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Azadi Ka
Amrit Mahotsav

केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)

CENTRAL WAREHOUSING CORPORATION

(A Govt. of India Undertaking)

जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC CO-PD0PLCY/37/2020-PERS

Dated: 05.10.2023

CIRCULAR

SUB: TRAVELLING ALLOWANCE & DAILY ALLOWANCE RULES.

With approval of the Board of Directors on 31st August 2023 in 384th Meeting, the Travelling Allowance & Daily Allowance Rules of the Corporation has been revised and is enclosed herewith.

These rules shall supersede all the earlier instructions issued in this regard and shall come into force with immediate effect.

Sidharth Rath
Digitally signed by
SIDHARTH RATH
Date: 2023.10.05
16:17:46 +05'30'

(Sidharth Rath)
Deputy General Manager (Pers.)

Encl: As above

Copy to:

1. All HoDs, CWC, CO, New Delhi.
2. All Regional Managers, CWC, Regional Offices.
3. PS to MD /PPS to Dir(Pers.)/ PS to Dir(MCP)/PA to Dir(F&A)/PS to CVO, CWC, CO, New Delhi
4. Secretary General, Federation of Central Warehousing Corporation Employees Unions, New Delhi.
5. SAM(MIS)-with the request to upload the Circular on website

TRAVELLING & DAILY ALLOWANCE RULES

1. SHORT TITLE

- 1.1 These rules are called “Travelling & Daily Allowance Rules of Central Warehousing Corporation” and shall come into effect from 05.10.2023.

2. SCOPE AND APPLICABILITY

- 2.1 Travelling Allowances are admissible for moves authorized in connection with the *bona fide* work of the Corporation or any other purpose as specified in these Rules.
- 2.2 Travelling allowances are not intended to be a source of profit but only in the nature of reimbursement of reasonable expenses incurred during travel. In incurring expenditure during travel, every employee shall use the same discretion and judgment in effecting economy as he/she would have done as in case of travel undertaken at his/her own expenses.
- 2.3 The travel entitlement for LTC shall be same as applicable on tour including journey by any airline for all the officers/employees of the Corporation. In case of LTC, the general instructions issued by Govt. from time to time would be applicable.
- 2.4 These rules shall be applicable to: -
- i) All regular employees,
 - ii) Probationers
 - iii) Management Trainee at the level of recruitment
 - iv) Employees on Deputations at their level
 - v) Persons appointed on contract if specifically mentioned in terms of their contracts.
 - vi) Any other person or class of persons to whom these rules are so extended by specific order (s) of the Managing Director.

3. DEFINITIONS

In these rules, unless the context otherwise requires

- 3.1 “Corporation” means the Central Warehousing Corporation established under Section 3 of the Warehousing Corporations Act (58 of 1962).
- 3.2 “Controlling Officer” means the official to whom the employee reports for all day-to-day operations.
- 3.3 “Managing Director” means the Managing Director of the Corporation.
- 3.4 “Director” means any Director representing Board of Directors of the Corporation.

3.5 "Day" means a calendar day beginning and ending at midnight.

3.6 "Family" means:

- i. The employee's spouse and unmarried children or stepchildren or legally adopted children wholly dependent on the employee, irrespective of whether they are residing with the employee or not,
- ii. Married daughters who have been divorced, abandoned, or separated from their husbands and widowed daughters and are residing with the employee and are wholly dependent on the employee,
- iii. Parents and / or stepmother/ stepfather residing with and wholly dependent on the employee,
- iv. Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husband, or widowed sisters residing with and wholly dependent on the employee, provided their parents are either not alive or are themselves wholly dependent on the employee.

3.7 "Dependency" The term dependency means that income from all sources including pensions and pension equivalent of DCRG (Death cum retirement Gratuity) benefit is less than Rs.9000/- plus amount of DA on Basic pension. However, there is no such limit for dependency in respect of spouse.

*Note: For the purpose of dependency, employee shall submit the information as per format enclosed at **Annexure-II** to these rules. The format shall be submitted by all the employees of the Corporation by 31st January of every year irrespective of the fact whether they had submitted said declaration in the previous year or not.*

Age-Limit for dependents shall be as follows:

Sr. No.	Relation with Family Member	Criteria
1.	Son	Till he starts earning or attains the age of 25 years, whichever is earlier.
2.	Daughter	Till She starts earning or gets married, irrespective of age limit, whichever is earlier.
3.	Son suffering from any permanent disability of any kind (Physical or Mental)	Irrespective of age limit
4.	Dependent divorced/ abandoned or separated from their husband / widowed daughters and dependent unmarried/ divorced abandoned or separated from their husband/widowed sisters	Irrespective of age limit
5.	Minor brother (s)	Up to the age of becoming a major.

3.8 "Travelling Allowance' means an allowance the employee draws in connection with the travels for Corporation work.

