

**RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT  
CORPORATION LIMITED:**

UDYOG BHAWAN: TILAK MARG; JAIPUR-302005

No. 733

Date: 09<sup>th</sup> May, 2018

**OFFICE ORDER**

The Working Committee of Board in its meeting held on 06<sup>th</sup> April, 2018 vide item No. 10 has been pleased to accord approval for amendment/deletions of Rule 9,10,11,14,15,25,26,32-A and 32-B of RIICO (Travelling Allowance) Rules, 1969, which is annexed herewith.

These rules will be applicable w.e.f. 06<sup>th</sup> April, 2018 i.e. the date of approval from the working committee.

Encl: as above.

  
(Anupama Sharma)  
Financial Advisor

Copy to: 1. All controlling Officers  
2. All Unit Heads  
3. Secretary  
4. Manager (Bills)/(Computer) ✓  
5. Office order file/ concerned file

Copy also to : APS to CMD for information please



## RIICO TRAVELLING ALLOWANCE RULES

### AMENDMENTS/DELETIONS

#### **Rule 9 : Travel Allowance (for outstation journey)**

1. Employees will be entitled to travel by Air/Rail/Road or public conveyance as per Categories mentioned and clause shown in Annexure - I.
2. Travelling by Own Vehicle

S.No.		RIICO TA RULES (analogous to Government of Rajasthan TA Rules)
1.	For Journey by Car/Jeep	Rs. 9.00 per Km.
2.	For Journey by Scooter/ Motor Cycle/Moped	Rs. 3.00 per Km.
3.	For Journey by Cycle	Rs. 2.00 per Km.

These charges will be admissible only on production of Toll tax receipt.

Employees in the category of A1, A2 are entitled to travel in the Corporation vehicle or vehicle hired by the Corporation.

2. Deleted
4. Deleted
5. Employees drawing basic pay Rs. 77,700/- and above only will be entitled to travel allowance for journey by own motor-car as per claim above.
6. No change
7. Deleted

**AMENDMENTS/DELETIONS**

**Rule 10**

Deleted

**Rule 11: Travel allowance for journey by Railway.**

i. No Change

**All other relevant points have been included in the notes of Annexure-I.**

**(Hence all existing provisions in rule 11 are deleted).**

**Rule 14 : Travel Allowance for Journey by ROAD**

Applicable as per Annexure -I.

**All other relevant points have been included in the notes of Annexure-I.**

**(Hence all existing provisions in rule 14 are deleted).**

## AMENDMENTS/DELETIONS

### **Rule 15: Travel Allowance for Journey by Air**

Travel by air is permissible on tour to:

Chairman, Directors, Heads of Divisions and other employees in receipt of basic pay of Rs. 77,700/- p.m. and above at their discretion.

**All other relevant points have been included in the notes of Annexure-I and Appendix-III.**

**(Hence all existing provisions in rule 15 are deleted).**

### **Rule 25 Travelling Allowance for special journeys (Transfer):**

Journey on Transfer:

#### **1. Cost of carriage of vehicles:-**

(i) **By Road:-**

-Actual subject to maximum Rs. 8.00 per km.

(ii) **By Rail: -**

-Actual cost of transportation of vehicle.

#### **2. Other Allowance and charges:- as per Annexure-II.**

(Existing provisions are deleted )

## **AMENDMENTS/DELETIONS**

### **Rule No. 26: Travelling expenses on Journey for hand over/take over charges**

An employee transferred from one post to another who under the orders of the competent authority is permitted to hand over charge of his old post or to take over charge of the new post at a place other than the headquarters is entitled to as applicable on Tour:(Annexure-I)

- (i) Travelling expenses as per ordinary journey from the place of handing over charge to the place of taking over the charge has been replaced by actual as per their eligibility.
- (ii) Deleted
- (iii) Deleted

### **Rule No. 32-A (Daily travel allowance to Directors)**

The payment of daily allowance to the Directors who come to Jaipur from outside to attend the meetings of the Board and/or Committees of the Board, shall be payable at the following rates:-

1. Boarding Charges: Actual  
(Also see Annexure-I).
2. Lodging Charges : Actual.  
(Also see Annexure -I)
3. Composite Rates : Rs. 1200/- per day  
(Also see Annexure-I).

## AMENDMENTS/DELETIONS

### **Rule No. 32-B**

#### **Daily allowances to statutory Auditors/Consultants :**

1. T.A. for Journey: – No Change in allowance for partners except that Auditors/Consultants can travel in AC- II tier in railway as per eligibility.

