

सैन्ट्रल रेलसाइड वेअरहाउस कम्पनी लिमिटेड

(भारत सरकार का उद्यम)

CENTRAL RAILSIDE WAREHOUSE COMPANY LIMITED

(A Govt. of India Enterprise)



No. CRWC-I/Estt.-Policy/13-14

Date: 26.09.2013

CIRCULAR

As per the terms & conditions of the appointment of the contract executives, they are liable to be posted /transferred to any offices under the control of the company. They are also required to travel for performing duties assigned to them outside Hqrs.

Therefore, with the approval of the Competent Authority, the contract executives are hereby extended the following facilities w.e.f 01.09.2013

1. Traveling Allowance for travels on tour in India:

An employee detailed on temporary duty outside the limits of his headquarters station will be eligible for Traveling Allowance as under:-

1.1 By Rail:

Entitlement by Trains other than Rajdhani or Shatabdi Express	Entitlement by Rajdhani and Shatabdi Express trains
1st Class/ AC II Tier / AC 3Tier	AC 2 Tier Sleeper in Rajdhani and AC Chair Car in Shatabdi

Note 1: (a) In addition to rail fare, surcharge levied for certain fast trains, passenger tax, reservation charges (including sleeper and charges levied on Internet tickets/ E- Tickets) on all trains, actually paid, will also be reimbursed treating these charges as part of the fare. (b) "Tatkal Seva Charges" may be allowed only for such rail journeys which are undertaken for official purposes in extremely emergent circumstances. (c) Service charges levied by the travel agency may also be allowed for the journeys undertaken on tours/transfers, provided such agency is approved either by the Railways or by the Company.

Note 2: Where through booking involves payments for a part of journey of rates for accommodation of a class higher than that to which the employee concerned is entitled, the employee may draw a single rail fare for the whole journey at the rate at which he is actually required to have the through booking.

1.2 By Sea or by River Steamer

- a. If there be two classes only on the steamer, the higher class.
- b. If there be more than two classes, middle or second class

1.3 By Road

- a. Cost of a single seat in a taxi if used or actual expenses by other modes of conveyance as specified in Rule 1.0 or by deluxe bus/coach.
- b. When road mileage is claimed for a journey performed by a motor car between places connected by rail, road mileage payable to the employee concerned is normally restricted to rail mileage by the entitled class but daily allowance for the entire absence from the Headquarters will be admissible whether the journey is performed by road or rail. However, where travel by road is in Company's interest and permitted by the sanction of the competent authority, full road mileage may be allowed.

1.4 Travels by Air:

Though the executives are not entitled for Air travel but in extreme emergent case the MD may allow Air Travel (Economy class).

1.5 The Executives shall travel inter-city by entitled class of travel. Where traveling by entitled class is not feasible or there are special reasons for not traveling by the entitled class, the following shall invariably be ensured:-

- (i). Travel shall be undertaken such mode where proper receipts of travel indicating date and time of journey can be provided.
- (ii). Where proper receipts cannot be provided, employees must make all efforts to obtain *kacha receipt* from taxi / *pacca bill* from travel agency indicating vehicle number, vehicle type and time of start / close of journey.
- (iii). Where even the *kacha receipt* is not obtainable and in emergent situation, employees must certify the information sought for in (ii) above.
- (iv) In case of (ii) and (iii) above, the employee shall also furnish the details of travel by any other employee(s) of the Company on the same date from the same location.
- (v). All cases covered under (ii) and (iii) above shall require specific approval of Managing Director.

1.6 If an executive travels by a class lower than the class he is entitled to, the travel fare will be restricted to the class actually traveled in. If he travels by a higher class, the travel fare will be regulated as per entitled class.

1.7 Managing Director may, as a special case in the administrative interest and for the reasons to be recorded, allow an employee or a class of employees to travel by a class higher than or a mode different from that prescribed above.

- 1.8 Travel fare in respect of journeys undertaken in connection with tour and other purposes specified in these rules will be calculated by the shortest route, viz. the route by which the traveler can most speedily reach his destination by the ordinary mode of travel. Determination of the shortest route in cases where more than one mode of conveyance are available e.g., where two places are connected by a direct bus as well as by a bus which plies by longer route and where other public conveyance are also available, and a doubt or difficulty is experienced in determining the shortest practicable route, the distance as ascertained from the local authorities concerned may be accepted for purpose of local journeys irrespective of the mode of conveyance used by the employees.
- 1.9 No travel fare will be admissible if the journey is undertaken by transport provided by the Company/client
- 1.10 Travel fare at the appropriate rate laid down in Rule 2 will be admissible if the journey to an outstation is undertaken by an employee by his own vehicle, with the prior approval of competent authority. It is not necessary that the vehicle (Car or motor Cycle/scooter) is registered in the name of the officer claiming the road mileage.
- 1.11 Actual travel expenses for journey between residence/duty point and airport/railway station/bus stop and vice-versa will also be allowed as laid down in Rule 1.1

2. Travelling Allowance for local travels within headquarters station.

- 2.1 For journeys on the Company's duty undertaken within the municipal limits of the headquarters station (in case of Mumbai, within the limits of Greater Mumbai UA), the executives traveling by public transport may be reimbursed actual expenses of Fare for auto/single seat in motorcycle rickshaw/train (I class) / train / bus / cycle rickshaw

Provided that Company's vehicle is not used and a certificate to this effect is given.