3.9 "Headquarters" means the normal place of duty of an employee at the time of

the outward journey on tour/transfer. In case of an employee deputed for training within India, or abroad, the Headquarters will mean the place of duty from where the employee proceeded on training. However, if his/her Headquarters during training have been changed to the place of training in India for the purpose of travelling allowance, the same will be treated as Headquarter.

- 3.10 "Pay" means the amount drawn by an employee as pay, special pay, personal pay and any other emoluments excluding allowances.
- 3.11 "Pay Scale" means the scale of pay of the employee concerned on the day of travel related to tour or transfer. Where the scale of pay of an employee change while on tour, the complete entitlement of outward and inward journey shall be regulated by the initial entitlement on which the employee travelled for the outward journey.
- 3.12 "Guest House" means Guest House accommodation run by CWC or by Central Government/State Government/CPSEs for the purpose of stay
- 3.13 "Shortest Route" means The Shortest Route between two Stations for the purpose of these Rules will mean the route that is normally used by the traveller by which he/she can most conveniently reach his/her destination by the ordinary modes of travelling.
- 3.14 "Mileage Allowance" means the expense incurred by an employee on the distance travelled for official work.
- 3.15 "Transfer" means the movement of an employee from one Headquarters Station to another Headquarters Station with the approval of the Authority competent to transfer the employee, and it includes Temporary Transfer also.
- 3.16 "Sea/Waterways" means official journey undertaken by an employee on steamer/ferry/ship etc.
- 3.17 "Daily Allowance" means allowance intended to cover charges incurred on account of travelling and staying on temporary dislocation to the employee.
- 3.18 "Classification of Cities" shall be as defined by Central Government from time to time for the purpose of HRA.
- 3.19 "Competent Authority" means the authority competent to approve the Tour and Travelling/ Daily Allowance Claim in respect of employees working under him/her in accordance with the powers delegated by the Corporation.
- 3.20 "Regular Employee" means an employee who has been declared to have completed the period of probation to the satisfaction of Appointing Authority.

4 TRAVELLING ALLOWANCES:

- 4.1 Entitlement of Employees on mode of travel and the class of accommodation while travelling on Official Tour is given below:

S.No.	Mode	Category of Employees	Entitlement
1	Airways	Board level (Managing Director/ Directors/CVO of equivalent grade)	Business Class/Club Class
		E-3 and above	Economy class
		E-1 & E-2	Economy class (Low fare)- provided distance between originating and destinating railway station is more than 1000 km and subject to the fare limit of Rs 7000.
		S-V & S-VI	Economy class (Low fare)- provided distance between originating and destinating railway station is more than 1000 km and subject to the fare limit of Rs 7000.
2	Railways	Board level (Managing Director/ Directors/CVO of equivalent grade)	AC I Class/ Executive AC Chair
		E-6 and above	AC I Class/ Executive AC Chair
		E-1 to E-5	AC II class/AC Chair Car
		S-I to S-VI	AC III /AC Chair Car
Employees are entitled to travel as per their entitled class in Rajdhani Shatabdi / Gatiman/Tejas/Vande Bharat/Duronto/Spl Trains etc.			
3	By Road	Board Level (Managing Director/ Directors/CVO of equivalent grade)	Actual fare
		E-6 and above	Actual Taxi fare
		E-1 to E-5	Actual Taxi fare maximum upto the limit of Rs 18/Km.
		S-I & S-VI	Actual Auto Rickshaw/Bus fare maximum upto the limit of Rs 12/Km.
4	Waterways	Board Level (Managing Director/ Directors/CVO of equivalent grade)	Highest class
		E-3 and above	Between main land and A&N/Lakshadweep Island - Deluxe

			Class For places other than A&N/Lakshadweep Island- Highest Class
		E-1 & E-2	Between main land and A&N/Lakshadweep Island - First/A class cabin For places other than A&N/Lakshadweep Island- Lower in case of two class.
		S-III to S-VI	Between main land and A&N/Lakshadweep Island- First/B class cabin For places other than A&N/Lakshadweep Island- Lower in case of two classes/ middle or second in case of three classes/ third in case of four classes
		S-I & S-II	Between main land and A&N/Lakshadweep Island- Bunk class For places other than A&N/Lakshadweep Island- Lowest class

- 4.2 Charges for reservation of seats including convenience fees, taxes etc., wherever levied by the Airlines, are admissible in addition to the fares.
- 4.3 For official tour the air ticket may be booked directly from airlines (at booking counter/ office/ website of airlines) or through Govt. Authorised travel agencies i.e., Balmer Lawrie & Company Limited, IRCTC and Ashok Travels & Tours. However, for LTC Air Ticket shall only be booked through Government authorised travel agencies from time to time i.e., Balmer Lawrie & Company Limited, IRCTC and Ashok Travels & Tours.
- 4.4 Train ticket to be booked only through IRCTC/Railway Booking Counter and Service charges/convenience charges levied by the IRCTC/Railway shall be reimbursable.
- 4.5 If any employee travels in higher class for which he/she is not entitled, the travel expenditure shall be reimbursed restricting to their entitled class only.
- 4.6 The entitled class of Railways for travel on rail is given at point no. 4.1 above. Journey should normally be performed by the shortest route. An employee is required to travel on rail by the entitled class of accommodation.
- 4.7 If an employee travels in a lower class of accommodation, he/she shall be entitled to the fare of the class of accommodation used for travel.