2. Deleted

3. Allowances

(a) No change

(b) Daily Allowance to Statutory Auditors/Consultants:

Partners : Rs. 800 per day

Other than partners : Rs. 500 per day

- Note:**
1. **Wherever in the existing TA Rules running basic pay and grade basic pay will be replaced by respective level of basic pay matrix.**
  2. **Incidental charges wherever referred in the said rules shall stand deleted.**

**Annexure-I**  
**SCHEDULE OF TA/DA ADMISSIBLE ON TOUR TO RIICO EMPLOYEES**

(I) S. N o.	Category		Class to which entitled to Travel by Air/Rail on Tour	Travel allowance admissible for journey by road	RATES OF DAILY ALLOWANCE			
					Outside Rajasthan (Including Jaipur)		Within Rajasthan (Except Jaipur)	
					Allowance for meals	Lodging Allowance	Allowance for meals	Lodging Allowance
1	2	3	4	5	6	7	8	9
1	A-1	Chairperson/ Managing Director/Executive Director and Director on the Board**	Air/Air conditioned Railway coach at their discretion including reservation charges.	Actual Bus fare with Reservation Charges.	Actual/(1200/-)	Actual	Actual/(1000/-)	Actual
2	A-2	Basic pay of Rs. 77700/- p.m. & above	- do -	- do -	1000/-	*As per norms	800/-	*As per norms
3	B	Basic pay of Rs. 49000/- p.m. and above but below Basic pay of Rs.77700/-	Second Class Air conditioned accommodation in Deluxe/Rajdhani Express including reservation charges.		800/-	-do-	600/-	-do-
4	C	Basic pay of Rs. 39000/- p.m. & above but below Basic pay of Rs. 49000/-	-do -	- do -	700/-	-do-	500/-	-do-
5	D	Basic pay of Rs. 26000/- p.m. & above but below Basic pay of Rs. 39000/-	Second class fare including reservation charges.	Ordinary/Express bus fare including reservation charges	600/-	-do-	400/-	-do-
6	E	Below Basic pay of Rs. 26000/- p.m.	- do -	- do -	400/-	-do-	300/-	-do-

(\*). Details given on notes of annexure -I.

(\*\*) TA, DA to directors on Board is admissible for meetings in RIICO or on tour for RIICO.



## NOTES OF ANNEXURE – I

### **Rules of Daily Allowance:**

- i. Daily allowance for the entire absence from headquarter i.e. starting with departure from headquarter and ending with arrival at headquarter will be regulated as under:

Full daily allowance may be granted for each completed calendar day of absence reckoned from midnight to midnight. For absence from headquarters for less than twenty four hours, the daily allowance will be admissible at the following rates:-

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	70%
For absence exceeding twelve hours	Full

In case the period of absence from headquarters falls on two days, it is reckoned as two days and daily allowance is calculated for each as above.

- (ii) If more than one place is visited in a journey, the rate of daily allowance applicable shall be the highest rate of any one place.

### **Notes**

1. In case of journey by Air, the officer will submit copy of Air ticket along with Boarding passes while submitting TA bill.
2. When travel is made by train/bus, the Corporation employee concerned shall mention the Serial Number of Ticket purchased by him or enclose cash receipt, if any, issued by Railway/Bus Authorities, mentioning its serial number, for additional fare paid in the train/bus, in the Travelling Allowance Bill.
3. Officers not getting accommodation in the class to which they are entitled can travel either by the lower or higher class whichever is available. In the former case they can claim actual fare of the lower class to which they are entitled and in the later case they may claim the Railway fare of the category to which they belong.

4. The amount of cancellation fee charged by the Rail, Airlines or Road Transport concerned etc. shall be reimbursed by the Corporation on furnishing a self certification with reasons. Certificate by the employee to the effect that the official journey had to be cancelled due to official reason or some un avoidable circumstances and same should be countersigned by Controlling Officer and in case of controlling officers should be countersigned by MD.
5. Fare and reservation charges shall be admissible subject to production of Ticket and Boarding Passes( in case of travel by Air).
6. In case where husband and wife both are Corporation employee and the Motor car is owned by either of them, the journey undertaken by either in the said motor car owned by his/her spouse would be treated to have been performed in his/her own car for the purpose of these rules.
7. Travel by own Car will be done only after prior approval of the Financial Advisor/Advisor (Infra)/Advisor(A & M).
8. Air travel will be allowed on the conditions mentioned in appendix -III . Intra-state Air journey may be taken up only after prior approval of MD.
9. Officers are expected to purchase the ticket of Airlines of Economy Class at lowest fare for air journey.
10. If Corporation employees not authorized to travel by Air on tour, perform journey by Air to save time, he may draw travel allowance, which would be admissible if he had travelled by rail or road as per entitlement .

