

**THE PUNJAB STATE COOPERATIVE SUPPLY AND MARKETING  
FEDERATION EMPLOYEES (FOREIGN TRAVEL) RULES,1996**

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FEDERATION EMPLOYEES (FOREIGN TRAVEL) RULE, 1996**

**1. SHORT TITLE :**

These rules will be known as “The Punjab State Cooperative Supply & Marketing Employees (Foreign Travel) Rules, 1996.

**2. COMMENCEMENT:**

These rules shall come into force with effect from the date these are Approved by the RCS Punjab under Rule-28 of the Punjab Cooperative Societies Rules, 1963.

**3. APPLICATION:**

These rules shall apply to the employees working in the Punjab State Cooperative Supply and Marketing Federation Limited, Chandigarh and who undertake travel abroad for & on behalf of Markfed.

**4. DEFINATION:**

In these rules, unless the context otherwise requires:-

- a) ‘Board means the Board of Directors of the Punjab State Cooperative Supply & Marketing Federation Ltd.
- b) ‘Controlling Authority means an officer authorized to exercise the powers under these rules.
- c) ‘Daily Allowance’ means a uniform allowance for each day of duty away from India which is intended to cover the ordinary daily charges incurred by an employee in consequence of such duty or the purpose of foreign visit at the rates as specified in these rules.
- d) ‘Federation’ means the Punjab State Cooperative Supply & Marketing Federation Ltd.

- e) 'Foreign Exchange' means the currency other the Indian Currency allowed to be drawn for the purpose of carrying out the foreign visit/travel.
- f) 'foreign Travel' means the journey to be undertaken for travel abroad which involves the sanction/drawal of foreign exchange. Foreign travel beings from the time & date of departure from India and will terminate from the time & date of departure to India. The utilization of foreign exchange will be counted from the time of arrival in the destined foreign country upto the time of departure from the foreign country. Foreign exchange will be admissible on perodiem basis irrespective of countries visited in a single day.

#### **EXPLANATION**

Any seminar on training related to the objects of the federation arranged by any Indian Agency/Institution to be conducted in the neighbouring countries like Bhutan, and Nepal, not involving the foreign exchange would not amount to foreign travel and such traveling will be governed under the General Travelling Rules known as The Punjab State Cooperative Supply & Marketing Federation Employees (Travelling Allowance Rules, 1992).

#### **5 CLASS OF TRAVEL**

Foreign travel will normally be undertaken in economy class and by shortest possible route only. However, if the countinuous travel involves more than seven hours.

Chairman/Admn./MD can travel by business class.

#### **6. APPROVAL OF FOREIGN TRAVEL**

Travel shall be undertaken after prior approval of the BOD of the Markfed and RCS, Punjab. The resolution of Board of conveying approval should be detailed one enumerating (a) purpose of visit; (b) number of days of foreign visit with the places to be visited (c) the amount and source of funds for meeting the expanses of the visit; (d) Justification of the foreign visit.

In case of the officer serving on deputation from Govt. department the permission from their cadre controlling Authority shall also be obtained. In addition to the approval of the office of RCS, Punjab.

## **7. FOREIGN TRAVEL DOCUMENTS**

Obtaining foreign travel documents shall be responsibility of the person who is understanding foreign travel. However, the office the authorized travel agent. If an of the office shall extend all assistance in this regard to those undertaking foreign travel. The cost of these documents including the visa fee incurred in India will be reimbursed by the federation. However, no re-imburement will be permitted for a visa fee paid outside India in Foreign exchange except where specified foreign exchange has been granted for the purpose or evidence can be produced that Foreign exchange for the purpose has been obtained without any contravention of the Foreign Exchange Rules.

## **8.AIR PORT TAX**

The Air Port Tax paid n Indian rupees will be reimbursed by the Federation. No reimbursement will be made of the air port taxes paid outside India from the foreign exchange.

## **9. PASSAGE**

To and fro passage will be booked by the shortest route in rupees in India by the Airlines/shipping company/licensed travel agents on production of foreign exchange permit, the country/countries specified therein.

## **10. FOREIGN EXCHANGE**

Foreign exchange in the shape of TA/DA and boarding/lodging on foreign tour shall be admissible as per instructions/guidelines issued by the Punjab Govt. from time to time on the basis of instructions issued by the Govt of India, Ministry of external affairs, New Delhi.

## **11. TOUR REPORTS**

On return from foreign tour, a detailed tour report will be submitted by the officials/officer to the MD of Markfed who shall place the same, with his observation before the Board for perusal/ follow up action Copy of such report, with the observation/approval/proposed follow up action as approved by the Board, shall be sent to the office of RCS within a period of three month from the date of return of the officer from foreign tour.

## **12 GENERAL**

- i) The matters not covered by these rules, the provisions of exchange control Regulations of RBI from time to time about foreign travel shall apply.
- ii) In case of doubt regarding interpretation of these rules, the matter shall be Referred to RCS Punjab whose decision shall be final.