- 4.8 Charges for reservation of seat/berth including Tatkal Charges/Dynamic fare/Taxes levied by the Railways, are admissible in addition to the Ticket fares.
- 4.9 Service charges wherever levied by Railways in respect of travel by super-fast trains such as Rajadhani Express, Shatabdi Express, Duronto, Janshatabdi, Gatiman, Tejas, Vande Bharat, Special Trains etc., shall be admissible as per actuals.
- 4.10 Travelling Allowance calculated for Route other than the Shortest Route may be allowed, provided the journey is performed by such a Route and supported with evidence & approved by the Competent Authority.
- 4.11 Road travel on vehicle provided by the Corporation shall be allowed to Executives to discharge official assignment and in such case, no travelling allowance is admissible.
- 4.12 For the places not connected by rail, travel by road in other than Corporation's Transport, respective entitlements are given as above in Rule 4.1.
- 4.13 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.
- 4.14 In case of journey performed by entitled employee in taxi operated by taxi operator/agency, actual fare will be reimbursed subject to maximum limit as prescribed under Rule 4.15.
- 4.15 Employees also can travel by vehicle and the mileage allowance for road journeys shall be regulated as per the following rates

Category	Entitlement	Rate
E-1 & above	For journeys performed in car	Rs 18 per Km
S-I to S-VI	For journeys performed in two-wheeler	Rs 12 per Km

Note: Mileage allowance includes fuel charges, maintenance charges, wear & tear of the vehicle. Toll charges where levied shall be reimbursed over and above the mileage allowance subject to production of satisfactory proof of payment/deduction from Fastag.

- 4.16 In the case of exigency of work, maximum distance permissible to be travelled by own vehicle shall be up to 150 Kms each way with the approval of tour programme. Where travel beyond 150 Kms each way by own vehicle becomes necessary, the distance beyond 150 Kms shall be permissible with the approval of the Functional Director concerned.
- 4.17 When two or more employees travel together by one vehicle belonging to any of the employees, the owner may draw Travelling Allowance as per Rules mentioning the names of other co-passengers and the other employee(s) are not entitled to claim and get reimbursed any amount on travel expenses on

such account.

- 4.18 When a group of employees are required to travel by road from one place to another at the same time, they shall use single vehicle on sharing basis or use official own or hired vehicle of the corporation.
- 4.19 When an employee travels by Sea/ Waterways between places connected by Rail, the reimbursement will be limited to the actual fare paid or the Rail fare by the entitled class of accommodation, whichever is lower.

Local conveyance/travel

- 4.20 Entitlement for local travels undertaken by an employee with the approval of the Competent Authority on Corporation duty, within the Headquarters Station/ journey performed at outstation while on tour shall be regulated as 4.15.
- 4.21 If an employee is required to make frequent travels on day-to-day basis/amount incurred on local conveyance from Headquarter for discharging official duties on working days/Holidays/Sundays, he/she can make monthly claims in all occasion shall be restricted to Rs 5000/- per month. In such case, the controlling officer must certify the claim of the employee.
- 4.22 All mileage points earned by employee 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.

5 Lodging/Hotel Charges

Accommodation, in places where Corporate Office/Regional Office of the Corporation is available, arrangement for stay will normally be booked by the concerned office. Wherever, no Official accommodation is available/no such accommodation made available at the new station, the employee shall make his/her own arrangement for stay and claim reimbursement & shall be reimbursed as per **table given below** on production of proof of payment:

Level	X class	Y class	Z class
Board level (Managing Director/ Directors /CVO of equivalent grade)	Actual	Actual	Actual
E-8	12000	10000	8000
E-7	10000	9000	7000
E-5 & E-6	8000	6500	5000
E-3 & E-4	6000	4000	3000
E-1 & E-2	4000	3000	2500
S-III to S-VI	3000	2500	1500
S-I and S-II	2000	1500	1000

- Note:** 1. Above rates are exclusive of GST & other charges.
2. No Tip or Food/beverages shall be reimbursed, if indicated in the Bill.

