee will submit TA bill within 3 months of his/her arrival.

7. MEAL ALLOWANCE /DAILY ALLOWANCE: -

1. If employee stays on his personnel level anywhere in India and not submitted any bill of stay, they shall be entitled to get additional Meal Allowance/Daily Allowance @ 50% of their eligibility as per table at Clause 5.

2. In case full Meal and staying expenses are borne by the company for residential training, seminar etc., Meal Allowance/ Daily Allowance to the employee would be allowed only @ 25% of the entitlement as per Table at Clause 5.
3. An employee shall be entitled to Meal Allowance/Daily Allowance for the entire absence from headquarters i.e. starting with departure from headquarters and ending with arrival at headquarters will be regulated as described below:
- (a) Full Meal Allowance/Daily Allowance will be paid for each completed calendar day of absence reckoned from midnight to midnight.
- (b) For absence from headquarters for less than twenty-four hours, the Meal allowance/ daily allowance will be admissible at the following rates: -

Sr. No.	Description	Amount Admissible
1	For absence not exceeding six hours	Nil
2	For absence exceeding six hours but not exceeding twelve hours	70%
3	For absence exceeding twelve hours and upto 24 hours	Full

- (c) In case the period of absence from headquarters is more than 24 hours but less than in multiple of 24 hours, the Meal Allowance/Daily Allowance will be paid as per above table for remaining hours. (Clause no. 3(b)).
- (d) If more than one place is visited on a day during a journey, the rate of daily allowance applicable shall be the highest of the rates admissible at any one place.
- (e) The Tour shall commence from the actual start time of the journey.

8. REIMBURSEMENT OF LOCAL CONVEYANCE CHARGES: -

- (a) For categories A-1(i) to A-1(ii), the Travel Allowance for journey to reach Airport, Railway Station, Bus Stand from place of stay or to duty place and vice versa shall be charged on actual basis for hired Taxi/ Three-Wheeler/ Cab etc.
- (b) In case of other categories local charges for Cab/ Three-wheeler /Local Bus/Metro etc. would be admissible.

9. EMPLOYEE PERFORMING JOURNEY ON TRANSFER/RETIREMENT:

Employees performing journey on Transfer/ Retirement will be entitled to claim travelling allowance at the rates as below:

Sr. No.	Category	Lump sum on grant transfer	Cost of carriage of personal effects by Rail or Road on Transfer/Retirement (For one side only) *
1	Category 'A'	Rs. 10,000/-	Rs. 30/- per KM
2	Category 'A-1(i)' & 'A-1(ii)'	Rs. 8000/-	Rs. 30/- per KM
3	Category 'A-2'	Rs. 6000/-	Rs. 18/- per KM
4	Category 'B'	Rs. 5000/-	Rs. 14/- per KM
5	Category 'C'	Rs. 3500/-	Rs. 12/- Per KM

*Rate shown in this column to cover cost of transportation of personal effects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport company/proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column, actual freight charges shall only be admissible.

Note:

- i) On transfer, the employee would get two fares of the category of his entitlement and one extra fare each for his dependent family members, however, if travel is done in lower class, the actual would be admissible. In case of retirement, if retired employee proceeds for his home town as registered in Service Book/ company record, he will be paid one single fare for him and each of his dependent family members of the class of his last entitlement. In case he or his family travels in lower class

than entitlement, the actual will be paid, however lump sum grant as per table at clause 9 will not be admissible to retiring employee. Such travel to home town should be undertaken within six months of retirement.

