



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A GOVT. OF INDIA UNDERTAKING)



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/XV-I/TA-Policy/Rectt

991 A

Dated: 27.08.2018

OFFICE ORDER

Sub: -Revision of Travelling allowances in respect of employees under CDA/IDA pattern of pay scale

With the approval of the Board, the travelling allowances in respect of the officers & employees of the corporation under CDA/IDA pattern of pay scales are revised with immediate effect as per the details give below:

1. **Entitlement for Journey on Tour/Training** - The travel entitlements for employees under CDA/IDA pattern of pay scales shall be as follows.

A. TRAVEL ENTITLEMENTS FOR JOURNEY BY AIR (INCLUDING PRIVATE AIRLINES)/ TRAIN ON TOUR OR TRAINING WITHIN THE COUNTRY

Entitled officers and employees	Travel Entitlement
Chairman/MD/Director/CVO	Business/Club class by Air/ AC I tier class by train
GGM/ GM/CE/Secy./SE/DGM	Economy Class by Air/AC I tier class by train
AGM/Manager and SAM	Economy class by Air/ AC II tier Class by Train
AM/SIO/Supdt./Draftsman Gr. I & Equivalent	AC II tier class /Chair Car (Shatabdi Train) by Train
Group C & D	First Class/ ACIII tier/AC Chair car by train

i) The reimbursement of premium Tatkal charges/dynamic/flexi fare for booking of tickets of premium trains/ premium tatkal train/ suvidha trains/ Rajdhani/Shatabdi/Duranto trains will be admissible as per entitlements mentioned above and extant Govt. instructions issued from time to time.

ii) The revised travel entitlement are subject to following:

a) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II tier and above by train and by

Details regarding bus for other is attached

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- b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- c) All mileage points earned by employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Corporation, should accrue to the Corporation.
- d) All employees are allowed to travel below their entitled class of travel.

B. INTERNATIONAL TRAVEL ENTITLEMENT

Entitled officers and employees	Travel Entitlement
Chairman/Managing Directors/Directors/CVO	Business/Club class/First class by Air
Others	Economy class

TRAVEL BY SHIP

Entitled Officers and Employees	For travel between main land and A&N Island and Lakshadweep Island (by ship operated by shipping corporation of India)	For places other than Andaman & Nicobar Island and Lakshwadeep Island
Chairman/MD/Director / CVO	Highest Class	Highest Class
GGM/ GM/CE/Secy./ DGM/ AGM /Manager and SAM	Deluxe class	Highest class
AM/SIO/Supdt/Drafts man Gr. I & Equivalent	First/ 'A' Cabin Class	If there be two classes only on the steamer - the lower class
Group C	First/ 'B' Cabin Class	If there be two classes only in the steamer - the lower class. If there be three classes the middle or the second class If there be four classes, the third class
Group D	Bunk class	The lowest class

C. TRAVEL BY ROAD

Entitled officers and employees	Travel Entitlement
Chairman/MD/Director/ CVO	Actual basis
GGM/ GM/CE/Secy./SE/DGM/ AGM /Manager and SAM	Actual fare by any type of public bus including air conditioned bus. Or At prescribed rates of Non AC taxi when the journey is actually performed by Non AC Taxi/own car. Or At prescribed rates for Auto Rickshaw for journey by Auto Rickshaw, own scooter, motor cycle, moped etc.
AM/SIO/Supdt/Draftsman Gr. I & Equivalent	Actual fare by any type of public bus including air conditioned bus Or At prescribed rates of Non AC taxi when the journey is actually performed by Non AC Taxi/own car. Or At prescribed rates for Auto Rickshaw for journey by Auto Rickshaw, own scooter, motor cycle, moped etc.
Group C&D	Actual fare by any type of public bus other than AC bus. Or At prescribed rates for Auto Rickshaw for journeys performed by Auto Rickshaw, own scooter, motor cycle, moped etc.

Note: Mileage allowance for road journeys shall be regulated as per the following rates in places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighbouring States.

For journeys performed in own car/taxi	Rs. 24/- per km
For journeys performed by auto rickshaw/own scooter etc	Rs. 12/- per km

At places where no specific rates have been prescribed, the rate per km will further rise by 25 percent whenever DA increases by 50 percent

- 2. TA on Transfer** TA on transfer includes 4 components i) Travel entitlement for self and family, ii) composite transfer and packing grant (CTPG), iii) Reimbursement of charges on transportation of conveyance, iv) Reimbursement of charges on transportation of conveyance.