6 DAILY ALLOWANCE

- 6.1 Daily Allowance will be paid to an employee to cover the day-to-day expenses incurred while on official tour as per the following entitlement:

Level	X & Y Class Cities	Z Class Cities
Board level (Managing Director/ Directors/ CVO of equivalent grade)	1350*	1050*
E-8	1200	900
E-7	1000	850
E-1 to E-6	900	800
S-III to S-VI	750	600
S-I and S-II	650	500

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

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

- 6.2 If an official makes his/her own lodging arrangement, Daily Allowance at 3 times will be payable. The claim of Daily Allowance shall be supported by an Undertaking from the employee concern that no Lodging/Boarding expenses have been claimed separately for the said travel.
- 6.3 Employees staying in Guest House (either of CWC or other Organisations) will be reimbursed the actual Lodging Charges on production of proof of payment, in addition to the DA as above.
- 6.4 Employees sharing accommodation will be entitled to claim DA only, even if the room tariff is claimed by one of them.
- 6.5 Full daily allowance will be granted for each completed period of 24 hours absence reckoned from the time of departure from the Headquarters to the time of return. Absence for the purpose of DA will normally be counted from the scheduled time of departure from the Headquarters and upto the scheduled time of arrival at the Headquarters in respect of Air and Rail journeys. However, if the departure or arrival time is delayed beyond two hours after the scheduled/declared time, such actual time shall be counted. In respect of road journeys, the actual time of departure and arrival will be reckoned.
- 6.6 The Daily Allowance will be admissible at the following rates for fractions of 24 hours:

Upto 6 hours	40%
Exceeding 6 hours but upto 12 hours	75%
Exceeding 12 hours	Full

- 6.7 During journey period, DA is admissible and reimbursed at the rate mentioned according to 6.1 above.
- 6.8 Normal Halts at transit Stations for catching connecting train/flight would be treated as on duty and TA/DA would be regulated accordingly. The enforced halts necessitated by breakdown of communications due to blockade of roads on account of floods, rains, heavy snow fall, landslides etc. or delayed sailing of ships or waiting for airlift or due to disturbance or imposition of curfew shall be treated at par with normal tour. The DA shall be regulated as per 6.1 above.
- 6.9 An employee availing leave on tour will not be entitled to Daily Allowance for the leave period. In the case of Leave in excess of 6 days, for reasons other than sickness, while on tour, Travelling Allowance will not be admissible for return trip to the Headquarters. Where the employee, after availing Vacation Leave proceeds to another place of temporary duty, he/she can be paid Travelling Allowance for the movement to the other place and for the return trip to the Headquarters from that place.
- 6.10 Employees attending training/seminar/conferences in the Headquarter city, shall not be provided lodging facility during the period of their training. They shall not be paid any Daily Allowances.
- 6.11 Employees attending training/seminar/ conference at any location other than the place of posting as residential programme and if the institute or corporation provides all time food, then no Daily Allowance is to be paid.
- 6.12 Management Trainee shall be eligible for Travelling Allowance/Daily Allowance & Lodging charges on official tour as per the entitlement of their induction grade in which they will be absorbed.

7 TRANSFER ALLOWANCES:

- 7.1 On transfer, an employee shall be eligible for (a) Travel Expenses, (b) Daily Allowance for the journey time, (c) Transfer Grant, and (d) Baggage charges for the transportation of personal effects.
- 7.2 Travel Expenses: Employees and the members of his/her family as defined in the Rule 3.6 above shall be entitled for any mode of journey (Air/Rail/Road/Water) as per the entitlement during official tour as per Rule 4.
- 7.3 In cases where an employee travels by their own/hired conveyance, the entitlement will be regulated as in Rule 4.15.
- 7.4 Member or members of the employee's family who join(s) the employee at the new place of posting from a station other than the old Headquarters or proceed(s) from the old Headquarters to a station other than the new Headquarters will also be entitled to Travelling Allowance subject to the condition that the amount does not exceed the admissible Travelling allowance had the family proceeded directly from the old to the new

Headquarters station.

- 7.5 Daily Allowance: An employee shall be entitled to one Daily Allowance each for himself/ herself and each member of his/ her family above 12 years of age for every 24 hours of journey time. Members of the family below the age of 12 years shall be allowed half Daily Allowance. The entitlement of Daily Allowance will be the as per the applicable DA rate in Rule 6.1 above. For journey period of less than 24 hours, the DA will be admissible as per Rule 6.6 above.
- 7.6 If the family of an employee travels to a station other than new place of posting, Transfer Allowance for the journey by the family restricted to the distance between new place of posting and the old station of posting may be paid.

Note:

1. *Member or members of the Employee's family who follow(s) him within six months from the date of his/her permanent transfer or precedes him by not more than one month will be treated as accompanying him/her.*
2. *The time limit in respect of family members following the employee may be extended by the Competent Authority in individual cases on account of special circumstances, up to a further limit of six months.*

Transfer grant:

- 7.7 The transfer grant shall be paid @80% of last month's Basic Pay in case of Transfer of involving a change of station/residence located at a distance of not less than 20 KM to cover the expenditure incurred on breaking and setting up of establishment. However, for transfer to and fro the Island Territories of Andaman & Nicobar and Lakshadweep Transfer Grant shall be paid @100% of last month's Basic Pay.
- 7.8 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.
- 7.9 This Transfer Grant includes conveyance for the employee and his/her family members from the residence to the Railway Station/Airport etc., at the old Headquarters and from the Railway Station/Airport etc., to the residence at the new Headquarters.
- 7.10 Transfer Grant will be payable even if the employee does not intend to shift the family to the new place of posting, to assist him/her to establish and maintain two establishments.
- 7.11 In case spouse of the employee is employed, 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 the transfer orders.
- 7.12 Transfer Grant is not admissible when an employee is permitted to retain

the Staff Quarter/Leased accommodation/Any other Accommodation provided by the Corporation for the family at the previous station. This may, however, be allowed at the time of actual shifting of the family to the new station.

