

PUNJAB STATE COOPERATIVE SUPPLY AND MARKETING FEDERATION
EMPLOYEES (TRAVELLING ALLOWANCE) RULES, 1992.

1. Short Title:

These rules may be called the Punjab State Cooperative Supply and Marketing Federation Employees(Travelling Allowance) Rules, 1992 and as amended vide resolution No. 5 dated 30.7.98 by B.O.D. in its meeting held on 30.7.98.

2. Commencement:

These rules shall come into force with effect from the date these are approved by the Board of Directors of MARKFED.

3. Application:

These rules shall apply to the employees working in the Punjab State Cooperative Supply and Marketing Federation Limited, Chandigarh.

4. Definition:

In these rules, unless the context otherwise requires:-

(a) "Board" means the Board of Directors of the Punjab State Cooperative Supply and Marketing Federation Limited.

(b) 'Daily Allowance' means a uniform allowance for each day of duty away from headquarters which is intended to cover the ordinary daily charges incurred by an employee in consequence of such duty.

Unless in any case it be otherwise expressly provided in these rules, it may be drawn while on tour by every employee whose duties require that he should travel and may not be drawn except while on tour.

(c) 'Federation' means the Punjab State Cooperative Supply and Marketing Federation Limited.

(d) 'Controlling Officer' means an officer authorized to exercise the powers under these Rules.

(e) 'Pay' means basic pay inclusive of personal pay, if any, drawn by an employee against a particular post.

(f) 'Tour' means when an employee is on duty away from his headquarters either within, or, with proper sanction, beyond his sphere of duty.

Controlling Officer may in case of doubt decide whether a particular absence from headquarters is absence on duty.

5. Gradation:

The employees shall be classified in the following grades for the purpose of these rules i.e. for grant of Travelling Allowance(including Transfer T.A.)/Daily Allowance:-

Grade 'A' M.D., A.M.D.s, C.M.P., C.I.A.,S.E. & other Chief Managers & any other P.C.S./I.A.S. Officer taken on deputation and officers drawing basic payoff Rs. 12000/- and above.

Grade 'B' Drawing pay of Rs. 8650/- and above but less than Rs. 12,000/-

Grade 'C' Drawing pay of Rs. 4850/- and above but less than Rs. 8,650/-

Grade 'D' Drawing pay of Rs. 3660/- and above but less than Rs. 4,850/-

Grade 'E' Drawing pay up to Rs. 3650/-.

Officers of Grade 'A' and those Officers of Grade 'B' who are entitled to travel by their own car shall be reimbursed

the expenditure as per actual Kilometers traveled as certified by them at the rate of Rs. 3/- per Kilometre. This will, however, be not apply to officers covered by Conveyance Facility Scheme.

6. Mode of Travel:

Entitlement of mode of travel admissible to the employees shall be as under:

Grade of the Officer/Official	Mode of Travel.	Local Conveyance.
Grade 'A'	By Air/ AC Ist Class	Staff Car/ Taxi/Own Car.
Grade 'B'	AC Two Tier Sleeper/Ist Class. Grade 'B' Officers drawing basic pay of Rs. 10300 and above shall be entitled in travel by air if the distance is more than 500Kms. And the journey cannot be performed over night by rail. Similarly these Officers with the basic pay of Rs. 10,300/- and above can travel by their own car or staff car subject to availability.	Staff Car/ Taxi.
Grade 'C'	Ist class. AC Chair Car.	AC Bus/ Deluxe Bus. Auto Rickshaw. Taxi in Bombay & Calcutta only.
Grade 'D'	2 nd Class Train.	Ordinary bus. Auto Rickshaw.
Grade 'E'	2 nd Class Train.	Ordinary bus. Bus/Cycle/Auto Rickshaw.