- ii) For claiming reimbursement of cost of carriage of personal effects, he would be required to submit an undertaking within six months that he has shifted to his hometown from place of posting substantiated by the carriage bill paid to the transporter.
- iii) In case of category- A, A1(i), A-(ii) & A-2, if conveyance is transported by road loaded into truck, actual freight charges will be paid limited to freight charges of passenger train or if the places are not connected by train, limited to Rs. 9/- per k.m. In case the conveyance is transported by road under its own power, an allowance of Rs. 9/- per km. for motor car/jeep and Rs. 3/- per km. for scooter/Motor Cycle/ moped etc. would be payable.
- iv) In case of category B & C, if the conveyance is transported by road loaded in to truck, actual freight charges will be paid limited to freight charges by train. In case conveyance is transported by under its own power, Rs. 3/- per km for Scooter/ Motor Cycle/ Moped etc. would be payable.
- v) In case the company calls the ex-employee for enquiry/evidence or any other company's work, he would be entitled to travelling & meal allowances of the category to which he was entitled on the date when he was last on duty.
- vi) In case of re-deployment of ex- employees of the company in RSMML, they would be eligible to claim the TA/DA for which they were entitled on the date of last duty.
- vii) If the places are not connected by rail or regular bus service, and the journey on transfer is performed by any hired conveyance, or vehicle owned by employee, mileage allowance would be admissible @ Rs. 9/- per K.M. for the employee himself and additional @ Rs. 9/- per K.M. shall also be admissible for the members of the employee's family. If the number of such members exceeds three (excluding self), in such cases; separate mileage allowance for transportation of conveyance will not be admissible.
- viii) In case an employee travels by rail in a class lower than his entitlement, he will get actual fare of the class actually traveled plus one extra fare of the class for which he was entitled.
- ix) If an employee under category 'A', 'A-1' (i) & (ii) and 'A-2' undertakes journey hired/borrowed vehicle on transfer, even though the places are connected by rail or regular bus service, he would get mileage allowance at the rate admissible to him for travel by bus.
- x) If an employee travels in a departmental vehicle free of charge (alone or with family), one mileage allowance (bus fare) for himself, would be admissible. No mileage allowance would-be admissible for the family travelling with him.

10. In case of an employee who is on deputation/officers working of additional charge after the order of competent authority from Government/any other public sector undertaking except elsewhere mentioned in the rules and who is not drawing the pay of the post in the Company but is in receipt of pay as per terms of his deputation, then for purposes of TA claims his entitlement would be calculated on the pay level of sanctioned post(category mentioned in clause no. 4) in the company, minimum of the pay scale of the post in the Company, on which he is working, in case such pay happens to be higher than his own pay.

11. **FOREIGN TRAVEL: -**

(a) **Approval of Tour & Submission of Bills**

1. Approval of Chairman shall be required for undertaking foreign visit for official purpose.
2. The Executives should submit Travelling Allowance bill after the foreign visit within a period of **15 days**. Through the Travelling Allowance Bill, the claims (other than such claims for which funds were made available by the Indian Embassy) would be preferred and got adjusted against advance if already drawn.
3. After completion of the visit the Executives will submit a report within 15 days on the subject matter of the visit to the administrative department and the Controlling Officer.

(b) **Admissible Expenditure: -**

The Executives undertaking foreign travel shall be eligible for:

1. Air fare, daily allowance, excess baggage, enforced halt, incidental charges, visa charges, medical care expenses etc. as per circular issued by the Finance Department, Government of Rajasthan No. F.6(8) FD(Rules)/2005 dated 13.10.2006 or as amended from time to time.
2. Hotel accommodation etc. as may be arranged by the Indian Embassy/High Commission.
3. In case hotel accommodation/local transport and other arrangements are not arranged by the Indian Embassy/High Commission or availed by the Executive, composite allowance shall be admissible as per actual, but not exceeding the following limits or as amended from time to time by the Government of Rajasthan:

Sr. No.	Category	Maximum Composite Allowance Admissible
1.	Category 'A'	\$ 350
2.	Category 'A-1(i)'	\$ 300
3.	For any other Category (Except 'A' and 'A-1(i)')	\$ 250

4. The composite allowance represents two costs:
 - a) Daily allowance and
 - b) Hotel/telephone/incidental charges, etc.
 5. The Executives shall be required to submit vouchers for all expenses incurred except Daily Allowance.
 6. In case expenses towards boarding and lodging are paid as per actual, only 25% of Daily Allowance shall be payable.
12. The Managing Director will have the power to relax the application of various TA entitlements in specific cases so as to permit an employee to travel in a higher class or use costlier mode of transport, or to be reimbursed for higher staying & meal charges than his entitlement etc. this power will, however, be exercised only sparingly, for reasons to be recorded in writing.
- The above amended Travelling Rules and allowances will supersede all the rules, circulars, office orders issued from time to time in past in respect of above. Managing Director is authorized for revision/updation of these rules as & when required.**


 Bhawani Singh Detha, IAS
 MANAGING DIRECTOR
 Rajasthan State Mines & Minerals Limited
 Udaipur-313 004