7.13 No transfer benefits shall be admissible in case of transfer at his/her own request or mutual transfer.

8 Transportation of personal effects:

8.1 Charges on Transportation of Personal Effect shall be reimbursed as given below:

Level	Rate/Km. For transport by Road (Rs/Km)
Board level (Managing Director/ Directors/ CVO of equivalent grade)	As per actuals
E-6 and above	70/- per km
E-1 to E-5	55/- per km
S-III to S-VI	30/- per km
S-I & S-II	20/- per km

Note:

1. The rates for transportation of personnel effects shall be restricted to actual or rate/km for transport by road as mentioned above, whichever is less.
2. GST/Taxes reimbursement, wherever applicable, will be over and above the entitlement amount.

8.2 Charges on Loading/Unloading shall be reimbursed as given below:

Level	Loading/Unloading Charges
Board level (Managing Director/ Directors/ CVO of equivalent grade)	As per actuals
E-6 and above	2500/- each way
E-3 to E-5	2200/- each way
E-1 & E-2	1800/- each way
S-III to S-VI	1500/- each way
S-I & S-II	1000/- each way

8.3 In addition to the cost of transportation of personal effects as in Rule-8.1 above, an employee shall also be entitled to the cost of transportation by rail / road, of Car / Motor Cycle / Scooter/ Moped/ Cycle, if he was owning and using the same at the old Headquarters. The charges when carried by Goods Train will be limited to the baggage charges as mentioned below:

Pay scale	Entitlement
E-1 and above	Motor Car/Motor Cycle/ Scooter/Moped by 'Scale-R'
S-I to S-VI	Motor Cycle/ Scooter/ Moped/Bicycle by 'Scale-S'

Note: *The Scales for different parcel rates and corresponding types of parcel services are: Scale—R for Rajdhani Parcel Service on Rajdhani Express trains and Scale—S for Standard Parcel Service on other Mail/Express trains, Shatabdi Express trains and Parcel Express trains, as notified by Indian Railways from time to time.*

- 8.4 The employee can transport his/her conveyance by road, train at his/her option but the reimbursement for transport by road will be claimed to the cost of transport as parcel by train as per entitlement given above.
- 8.5 In case, the employee self-drives the vehicle to the new place of posting, the mileage allowances as mentioned under Rule 4.15 above shall be applicable. In addition, DA as per applicable rates shall be payable for the duration of journey. In case, family also travels with the employee in that vehicle, no additional travel expenses shall be payable except DA for the members of family travelling for the duration of journey.
- 8.6 In addition to the cost of transportation of personal effects as given in Rule 8.1, entry tax, Porterage, Loading and Unloading charges will be paid as per rule 8.2, terminal tax and insurance charges for transportation of personal effects will be paid on production of receipts (No receipt required for Porterage & Loading/Unloading charges).
- 8.7 The transfer allowance/journeys/shifting of personnel effect in the above cases should be performed & claimed within six months from the date of relieving order.

9 ALLOWANCE ON SUPERANNUATION/ VOLUNTARY RETIREMENT/ PREMATURE RETIREMENT/TERMINATION OF SERVICES ON MEDICAL GROUNDS/DEATH:

- 9.1 Employees and members of their family on Superannuation, Voluntary Retirement, Premature Retirement, Termination of services on medical grounds and member of deceased employee would be entitled for the following on the same terms as for serving employees on transfer:
- Travel expenses;
 - Daily Allowance for journey time;
 - Transfer Grant; and
 - Baggage Charges for transportation of personal effects / Conveyance at the rates applicable through the shortest route.

The above TA will be allowed from the last duty station of the employee to the declared place of residence anywhere in India where his/her family wishes to settle down permanently and as per the entitlement of the employee at the time of superannuation.

- 9.2 Facilities at rule 9.1 above will be admissible to the family members of an employee who dies while in service, at the post applicable to the employee on the date of his death.
- 9.3 The journeys in the above cases should be performed & claimed within six months from the date of Superannuation/ Premature Retirement / Voluntary Retirement / Termination of services on medical grounds / Death of the employee.

Note: *Claims of employees /family members mentioned in Rule 9.1 shall be reimbursed only after the journey etc., is performed subject to production of documentary proof. No payment of advance towards TA/DA etc., to such employees and his/her family members is to be made.*

- 9.4 The procedure to be adopted to regulate grant of TA/DA etc., to employees on superannuation is as follows:
- a. An employee should give his/her declaration in the prescribed Form **(Annexure-I)**, one months in advance to the date of superannuation, to the Personnel Division of the Corporate Office.
 - b. Claim for Travelling allowance on superannuation / voluntary retirement / premature retirement / termination of services on medical grounds / death shall be made by the ex-employee/ claimant in a single consolidated bill only. Piece-meal claim of travel expenses or shifting of personal effects etc. shall not be entertained by the concerned Finance Department. Claim once made, even if incomplete, shall be deemed as final and closed.
 - c. In the case of employee whose services are terminated on medical grounds or who retire under the Scheme of Voluntary Retirement/Optional Retirement, the concerned employee shall submit the declaration as per **Annexure-I**.
 - d. In case the declaration made by the employee/family regarding declared place of residence is found to be false, he/she/his/her family is liable for suitable action under the law of the land besides refund of the amount claimed from the Corporation with penal interest.