Note:	Booking charges: where Markfed has engaged any booking agency for booking tickets, the booking charges will be reimbursed at the rates fixed by MD.
7. Daily Allowance:	The Daily allowance shall be admissible to the employees while on tour as per classification of various cities as indicted below:-
'A' Class cities.	Bombay, Calcutta, Madras, Delhi, Shimla and all capitals of the States forming part of Union of India Excluding Chandigarh and any other town notified by MD from time to time.
'B' Class cities.	All places outside the State of Punjab.
'C' Class Cities.	All places in the State of Punjab including Chandigarh. The rate of daily allowance admissible to various categories of employees for various cities as classified above shall be as

	under:-
Grade 'A' Officers.	A- Rs. 400/- B- Rs. 300/- C- Rs. 200/-
Grade 'B'; Officers.	A- Rs. 300/- B- Rs. 200/- C- Rs. 150/-
Grade 'C' Officers.	A- Rs. 250/- B- Rs. 150/- C- Rs. 100/-
Grade 'D' Officers.	A- Rs. 200/- B- Rs. 140/- C- Rs. 90/-
Grade 'E' Officers.	A- Rs. 150/- B- Rs. 100/- C- Rs. 75/-
8. General Conditions:	<p>a) The shortest and the most usual route, and the most usual means of transport shall ordinarily be used. In emergent and special circumstances, any departure from the mode laid down in these rules will require authorization of the M.D.</p> <p>b) If an employee travels by a class lower than his entitlement, he will be paid only the actual expenses incurred by him.</p> <p>c) T.A./D.A. is not admissible for a journey undertaken to join first posting in the Federation.</p> <p>d) Travelling allowances under these rules shall not be paid unless the transfer is effected in the interest of Federation. A transfer at one's own request should not be treated as transfer in the interest of Federation.</p> <p>e) An employee is not entitled to any Travelling allowance for a journey made while under suspension. The competent authority may for special reasons, which should be recorded in writing permit an employee under suspension to draw for such a journey travelling allowance, as for a journey on tour. In that event, the employee shall be regarded as in the grade to which he belonged before suspension.</p> <p>f) An employee whether on duty or on leave, if summoned to give evidence of facts, that have come to his knowledge in the discharge of his duties in any court of law to which Federation is a party or in a departmental enquiry held a properly constituted authority, may draw travelling allowance as for a journey on tour, attaching to his bill, a certificate of attendance granted by the authority summoning him. When he draws such travelling allowance, he may simultaneously accept any payment of his expenses from the Court or the authority but such amount must be deposited with the Federation before claiming TA/DA for the same journey.</p> <p>An employee summoned to give evidence from the side of the employee against whom disciplinary proceedings are instituted in a departmental enquiry, shall not be paid travelling allowances by the Federation, nor the concerned employee shall be treated on tour while attending departmental enquiries.</p> <p>A Markfed employee whether on duty or on leave or under suspension against whom disciplinary proceedings are instituted shall be allowed travelling allowances as for a journey on tour including daily allowance for halts (restricted to a maximum of three days only) for the journeys undertaken by him to the stations where the official records relating to the disciplinary proceedings are available. The travelling allowance shall be allowed from the H.Qrs. of</p>

the Markfed employee or from any other place where the Markfed employee may be spending his leave or where the suspended Markfed employee has been permitted on his own request to reside, but not exceeding what could be admissible had the journey been undertaken from the HQs. Of the Markfed employee. The grant of travelling allowance will be subject to the following conditions:

- i) The enquiry officer certifies that the official records to be consulted are relevant and essential for the preparation of the defense statement.
- ii) The competent authority certifies that the original records could not be sent to the H.Qrs. station of the Markfed employees or that the bulk of the documents rules out the possibility of copies being made and sent to the HQs. Station of the Markfed employee and
- iii) The Controlling Officer under whose administrative control the Markfed employee is, certifies that the journey was performed with his approval.
- iv) In the case of Markfed employee not under suspension at the time of undertaking the journey, the period, spent in transit to and from the minimum period of stay required at the place where official records are made available for perusal, shall be treated as duty or leave, as the case may be;
- v) In the case of Markfed employee under suspension, who is subsequently reinstated in service, the period referred to in clause(2) above shall be treated as duty, leave or otherwise in accordance with the orders passed by the competent authority.
- g) When an employee is selected to undergo a course of training or a work-study course in India, he shall draw full daily allowance for the period of training, not exceeding six months subject to the conditions that where food or lodging is provided at training center's expenses, this allowance shall be reduced to half, Where both food and lodging are provided free to the trainees, the daily allowance. Shall be reduced to one fourth. Travelling allowance for such training shall be paid as usual. TA for journeys undertaken during the course of Training shall also be paid, under these rules by the Federation if not paid by the Training Institute Rates of TA/DA Stipend, if any, in respect of Training abroad shall be in accordance with terms & conditions as may be accepted/approved by the Managing Director.
- h) No Travelling Allowance should be allowed for the onward journeys in cases where the probationer joins a Training Institute director on first appointment in the Federation.
- i) An employee who takes leave when on tour is not entitled to draw daily allowance during such leave. Similarly, daily allowance is not admissible for any day whether Sunday or Holiday, unless the employee is actually and not merely constructively in camp.
- j) If an employee, who is continuously on a medical leave is required to obtain medical certificate from a Medical Officer specified by the competent authority, he may draw travelling allowance for the journey undertaken to obtain that certificate.
- k) In case of night stay at the station, DA shall be paid at the rate of the station where the employee has spent the night succeeding the day, and in case the night falls during journey, he would be paid DA as admissible for