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i) Travel Entitlements

- a) Travel entitlements as prescribed under para 1 except for International Travel for journey on tour by different modes will also be applicable in the case of journeys on transfer. The general condition of admissibility prescribed by the Govt. from time to time would be applicable.
- b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance OM F.No. 10/2/98-IC & F. NO. 19030/2/97-EIV dated 17th April, 1988, shall continue to be applicable.

ii) Composite Transfer And Packing Grant (CTG)

- a) The Composite Transfer Grant shall be paid @80% of last month's Basic Pay in case of transfer of Group A&B officers involving a change of station located at a distance of not less than 20 KM from each. However, for transfer to and fro the Island Territories of Adman, Nicobar & Lakshwadeep, CTG shall be paid @100% of last month's Basic Pay.
- b) In case of transfer to station which is at a distance of less than 20 KM from the old station and of transfer within the same city, 1/3rd of Composite Transfer Grant will be admissible, provided a change of residence is actually involved.
- c) At present, only one Transfer Grant is permitted if the transfer of husband and wife takes place within 6 months of each other from the same place to the same place. With effect from the date of implementation of these orders in cases where the transfer takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of 6 months or more. Other rules precluding Transfer Grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

iii) Reimbursement Of Charges On Transportation Of Personal Effect

Entitled officers/ employees in CWC	By Train Steamer	Rate/Km. For transport by Road (Rs./Km.)
DGMs and above	6000 kgs. by goods train/4 wheeler wagon/ one double container	Rs. 50/- per km
Supdt. to AGM	6000 kgs. by goods train/4 wheeler wagon/ one single container	Rs. 50/- per km
Group C	3000 kgs.	Rs. 25/- per km
Group D	1500 Kgs.	Rs. 15/- per km

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by steamer will be equal to be prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/ vouchers by the Govt. servant. Production of receipts/ vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

iv) Transportation of conveyance

Entitled officers/employees	Type of conveyance
Supdt. and above	One Motor Car etc. Or one Motor Cycle/ Scooter
Group C & D	One Motorcycle/ Scooter/ Moped/bicycle

3. TA Entitlement of Retiring Employees

TA on Retirement includes 4 components i) Travel entitlement for self and family, ii) Composite Transfer and packing grant (CTG), iii) Reimbursement of charges on transportation of personal effects, iv) Reimbursement of charges on transportation of conveyance.

i) Travel Entitlements

Travel entitlements as prescribed for tour/transfer in Para 1 above except for International travel will be applicable in case of journeys on retirement. The general conditions of admissibility as prescribed by Govt. from time to time would be applicable.

ii) Composite Transfer Grant (CTG)

- a) The Composite Transfer Grant shall be paid @ 80% of the last month's basic pay in case of those employees who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay.
- b) As in the case of serving employees, Government servants who on retirement, settle at the last station of duty itself or within a distance of less than 20 kms may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

iii) Transportation Of Personal Effect: Same as para 3(iii) above

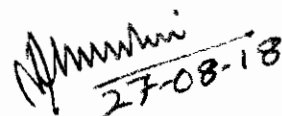
iv) **Transportation of conveyance:** Same as para 3(iv) above

4. LTC Entitlement – The travel entitlement for LTC will be same as applicable on tour including journey by any private airline for all the officers/employees of the Corporation. The general instructions issued by Govt. from time to time would be applicable.

(Authority – Agenda item No. 338.8 of the meeting of the Board of Directors held on 09.08.2018)

NOTE- a.) Old cases, before issue of this Office Order will be settled as per Office Order dated 11/10/2010 and with regard to Composite Transfer Grant (CTG) In respect of group A & B officers, pre revised pay will be considered.

b.) The Composite Transfer Grant (CTG) for Group C&D employees will be revised from the date on which MoS between Management and Unions under 8th round of wage negotiation is signed. Till then the existing instructions issued vide Office Order dated 11.10.2010 on CTG would continue.


27-08-18

(Arvind Chaudhri)
Group General Manager (Pers)

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