

BANGALORE METRO RAIL CORPORATION LIMITED

BMRCL EMPLOYEES TRAVELLING ALLOWANCE RULES, 2014

1. TITLE & COMMENCEMENT

These Rules shall be called the BMRCL Employees Travelling Allowance Rules, 2014 and shall come into force with immediate effect.

2. OBJECTIVE

These Rules are meant to compensate the employees, when they are required to go out of headquarters on tour on official business or work of BMRCL to meet the expenses of travel Boarding, Lodging, etc.

3. SCOPE AND APPLICABILITY

These Rules shall apply to all regular employees of BMRCL and those on probation, extension and re-employment including those who are on deputation from a government department or other Public Sector Undertakings and those engaged on contract basis.

These Rules, however, shall not be applicable to casual and daily rated employees unless all or any of these provisions are specially made applicable to them with the specific approval of the Managing Director.

4. DEFINITION

- 4.1 'Controlling Officer' means the officer or authority empowered to authorize the tour of duty of the employee.
- 4.2 'Pay' means the basic pay or consolidated pay as applicable
- 4.3 'Tour' means the visit of the employee from his headquarters office to another place on the official business or work of BMRCL.

Note:- Travel for the purpose of appearing in official enquiries, selections or interviews conducted by BMRCL, nominations to training programs, seminars, Trade fairs etc. will be treated as Tour on duty.

- 4.4 'Family' means the employee's spouse, children (below the age of 25 years or till they get married or employed, whichever is earlier) and mother or father of the employee, who is residing with him / her and wholly dependent upon the employee.

5. CLASSIFICATION

- 5.1 For the purpose of these Rules, the employees are classified into the following grades according to the range of pay in which they are at the time of tour on duty :-

Sl. No.	CDA Pay scale	IDA Pay scale	Group	Designation
1.	4440-7440 + GP 1600	6090-9300	Non Executive Gr. I	Attenders / Unskilled
2.	4440-7440 + GP 1650	6670 - 11470		Drivers
3.	5200-20200 + GP 2800	10170- 18500		Maintainers/ Assistants/ DEO/ Receptionist

Sl. No.	CDA Pay scale	IDA Pay scale	Group	Designation
4.	5200-20200 + GP 2800	14000 - 26950	Non Executive Gr. II	DEO / Receptionist / Junior Engineers / CRMs / SC/TO
5.	9300 - 34800 + GP 4200	16000- 30770		Executive Assistants / Steno / PA / Assistant Engineers / Section Engineers
6.	9300 - 34800 + GP 4600	20600- 46500	Executive- Gr. I	Assistant Manager
7.	9300 - 34800 + GP 4800 / 5400	18500 - 35600		Manager (Prj) / Asst. Executive Engineers / Tahsildars
8.	15600 - 39100 + GP 6600	24900- 50500		Manager (O&M)/ Executive Engineer / Asst. General Manager
9.	37400 - 67000 + GP 8700	29100- 54500	Executive- Gr. II	Deputy General Manager/ Deputy Chief Engineer / Chief Accounts Officer / Chief Finance Manager
10.	37400 - 67000 + 10000	51300- 73000		General Manager / Chief Engineer/ Law officers/CSO/CS/ CVO

Sl. No.	CDA Pay scale	IDA Pay scale	Group	Designation
11.	37400 - 67000 12000	75000- 100000	Top Management	Director
12.	75500 - 80000	80000 - 125000		Managing Director

Note: Whenever pay scales differ, designation or grade pay of the employee will be the basis.

6. CONTROLLING OFFICERS:

6.1 For the purpose of journeys on tour by different categories of employees, the controlling officers are :

<p>For journeys within the Country</p> <p>a) for categories at Sl. Nos. 1 to 9 above</p> <p>b) for GMs / CEs</p> <p>c) for Functional Directors / officers reporting to Managing Director</p>	<p>General Manager / Chief Engineer</p> <p>Functional Directors</p> <p>Managing Director</p>
<p>For journeys outside the country</p> <p>a) for all, except Functional Directors and MD</p> <p>b) Functional Directors / Managing Director</p>	<p>Managing Director</p> <p>Chairman</p>

7. MODE OF TRAVEL FOR JOURNEY ON TOURS BY RAIL/ROAD AIR

7.1 The following modes of travels are authorized for employees of different grades when they undertake journeys on tour and if they are not provided the requisite tickets for these journeys by the Company (BMRCL), they may claim reimbursement of the expenses incurred by them on this account:-