	<p>the destination station.</p> <p>l) A journey under the rules, beings when the employee leaves the headquarters. A journey on tour is held or being or end in any station at the duty point in that station. If the employee reaches that station by rail or air or by bus, the point which is farthest from these points shall be treated as the duty point for the purpose of local conveyance. When an employee is required to visit more than one duty points for official work, he shall be entitled to charges on account of local conveyance for all the duty points visited by him. For this purpose the place of half shall be treated as duty point in case the tour involves over night stay.</p> <p>m) The right of an employee to travelling allowance, including daily allowance, is forfeited or deemed to have been relinquished if the claim for it, is not preferred with in six months from the date on which it becomes due on 31st March, whichever is earlier. However, T.A. bills relating to months of March may be preferred latest by 15th of May of the same year. Provided that Controlling Officer may relax this condition if there were special circumstances for not preferring the claim in time.</p>
<p>9. Travelling Allowance:</p>	<p>A Controlling Officer may direct an employee to perform a journey in the interest of Federation and when an employee travels on duty beyond 25 Kms. From his headquarters, he shall be allowed travelling allowance for such journeys and halts as follows:</p> <p>i) He may be allowed one daily allowance for halt at out station at the rate applicable to his grade as specified in these rules, the day of halt in this rule means the day on which the employee has not performed any journey.</p> <p>ii) For any day on which he performs journeys between station connected by rail, he shall be entitled to a single rail fare of the class of accommodation to which he is entitled provided he travels by such class of accommodation or higher class of accommodation, otherwise of the class of accommodation by which he actually travels. In case he travels by road between such stations, he shall be entitled to the actual fare paid by him provided it is less than the rail fare of the class of accommodation by which he is entitled to travel by rail.</p> <p>Provided that the limit of 25 Kms. will not be applicable in case the journey involved in from one station to another station.</p> <p>b) In addition to the actual railway fare or bus admissible under clause(a) above, the employee shall be entitled to full daily allowance at the rate applicable to his/her grade for each day of departure on arrival, including the departure or arrival at the headquarters.</p> <p>c) The cost of reservation and sleeper charges shall be reimbursed.</p> <p>iii) The employees travelling by staff car shall be paid full daily allowance in case absence from headquarters exceeds 8 hours.</p> <p>and if it is followed by night halt outside the headquarters the Daily Allowance shall be admissible at the rates of the place of night halt.</p>
<p>10. Travelling Allowance on Transfer:</p>	<p>When an employee is transferred from one station to another in the interest of Federation he shall be entitled to transfer</p>