10 ALLOWANCE FOR JOINING DUTY ON FRESH APPOINTMENT:

- 10.1 Persons joining duty from Central Government/State Government/PSUs on fresh appointment applied through proper channel in the Corporation, shall be paid only Travelling expenses during Journey Time for self and members of his/her family, according to the Grade/Scale of Pay offered.
- 10.2 Management Trainee (MT) joining duty from Central Government/State Government/PSUs on fresh appointment if applies through proper channel to the Corporation, shall be paid only the travelling expenses in the entitled class as mentioned in the Offer of Appointment for self from the station as mentioned as his/her address for correspondence or any other station, whichever is less, to place of joining.

11 ALLOWANCES PAYABLE TO CANDIDATES CALLED FOR INTERVIEW:

11.1 Candidates called for interview for appointment are to be paid Travelling Allowance only as given below:

Posts	Entitlement	Remarks
E-5 & Above	A.C. II tier to & fro rail fare/ A.C. bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.) and	Submission of No-Objection certificate {Candidates serving in Government / Quasi Government offices/ Public Sector Undertakings (Including Nationalised Banks and Financial Institutions)}
E-1 to E-4 (including Management Trainee)	A.C. III tier to & fro rail fare/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.)	
S-I to S-VI	Sleeper class to & fro rail fare/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.)	

Note: No Travelling Allowance shall be payable to candidates called for Written Test (Preliminary/Main Examination).

11.2 Internal candidates called for Document Verification/Interview against posts advertised by the Corporation are to be treated as on tour and will be paid Travelling Allowance only as per admissibility.

12 ALLOWANCES TO SPORTS PERSON PARTICIPATING IN TOURNAMENTS OUTSIDE THE HEADQUARTERS

12.1 TA/DA to the Sports person going to outstations to participate in tournaments/matches organized by other PSUs/Sports Authorities recognized by CWC will be paid according to these Rules. The period of their absence from the Headquarters for the purpose may be treated as spent on duty.

12.2 Sports person shall be entitled for the Hotel Charges and daily allowance as per their eligibility in respective grade.

12.3 Accommodation charges shall be allowed for all matches (one day before and one day after) in respect of outstation tournament. In case accommodation is provided by the host Committee, no accommodation charges shall be admissible.

12.4 One day before and one day after the tournament along with actual days of tournament shall be considered for calculation of daily Allowances.

12.5 In addition to above, the existing benefits of the Circular No. CWC/I-Sports/Rectt/16-17 dated 30.08.2016 shall remain unaltered.

13 PAYMENT OF ALLOWANCES TO RETIRED EMPLOYEES/PERSONS RESIGNED FROM SERVICE WHEN CALLED TO ADDUCE EVIDENCE BEFORE COURT OF LAW/INQUIRY COMMITTEE ON BEHALF OF THE MANAGEMENT:

13.1 The eligibility for TA/ DA in respect of ex-employees called from place of residence to another station for the said purpose would be as follows:

- a. To and fro fare at the class of entitlement at the time of retirement/resignation;
- b. Daily Allowance as per the provisions given in para 6.1, as the case may be. Entitlement of DA would be regulated based on the Grade/Scale in which the ex-employee was serving at the time of leaving Corporation.
- c. Conveyance Charges from the place of their halt to the Court/place of Departmental Enquiry and back, in the event of Corporation transport is not provided.

13.2 Efforts should be made by the Divisions/Offices to accommodate the ex-employees called for this purpose from an outstation, in the Corporation's Guest House, in order to contain the expenditure on this account.

13.3 Ex-employees who are residing in the same Station where the Departmental Enquiry/Proceedings in the Court are held will be allowed Daily Allowance at 25% of the rates indicated under rule 6.1 above. In addition, they will be paid Conveyance charges as at rule 4.15 above, as the case may be, if Corporation Transport is not provided.

13.4 TA/DA shall be paid to the individual only on the basis of a certificate from the Head of the Personnel Division or Regional Manager as the case may be to the effect that the individual was required to be present in a Departmental Inquiry/Court on the dates in question to assist the Corporation in leading evidence/proving documents etc., and the individual was actually present.