Pay Range	Entitlement
M.D. & Functional Directors (Top Management Members)	Business / Club Class by Air / AC First Class by Train.
Officers drawing grade pay of Rs. 10000 (GM /CE/ Law officers/CSO/CS/ CVO)	Economy Class by Air / AC First Class by train
Officers drawing grade pay of Rs. 7600, Rs. 8700 & Rs. 8900 (DGM / DCE/ CAO / CFM/ Equivalent officers)	Economy Class by Air / AC First Class by train
Officers drawing grade pay of Rs. 4800 , Rs. 5400 and Rs. 6600 (AEE / Manager / EE / AGM)	Economy Class by Air / AC II Tier Class by train
Officers drawing grade pay of Rs. 4200 ; Rs. 4600 (EA / SE / AE / AM)	AC II Tier Class by train
Officers drawing grade pay below Rs. 4200 (EA/JE/Maintainers/ Assistants and others)	First Class / AC III Tier / AC Chair Car by train

Note: Whenever pay scales differ, designation or grade pay of the employee will be the basis.

- i) Where the entitlement is higher, in the case of deputationists, their privilege as per their parent cadre, will be protected.

- ii) Travel by AC III-Tier Sleeper will be permissible in trains in which FC or AC Chair car accommodation is not provided.
- iii) All employees who are entitled to travel on tour by First Class / AC III-Tier Sleeper / AC Chair Car may travel by AC 2-Tier Sleeper, where any of the trains connecting the originating and destination stations concerned, by the shortest route, do not provide these three classes of accommodation.

7.2 An employee, while on tour shall in addition to the travel fare, hotel charges (Lodging) and TA (Boarding) etc. , entitled to reimbursement of the following expenses actually incurred by them:

- i. Travel cost from his residence to airport / railway station / bus station at the time of proceeding on tour and on returning to residence from the above points.
- ii. Travel cost from airport / railway / bus station to the place of stay at the tour station and back to the above points.
- iii. Local conveyance charges in the Tour station, .

7.3 An employee proceeding on tour under these rules may be granted advance to meet the cost of travel and other reimbursable expenses. A bill for adjustment of the actual expenses against the advance should be submitted within seven (7) days of completion of the journey. Otherwise, the advance will be liable to be recovered from the salary of the employee and further advance shall not be payable for the next Tour.

8. COMPENSATION FOR STAY AND PERSONAL EXPENSES WITHIN INDIA/DEARNNESS ALLOWANCE

8.1 When the employee proceeds on Tour outside his place of posting/headquarter and is required to stay beyond the municipal / city limits of Bangalore, then he will be entitled to be compensated in form of daily allowance (DA) at the rates indicated . If any employee, while on tour, makes his own arrangement for stay and foregoes his entitlement of Hotel stay, he will be paid a Composite DA, which will be 50% more than the maximum of the eligible DA applicable for that station . The details of the entitlement for Accommodation, Travel, Daily Allowance (DA) shall be regulated as follows:

Sl No.	Pay Range	Accommodation	Travel	Daily Allowance (per diem rate)
	(1)	(2)	(3)	(4)
(i)	M.D. & Directors (Top Management Members)	On Actuals	On Actuals	Rs. 2500/-
(ii)	Officers drawing grade pay of Rs. 10000 (GM/CE/Law officers /CS/CSO/CVO)	Reimbursement for Hotel accommodation / guest house of upto Rs. 5000/- per day	Reimbursement of AC taxi charges of upto 80 Kms. for travel within the city	Rs. 1800/-
(iii)	Officers drawing grade pay of Rs. 7600, Rs. 8700 & Rs. 8900 (DGM / DCE/ CAO)	Reimbursement for Hotel accommodation / guest house of upto	Reimbursement of AC taxi charges of upto 80 Kms. for	Rs. 1500/-

Sl No.	Pay Range	Accommodation	Travel	Daily Allowance (per diem rate)
	(1)	(2)	(3)	(4)
	/ CFM/Equivalent officers) / AGM	Rs. 3000/- per day	travel within the city	
(iv)	Officers drawing grade pay of Rs. 4800 , Rs. 5400 and Rs. 6600 (AEE / Manager / EE	Reimbursement for Hotel accommodation / guest house of upto Rs. 1500/- per day	Reimbursement of local conveyance charges of upto Rs. 150/- per day for travel within the city	Rs. 1200/-
(v)	Officers drawing grade pay of Rs. 4200 , Rs. 4600 (EA / SE / AE / AM)	Reimbursement for Hotel accommodation / guest house of upto Rs. 500/- per day	Reimbursement of local conveyance charges of upto Rs. 100/- per day for travel within the city.	Rs. 900/=
(vi)	Officers drawing grade pay below Rs. 4200 (EA/JE/ Maintainers/Assistants/ others	Reimbursement for Hotel accommodation / guest house of upto Rs. 300/- per day	Reimbursement of local conveyance charges of upto Rs. 50/- per day for travel within the city	Rs. 600/-

Out-of-pocket allowance:

a) If officers at Sl. Nos. (i) (ii) and (iii) stay in Government Guest Houses or PSU Guest Houses or make own arrangement, they shall in addition to actual reimbursement of the accommodation charges paid for such Guest House, will be eligible for Per Diem (Daily Allowance) for meeting out of pocket expenses.