	<p>travelling allowance as follows:</p> <p>h) The employees would be paid single rail/bus fare of the class of accommodation by which he is entitled to travel for each member of his family including himself subject to the condition that :</p> <p>a) no fare shall be drawn in respect of a member of the family who does not travel with him, or one month before or six months after the date on which he hands over the charge at the old place of duty, or for whom no fare is actually, paid and that</p> <p>b) the total amount claimed shall not exceed the amount actually paid by him for performing the journey alongwith his family from the old station to the new station.</p> <p>ii) In addition to the above he shall be entitled to daily allowance for himself as well as for each member of his family irrespective of age. The definition of 'Family' shall be as contained in the Punjab State Cooperative Supply & Marketing Federation Employees (Common Cadre_) Service Rules, 1990 and for the purpose of Travelling allowance the term ' family' also include the parents who are wholly dependent upon an employee.</p> <p>iii) The employee shall be entitled to the transport charges for the carriage of his personal affects on transfer according to the following scales:</p>	
Grade	Officer/Officials no possession family.	Officer/officials possessing family.
'A'	30 Quintals.	45 Quintals.
'B'	30 "	45 "
'C'	20 "	30 "
'D'	15 "	20 "
'E'	10 "	15 "
	<p>iv) The packing charges shall be Rs. 25/- per quintal.. For the carriage of personal effect by road, the employees shall be reimbursed the actual transport charges by road or admissible charges by rail plus amount not more than 25 percent thereof, whichever is less. In addition, one fare of the class entitled shall be allowed to the employee himself on his transfer when his family does not accompany him in the first instance.</p> <p>v) The travelling allowance/Daily allowance s admissible to the employee on transfer at the rates indicated above would also mutatis mutandisbe admissible to the family of deceased employees on his death while in service and similarly to the employees on his death/retirement. The Travelling Allowance shall be allowed for going to home town or any other place subjects maximum distance equal to the distance of home-town.</p>	
11. Joining Time:	Joining time may be granted to an employee as under on his transfer from one station to another:	
i) For preparation.	6 days.	
ii) For the portion of the journey which he travels	One day or each	
a)By Railway.	500 Kms.	
b) By Motor Vehicles.	260 Kms.	

c) by anyother means.	25 Kms.	
Note:	<p>i) A day is allowed for any fractional portion of distance prescribed in these rules.</p> <p>ii) Travel by road not exceeding 8 Kms. toor from the railway station/Bus stand at the beginning or at the end of journey does not count for joining time.</p> <p>iii) A Sunday does not count as day for the purpose of the calculations of the duration of joining time.</p> <p>iv) If an employee takes leave while in transit from one post to another, the period which has clasped since he handed over charge of his old post must be included in his leave. On the expiry of the leave, the employee may be allowed normal joining time, if due under the rules.</p> <p>v) The authorities sanctioning the transfer may, in special circumstances, reduce the period of joining time admissible under the rules.</p> <p>vi) An employee on joining time shall be rendered as on duty and shall be entitled to be paid at the rate of the pay which he would have drawn if he had continued on duty in the old post, or the pay which he will draw on taking over charge of the new post, whichever is less.</p>	
12. Lodging and Boarding:	<p>Group 'A' Officers shall be entitled to claim actual lodging and boarding or one of the two in which case they shall surrender 1/3rd of the daily allowance by furnishing the bills and actual payment receipts etc.”</p> <p>In case of officers/employees of other grade they shall be allowed the maximum rates of Hotel Accommodation/ Tourist Bungalow for tour I the 'A' and 'B' class cities on production of receipt as given below subject to the condition that they shall have to surrender 50% of Daily Allowance admissible to them:</p>	
Grade of	'A' Class cities.	'B' Class cities employee.
'B'	Rs. 1000/-	Rs. 750/-
'C'	Rs. 800/-	Rs. 600/-
'D'	Rs. 500/-	Rs. 375/-
'E'	Rs. 250/-	Rs. 175/-
	<p>For claiming actual expenses of lodging and boarding by Group 'A' officers, the Managing Director shall be entitled to stay in a hotel of any classification while other officers of this group shall stay in hotels up to 3 Star category. The Managing Director shall be competent to allow actual lodging and boarding charges to an employee or category of employees, keeping in view merits of each case.</p> <p>Provided that the officers of the rank of Senior Accounts Officers and above posted in the District Offices as well as in the industrial Units/Plants in the state of Punjab and in Liaison Office, Markfed, New Delhi would be entitled to stay in the Markfed Guest House, Chandigarh when they visit Chandigarh on official duty and can claim reimbursement of the rent fixed from time to time by surrendering 50% of the daily allowance admissible to them.</p>	

