



केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
INDIA WAREHOUSING



जन जन के लिए भण्डारण - WAREHOUSING FOR EVERY ONE

No. CWC/XV I/TA Policy/Rectt / 990-A

Dated: 27.08.2018

OFFICE ORDER

Sub: Revision of Lodging/Hotel Charges and Daily Allowance for employees of the Corporation while on tour/transfer

In supersession to this office orders of even number dated 26.08.2011 on the entitlement for reimbursement of lodging charges for single room accommodation and daily allowance in respect of officers and employees of the Corporation, while on tour, stands revised as under with immediate effect.

DAILY ALLOWANCE WHILE ON TOUR/TRANSFER

S.No.	Designation	Revised DA Rates/Day	
		X & Y Cities for the purpose of HRA	Z Class cities for the purpose of HRA
1.	Chairman/MD/Directors/CVO	1100*	800*
2.	GGM/GM/Secretary/CE & Equivalent	1000	700
3.	DGM, AGM and equivalent	700	600
4.	Manager/SAM & equivalent and all Group B officers	700	600
5.	Group C	500	400
6.	Group D	400	300

* If Actual Meal charges at Hotels supported by vouchers+service charges etc. are claimed, no DA shall be payable.

If any official make his/her own lodging arrangement then only Composite DA @ 3 times of the applicable DA shall be payable.

The above mentioned proposed amount will increase by 25 percent whenever D.A. increases by 50 percent.

i) Timing Restriction:

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of lump sum amount
If absence from headquarters is between 6 to 12 hours	70% of lump sum amount
If absence from headquarters is >12 hours	100% of Lump sum amount

Absence from Headquarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

ii) In case of stay/journey on Government ships, boats etc. or journey to remote places on foot/mules etc. for scientific/data collection purposes in organization like FSI, Survey of India GSI etc. daily allowance will be paid at the equivalent to that provide for reimbursement of food bill.

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However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/Controlling Officer.

Note DA rate for foreign travel will be regulated as prescribed by Ministry of External Affairs.

LODGING/HOTEL CHARGES WHILE ON TOUR

S. No.	Designation	Lodging charges for a single room [Rs./day]	
		Principal Cities (Rs.)*	Other Cities (Rs.)
1.	Chairman/MD/Directors/CVO	**see note below	**see note below
2.	GGM/GMs/ Secy/CE & equivalent	8000	6400
3.	DGM/AGM & equivalent	6300	5000
4.	Managers/SAMs/AMs & equivalent	2900	2200
5.	Other Group B officers (Supdts. Accountants & equivalent)	2000	1600
6.	Group C Employees	1000	900
7.	Group D Employees	600	500

Note: ** The reimbursement of Lodging Charges for single room accommodation in respect of Chairman/MD, Directors (Board Level) CVO and equivalent would be regulated on the basis of actual expenses incurred by them on production of necessary Vouchers/Bills etc.

Taxes and other levies as applicable at actuals.

* **Principal cities** :- The list of cities issued by the Government on the basis of census 2011 for the purpose of allowing higher travelling allowances and further amended from time to time.

(Authority - Agenda item No. 338.7 of the meeting of the Board of Directors held on 09.08.2018)

Arvind Chaudhri
27-08-18

**(Arvind Chaudhri)
Group General Manager(Pers)**

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Arvind
29/8/18