Note: *Benefits as at Para-13 will be admissible to the ex-employees called for the purpose of Departmental Inquires/ Enquires in respect of cases pertaining to self also.*

14 PAYMENT OF DAILY ALLOWANCE TO REPRESENTATIVES OF THE RECOGNISED UNION/S CALLED BY THE MANAGEMENT TO ATTEND MEETINGS OUTSIDE THE HEADQUARTERS:

TA/DA shall be reimbursable to the participating representative of the recognized union as per their admissibility. In such case, certificate from the concerned office bearer is essential for claiming the bill.

15 MISCELLANEOUS:

- 15.1 The TA claim complete in all respects including Transfer Grant, Self & family transfer allowance, Transportation of Personal effects etc. shall be submitted as single claim. The TA claim once submitted cannot be supplemented. However, in case of non-shifting of family at the old station the TA claim bill may be splitted.
- 15.2 The right of an employee to Travelling Allowance including Daily Allowance, shall be forfeited or deemed to have been relinquished if the claim is not preferred within 60 (sixty) days from the date it becomes due, i.e., the date of completion of each individual journey. Tour advance amount shall also be recovered on non-submission of bill during the specified time period i.e., 30 days.
- 15.3 Where a journey on duty is cancelled due to official reasons, cancellation charges including reservation charges, if any, on unused air/rail/bus tickets will be permitted provided it is approved by the Competent Authority that the journey was cancelled due to official reasons.
- 15.4 The entitlement for TA/DA on tour/transfer of an employee (and family members in the case of transfers) shall be decided based on the category of the employee at the time of commencement of his outward journey/date of relieve from the Headquarters.
- 15.5 Where travel is undertaken by an employee to give evidence in a Court of Law to depose about the facts coming to his knowledge during the discharge of his official duties, and Corporation is either interested or a party in the case, expenditure as per these Rules will be admitted. Where the expenditure on TA/DA is reimbursed by the Court, the same should be refunded to Corporation by the employee.
- 15.6 When an advance (granted to regular employee only) is granted and the outward journey has not commenced within 30 days of drawl of the advance, the advance should be refunded by the employee in full immediately. If it is not done, the amount should be recovered from the following month's salary with interest at current bank rate for overdraft in case of State Bank of India.
- 15.7 The maximum duration of an official Tour shall not exceed sixty days.
- 15.8 While rendering the TA/DA claims, ticket along with Boarding pass in case of Air travel, ticket in case of travelling by Rail travel, ticket in case of travelling by Road or waterways to be enclosed in respect of the claim.
- 15.9 On Transfer/retirement etc., cost of Transportation of Car/Motor Cycle etc. may be reimbursed if the Vehicle is owned by the employee in his name or his Spouse's name as per the entitlements mentioned under Para 8.3 above.
- 15.10 If spouse of an employee accompanies him on Tour, no deduction shall be made from the admissible Room Rentals.

15.11 Office should give clear instructions to approved Travel Agents to book Air Tickets by lowest refundable fare of the entitled class in the Low-cost Fare/ Low-Cost Airlines etc., to the extent possible.

15.12 Full use of Information Technology (e-mail, tele – conferencing, Video conferencing etc.) is to be resorted, so that travel is kept to the barest minimum.

15.13 Employees who have been financially upgraded, their entitlement shall be as per the entitlement of the post held, not as per the scale in which he/she is financially upgraded.

15.14 Movement of Vigilance Officers from the Headquarters is authorised by the CVO also. In such cases, employees working in other Divisions/ Offices shall not again obtain separate administrative approval from the Head of the Division for grant of TA/DA Advance, Booking of Tickets etc.

Note: The Movement Order, Tour Proposal and Advance Request etc. will be issued by the HoD of Vigilance, enclosing a copy of the approval received from the Corporate Vigilance for the movement out. The concerned HoD will however, be kept duly informed by the HoD of Vigilance of the Division/ Office about the movement of the employee from other Division.

15.15 Regular employee may be granted for Tour/Transfer/LTC advance up to 90% of estimated expenditure to be incurred during the tour/transfer/LTC before commencing the journey. However, in case where the tour program is extended due to official exigencies, advance may be applied during the tour period as well.

15.16 If any employee attends duty at a place other than the normal place of work straight from his residence and returns to residence without attending duty at normal place of work, conveyance expenditure shall not be reimbursable unless distance of the place of temporary duty from his residence is more than the distance from the residence to the normal place of work. In such a case, conveyance expenditure as per his entitlement may be reimbursed only for the excess distance.

16 INTERPRETATION & POWER TO RELAX

In case of any doubt regarding interpretation of any of the provisions of these rules and Power to relax any of the provisions under these Regulations shall vest with the Managing Director.

17 POWER TO AMEND

Managing Director is authorised to frame and issue subsidiary rules, instructions, procedures & subsequent revision of rates under the Rule. However, power for addition/deletion to be made under this policy shall vest with the Board of Directors.

Annexure-I

Performa for superannuating employees for declaring place of settlement post retirement

1. Name of Employee: _____
2. Designation: _____
3. Employee Code: _____
4. Place of Posting: _____
5. Region: _____
6. Place of Settlement: _____
7. Complete Address: _____
8. Personal E-mail Id: _____
9. Contact No.: _____
10. Alternate Contact No: _____
11. List of Dependents: _____

S.No.	Name	Date of Birth & Age	Relation with employee
1.			
2.			
3.			
4.			