	The Officials of Marketing Department are allowed to avail facility of lodging in various cities in the State of Punjab upto the limits prescribed for various grades of officials for 'B' class cities. The claims of the staff in this regard shall be subject to the personal satisfaction of the Chief Manager(Marketing)and shall be approved by him.	
13. Rates of Daily Allowance:	<p>Daily allowance on the following rates shall be payable to the employees who return to headquarters on the same day:</p> <p>i) Less than 6 Hrs. Half Daily</p> <p>ii) After 6 hours full Daily Allowances.</p> <p>Subject to the condition that travelling is beyond 25 Kms. from to headquarters.</p> <p>Local conveyance while on tour claimed by the employee falling in 'B' to 'E' categories shall be supported with.</p> <p>a) Details of places, actually visited by the officers/employees.</p> <p>b) A Certificate to the effect that the expenditure was wholly and necessarily incurred in the interest of the Federation.</p>	
14. LOCAL CONVEYANCE CHARGES	<p>“ SSISTANT Sales Officers/Sales Representatives who are required specifically to visit a large number of dealers in different towns/cities of their postings shall be allowed local conveyance charges as under:-</p> <p>i) Rs. 40/- per day or the actual amount whichever is less subject to a maximum of Rs. 1000/- per month in all 'B' & 'C' class cities.</p> <p>ii) Rs. 50/-per day of actual amount which ever is less subject to a maximum of Rs. 1200/- per month in Delhi, Bombay, Calcutta & Madras.</p> <p>The personnel mentioned above shall be eligible for the local conveyance allowance as detailed above only if they fulfill the following conditions:-</p> <p>i) Submit daily report and daily movement cards; and</p> <p>ii) Work for not less than six hours per day in the market in the discharge of their official functions.</p> <p>The above fixed local conveyance allowance shall not be admissible for those Assistant Sale Officers and Sales Representatives who draw the fixed monthly conveyance allowance.</p> <p>The Managing Director is authorized to reduce or increase these rates of local conveyance charge from time to time, as may be deemed fit by him.”</p>	
15. T.A./D.A. for M.B.A./C.A. trainees:	M.B.A./C.A. trainees shall be considered at par with 'C' grade officials for the purpose of TA/DA.	
16. Controlling Officers for TA/DA:	The following shall be the Controlling Officers for the purpose of sanctioning advance and approving the tour programmes and T.A. bills of the staff working in the Federation:	
i)	For AMDs. And officers reporting directly to MD:	Managing Director.
ii)	For General Manager/Managers: Incharge in the Plants/Units.	Addl. Managing Director.
iii)	For District Mangers/ Managers/ Sr. Managers/ Dy. Chief	Addl. Managing Director. The tour programmes of Sr.

	Managers / Chief Managers.	Managers, Dy. Chief Managers and Chief Managers and its equivalent categories will be approved by the Managing Director.
iv)	For staff working in Field.	Concerned District Manager.
v)	For staff working in Plants/Units.	General Manager/Managers of the concerned Plant. For tours outside the State of Punjab approval of the AMD should be obtained.
vi)	For officers and staff working in Accounts Wing of HO.	C.A.O. For tours outside of the State of Punjab, approval of M.D. should be obtained.
vii)	For staff and officers working in Engineering Wing:	C.E. For tours outside the State of Punjab, approval of M.D. should be obtained.
viii)	For officers and staff working in H.O.	The concerned Functional Manager not below the rank of Sr. Manager. For tours outside the State of Punjab approval of AMD should be obtained.
ix)	Any other officer declared as Controlling Officer by the Managing Director.	
Note:	The Managing Director shall have the powers to change any of the Controlling Officers indicated above.	
17. Advance for TA.	<p>i) The employees may draw an advance to meet expenses while on tour with the approval of their respective Controlling Officers.</p> <p>ii) Grade 'A' officers will get their tour programmes approved from their Controlling Officers and then may on their own draw an advance if required. AMDs. And officers reporting to M.D. shall approx their own advance & T.A. bills after approval of tour programme by M.D.</p> <p>iii) Managing Director shall be the 'Controlling Officer' for himself.</p>	
18. Refund of T.A. advance:	After return from tour, the employee must deposit the balance of advance, if any, within 5 days. The next advance will be given only after clearance of the previous one.	
19.	If these rules are silent on any issue or no provision has been made on any specific point, the Punjab Government rules/instructions on that issue will apply.	
20. Interpretation.	In any question arises relating to the interpretation of these rules, it shall be referred by the Managing Director to the Registrar Cooperative Societies, Punjab whose decision shall be final.	