Note 1: Where heavy packets/record have to be carried or several places have to be visited on urgent errands or the prescribed mode of transport is not available for a place to be visited or in other exigencies where the journeys have to be undertaken quickly without any loss of time, employees may be permitted by the Controlling Officer to travel (either one way or both ways, depending on the requirement) by a mode different from or higher than that prescribed for them.

Note 2: Travel by special/luxury taxis or more than the entitlement will require prior approval of Managing Director.

Note 3: In respect of journey(s) within the city limits at the headquarters station of an employees, the intention is to reimburse charges in respect of only journeys between the normal place of duty (office) or place of residence from where he is required to proceed and a point of duty other than his normal place of duty to which an employee may be detailed on duty and/or vice-versa.

Note 4: Where more than one executive is to travel between two or more points of duty, the conveyance hired as far as possible should be shared and reimbursement of charges regulated accordingly.

2.2 For Journeys within the headquarters station at Delhi, the employees using their own vehicles may be reimbursed travel expenses at the following rates: -

Sr.	Type of vehicle used	per kilometer payable
(i)	For using their cars, provided they are entitled to travel by taxi	As notified by Govt. of NCT of Delhi
(ii)	For using their cars/scooter/Motor cycle/	As notified by Govt.

Provided they are otherwise entitled to travel by auto rickshaw of NCT of Delhi.

Note 5: These rates shall be subject to revision from time to time as notified by the concerned Directorate of Transport, for Taxi and Three-wheeler Scooters, respectively.

For Executives other than Delhi and NCR the rates per Kilometer shall be regulated as per the notification issued by Directorate of Transport of the respective state Government.

2.3 **Conveyance Expenditure:** To cover local conveyance incurred solely in the interest of the Company while on outstation duty subject to a maximum of Rs. 300/- (Travel by Auto Rickshaw) per calendar day at any one station.

2.4 In case of claim exceeding the above limit but up to Rs.1,500/- per day, General Managers/Deputy General Manager have been authorized to approve such conveyance claims on case to case basis in respect of employees under their control. However, claims exceeding Rs.1500/- will require approval by Managing Director. Each employee seeking approval of General Manager/Deputy General Manager or Managing Director, as the case may be, will invariably furnish full detail as well as complete justification in respect of expenses incurred on each such journey.

3. Rates of Daily allowance:

Principle cities#	Other Cities@
300	250

4. Lodging Expenses:

Principle cities#	Other Cities@
Rs. 1700/- plus taxes	1400/-plus taxes

Note: Daily Allowance in Principal and Other cities without lodging provided at Company expenses, shall, respectively, be 50% extra on above rates.

#Principal cities:

Bangalore , Delhi , Mumbai, Kolkata, Chennai, Hyderabad, Ahmedabad, Lucknow, Nagpur, Kanpur, Jaipur

@Other Cities:

All other cities and towns, which have not been included in "Principal cities".

- 4.1 An executive will become entitled to higher class of accommodation than the entitlement indicated as wage group wise above, if his basic pay gets increased equivalent to the minimum of the basic pay of the immediate next higher slab (i.e. NOT more than one slab higher).
- 4.2. An Executive, who stays in a hotel of lower category than his entitlement, shall also be entitled to breakfast charges, subject to the condition that expenses on breakfast shall not exceed 10% of the room tariff, and also that the total amount of room tariff plus breakfast expenses shall not exceed his entitlement of Hotel Allowance as indicated above.
- 4.3 An Executive on tour to outstation and staying in Company's Guest House (s) will be entitled for an allowance up to 10% of Hotel entitlement to offset the breakfast charges for days of stay in Guest House only. This will be admissible without production of vouchers and will be in addition to the normal Daily Allowance admissible on tour to outstation.
- 4.4 D a i l y Allowance shall **not** be admissible for the days of leave, whether spent at the tour station or elsewhere, and for holiday/weekly off days spent away from the tour station.
- 4.5 (a) After a continuous halt of 180 days' duration the halting place shall normally be regarded as the employee's headquarters.

(b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding 8 kms for a period not less than three nights.

(c) In calculating the duration of a halt, any day on which the employee travels or halts at a distance from the halting place exceeding 8 kms shall be excluded. On such a day the employee may draw daily allowance and/or mileage allowance as admissible.

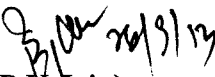
5. Traveling Allowance for travels on transfer between two stations or within the same station:

- a. Actual travel expenses for journey between the two stations by any of the entitled mode for self only.
- b. Composite Transfer grant: An amount equivalent to one month salary.
- c. Joining Time: Actual journey Time.

Note: Only travel fare as admissible shall be paid in case transfer on request.

6. Removal of doubts

Where a doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Managing Director for final decision.


(P K Jain)

Superintending Engineer (E &A)

Distribution:

- 1. All Executives.**
- 2. GM (F&A)/GM (M&O)-I/ GM (M&O)-II**
- 3. SAM (Admin).**
- 4. PS to MD**
- 3. All Terminal Managers, CRWC.**

Copy to:

Shri Sibransan Jena, Executive (IT), CRWC, CO with the advise to upload this on the CRWC web portal.