Place:

Date:

(Signature of Employee/
Name & signature of dependent family member in case of death of
employee)

Declaration to be submitted at the beginning of every calendar year under Medical Attendance Rules

I _____ (Name) _____ (Designation)
_____ (CPF Code) do hereby declare that:

- (i) The following members of my family are wholly dependent upon me under CWC TA/DA Rules & Medical Attendance Rules:

Sr. No.	Name	Date of Birth	Relationship	Residing with me since	Status (Married / Unmarried/ Widow)	Monthly Income (In Rupees)
1.	2.	3.	4.	5.	6.	7.

Note 1: For determining dependency of family members (except spouse), income from all sources including pensions and pension equivalent of DCRG (Death cum retirement Gratuity) benefit is less than Rs.9000/- plus amount of DA on Basic pension per month on 1st January. The dependency shall be regulated as per the terms & conditions laid down by the Central Government in terms of CGHS rules, as amended from time to time. Age-Limit for dependents shall be as follows:

Sr. No.	Relation with Family Member	Criteria
1.	Son	Till he starts earning or attains the age of 25 years, whichever is earlier.
2.	Daughter	Till She starts earning or gets married, irrespective of age limit , whichever is earlier.
3.	Son suffering from any permanent disability of any kind (Physical or Mental)	Irrespective of age limit
4.	Dependent divorced/ abandoned or separated from their husband / widowed daughters and depended unmarried/ divorced abandoned or separated from their husband/widowed sisters	Irrespective of age limit
5.	Minor brother (s)	Up to the age of becoming a major.

Note 2:

For the purpose of monthly income ceiling, the same will be worked out by adding the following elements for whole year and then divided by 12.

- Gross Income from employment/profession
- Income from agriculture
- Pension (plus Dearness Relief, if any)
- Interest from deposits with banks/Financial Institutions/Post Offices/other establishments etc.
- Rent from House/Land Holdings
- Fees/Consultation Fee/Tuition Fee/Coaching Fee etc.
- Honorarium for lectures/Talks etc.
- Other sources

- (ii) Particulars of other members of my family who are not dependent on me are given as under.

Sr. No.	Name	Date of Birth	Relationship	Residing with me since	Status (Married / Unmarried/ Widow)	Employment / Profession
1.	2.	3.	4.	5.	6.	7.

Please tick (✓) whichever is applicable:

- (iii) My father/ mother/ parent namely _____ is/ are wholly dependent on me and that he/ she/ they normally reside with me at _____
- (iv) My wife/husband is employed in _____/ is not employed, and she/he will/will not claim reimbursement from CWC or her/his employer.
- (v) My Son/ Daughter _____ aged _____ is unemployed and wholly dependent on me
- (vi) My brother(s)/unmarried sister employed in _____ (Govt./Public Sector/Private Sector) will not claim reimbursement of medical expenses in respect of dependents from whom I shall claim.
- (vii) My father and mother is/are drawing/not drawing pension/family pension. Their monthly income including pension and family pension / income from all other sources as mentioned in Note 2 above is less than Rs.9000/- plus amount of DA on Basic pension per month.
- (viii) My mother is a widow and her total monthly income including pension and all sources as mentioned in Note 2 above is less than Rs.9000/- plus amount of DA on Basic pension per month, if any.
- (ix) My other brother(s)/sister/(s) are not contributing to the upkeep of my dependent(s) because of the following reasons:

I fully understand that in case the above declaration is found to be wrong, I render myself to disciplinary action under the extant rule.

Signature of the Employee

CPF Code _____
Designation _____
 Place of Posting _____

Declaration to be submitted at the time of joining the Corporation and at the beginning of every calendar year under CWC Medical Attendance Rules

My parents, Father Shri _____ and Mother, Smt. _____ are wholly dependent on me.

My father Shri _____ was employed with _____ and superannuated w.e.f. _____ and his monthly income from all sources is Rs _____

My mother Smt. _____ was employed with _____ and superannuated w.e.f. _____ and her monthly income from all sources is Rs. _____

I hereby declare that the income of my parents from all sources is _____ and is not exceeding the income ceiling of Rs _____ as prescribed in CWC TA/DA Rules & Medical Attendance Rules.

I fully understand that in case the above declaration is found to be wrong, render myself to disciplinary action under the extant rules.

Name of the Employee: _____
Signature of the Employee: _____
CPF Code: _____
Place of Posting: _____

Date:

Place:

Through Controlling Officer

Note:

A specific declaration is to be submitted by the employee regarding previous employment/occupation of the parents and in case parent(s) was / were previously employed, the employee shall submit the following documents for consideration of dependency of such parent(s):

1. Service Certificate
2. Documents issued by employer towards superannuation benefits
3. Copy of PPO (if applicable)
4. Income Certificate issued by Collector/Tehsildar/Revenue officer/local revenue authority