**Annexure - II  
Appendix  
Rule 25**

**Travelling Allowance admissible to Corporation Employees on Transfer**

Category of Corporation Employees	Travel Allowance by Rail/Air		Travel Allowance by Road		Road travel allowance for journey between places not connected by Rail or regular bus service		Lump sum grant on transfer For family	Cost of carriage of personal affects by Rail or Road (For one side only)
	For Self	For family	For Self	For family	For Self	For Family		
1	2	3	4	5	6	7	8	9
Category 'A' (Basic pay of Rs. 77,700 & above),  'B' (Basic pay of Rs. 49,000 & above but below Rs. 77,700),  'C' (Basic pay of Rs. 39,000 & above but below 49,000),  'D' (Basic pay of Rs. 26,000 & above but below 39,000), and  'E' (Basic pay of Rs. below Rs. 26,000) '	Two fares of the class for which entitled on tour.	One extra fare for each member of family.	Two bus fares of class for which entitled on tour for journey performed by road	One extra fare for each member of family.	Rs. 9.00 per Km.	Travel allowance at the rate of Rs. 9.00 per Km.	Category 'A' Rs. 10000/-  Category 'B' Rs. 8000/-  Category 'C' Rs. 6000/-  Category 'D' Rs. 5000/-  Category 'E' Rs. 3500/-	Category 'A' Rs. 30/- per Km.  Category 'B' Rs. 30/- per Km.  Category 'C' Rs. 18/- per Km.  Category 'D' Rs. 14.00 per Km.  Category 'E' Rs. 12/- per Km.  <b>Note -</b> Rate shown in this column to cover cost of transportation of personal affects shall be admissible subject to production of railway receipt or cash receipt issued by Railway or Road Transport Company/ Proprietor for actual freight charges. If the actual freight paid works out to be less than the amount calculated at the rate shown in this column actual freight charges shall only be admissible.

## NOTES OF ANNEXURE – I

### Norms for Entitlement of Hotels for Lodging Allowance

Category	Outside State	Within State
Category 'A-1'- Chairperson/ Managing Director/Executive Director and Director on the Board	Actual	Actual
Category 'A-2' (Basic pay of Rs. 77,700 & above),	Maximum limit of tariff Rs. 3500.00 per day.	Maximum limit of tariff Rs. 2500.00 per day.
Category 'B' (Basic pay of Rs. 49,000 & above but below Rs. 77,700),	Maximum limit of tariff Rs. 3000.00 per day.	Maximum limit of tariff Rs. 1800.00 per day.
Category 'C' (Basic pay of Rs. 39,000 & above but below 49,000)	Maximum limit of tariff Rs. 2000.00 per day.	Maximum limit of tariff Rs. 1200.00 per day.
Category 'D' & 'E' (Basic pay of Rs. 39,000 and below) '	Maximum limit of tariff Rs. 700.00 per day.	Maximum limit of tariff Rs. 500.00 per day.

\*Tariff is exclusive of taxes.

**Note:-**

1. MD is authorize to sanction upper limit in exceptional cases.
2. For attending events/conferences / meetings/marketing campaigns, which are venue based ,hire lodging allowance along with meals may be permissible on prior approval of MD.
3. The maximum ceiling will be reviewed as & when required.

## APPENDIX-I

**The travel allowance for local journeys by road for Corporation work at employee's Head Quarter may be drawn at the following rates, if journey is performed:**

### By Own Vehicle

1.	For Journey by Car/Jeep	Rs. 9.00 per Km.
2.	For Journey by Scooter/ Motor Cycle/Moped	Rs. 3.00 per Km.
3.	For Journey by Cycle	Rs. 2.00 per Km.

### By Hired Vehicle

1.	Car Taxi	Actual expenses.
2.	Taxi/Auto charges	Actual expenses.
3.	Other	Rs. 3.00 per Km.

**If the journey is undertaken by hired public conveyance e.g. Auto Riksha or Cycle Riksha or Bus the charges shall be drawn on actual basis. However, Auto Riksha charges shall be reimbursable only to employees in category B & C, Employees in category A-1 and A-2 are, entitled to actual Taxi/Cab fare.**

## APPENDIX-II

**Travel allowance for journey to reach Air Port, Railway Station, Bus Stand from place of stay or duty point and vice versa shall be charged as under for:**

**A. For places visited outside the State**

<b>S. N.</b>	<b>A. Category of post</b>	
1.	A-1, A-2	Actual
2.	B & C and others	Actual charges for taxi, Bus, Scooter, Three Wheeler

**B. For places visited within the State**

<b>S. N.</b>	<b>B. Category of post</b>	
1.	A-I & A-2	Actual
2.	B&C	Actual Auto Riksha Charges
3.	Others	Rs. 5.00 per km.

**Appendix – III**

**Rule 15**

**Travel Allowance for Travel by Air**

<b>Eligibility</b>	<b>Travel Allowance</b>
<p>1. Officers drawing of Basic pay of Rs.77,700 and above.</p> <p><b>Note:-</b></p> <p>1. Chairperson will be entitled to travel in executive class*.</p> <p>2. Other officers drawing basic pay of Rs. 77,700/- and above in economy class.</p>	<p>1. One actual single fare including Reservation/ convenience charges, tax and surcharge on fare, if any.</p> <p>2. Other conditions will remain unchanged as per amended RIICO TA RULES.</p>