8.2 The following further conditions shall apply in regard to the payment of daily allowance indicated above:

8.2.1 The period of absence will be counted from the time the employee leaves his station of work i.e., the headquarters station and till the time he returns to the same station.

8.2.2 Payment of daily allowance (DA) will be regulated according to the absence from headquarters from midnight to midnight and as under:

For absence of upto 6 hours	-	30%
For absence of more than 6 hours to 12 hours	-	70%
For absence over 12 hours	-	100%

8.2.3 Full daily allowance will be payable for a continuous halt of upto first 30 days at one station. If the halt exceeds 30 days continuously at one station, then the daily allowance will be granted at the rate of 50% of the full rate applicable to the particular station for the period upto 90 days, with the exception that in special cases, full daily allowance will be payable with the specific approval of MD or Functional Director, taking into account the merits of each case. For halts beyond 90 days and upto 120 days, continuously at one station, daily allowance at the rate of 50% of the full rate will be granted with the approval of HOD under whom the employee works.

8.2.4 Daily allowance will be payable for holidays falling during the tour but not for the days availed of as leave by the employee.

8.2.5 Journey performed on duty within Municipal limit of the city / urban agglomeration in which the duty point of an employee is located will be regarded as "Local journey" and actual transportation charges only shall be paid.

9. **COMPENSATION FOR STAY AND PERSONAL EXPENSES / DEARNESS ALLOWANCE, FOR TOUR ABROAD**

When an employee is required to undertake journeys to and stay in a foreign country on Company / BMRCL business he will be provided with air ticket for travel to and fro that country by the eligible class. In addition, he will be paid cash allowance in foreign currency in accordance with the regulations framed by the RBI. The eligibility towards Hotel/Accommodation, DA and Transportation shall be as follows:

Sl. No.	Category	Hotel Rentals*	DA*	Transportation
1.	Managing Director / Functional Directors	US \$ 300 per day	US \$ 100 per day	US \$ 50 per day
2.	Others	US \$ 175 per day	US \$ 100 per day	US \$ 50 per day

**as applicable to Board level and below Board level officers of Central PSEs.*

In addition, he will be entitled to get reimbursement of charges incurred on entitled mode of transport from residence to airport and airport to residence. In case any hospitality is availed from the

host/sponsoring authority, the cost of the same will be adjusted from the charges to be reimbursed.

10. TRAVELLING ALLOWANCE ENTITLEMENT FOR RETIRING EMPLOYEES

10.1 When an employee superannuates, other than on grounds of disciplinary action and if the concerned employee has completed a minimum of 10 years continuous service in Central / State Governments / PSUs out of which if he has put in a minimum service of 3 years in case of Directors & MD and 5 years for others in BMRCL or his employment ceases on account of his death or medical incapacitation, he and / or his family will be entitled to claim reimbursement of expenses incurred by him or his family on travel as per entitlement for himself and / or his family for proceeding to home town or to the place where he or his family intends to settle in India.

10.2 COMPOSITE TRANSFER GRANT ON RETIREMENT

An employee on his retirement is entitled to get Composite Transfer Grant equal to a month's basic pay last drawn if he wants to settle down at a place other than the last station of his duty located at a distance of or more than 20 km. to meet the transfer incidental and road mileage for journeys between the residence and the airport / railway station/bus stand, etc. at the old and new stations. If an employee on his retirement wants to settle at the last station of duty itself or within a distance of less than 20 km. he will be paid the composite transfer grant equal to one-third of the basic pay last drawn by them, subject to the condition that a change of residence is actually involved.

11. GENERAL

11.1 Travel and Daily allowance as are admissible under these rules are not to be treated as a source of profit or additional income as they are in the nature of compensation for expenses incurred on a reasonable basis for the purpose of essential travels undertaken by the employee. Every employee should use the same discretion and judgment in incurring these expenses economically as he would exercise when he undertakes travel on his own account.

12. PERMISSION FOR AIR TRAVEL TO NON ENTITLED CATEGORY OF EMPLOYEES:

12.1 In the interest of work and urgency, at the request of the employee, the Managing Director is empowered to permit economy class air travel to non entitled category of employees.

13. INTERPRETATIONS/RELAXATION/DELETION/MODIFICATION

13.1 In case of any doubt or dispute regarding interpretation of these rules, the decision of the Managing Director shall be final.

=====