



Madhya Pradesh State Electronics Development Corporation Ltd.

State IT Centre, 47-A, Arera Hills, Bhopal – 462 011

MPSEDC:ACGM:2014: 88

21st April, 2014

CIRCULAR

This is for the information of all the Employees of MPSEDC that Travelling Allowance Rules of the Corporation are hereby amended as per enclosed Annexure w.e.f. 1st April, 2014.

This is issued with the approval of the Competent Authority and supersedes all the previous Order pertaining to TA Rules.

L K Tiwari

Addl. Chief General Manager

- cc
- Manager to Managing Director for information
 - Project Director (SWAN/SDC)
 - Officer on Special Duty (MPSEDC)
 - Financial Controller
 - Sr. General Manager (ETDC/Legal)
 - Sr. General Manager (P & A) – for Records & Circulation
 - Sr. General Manager (Indore office)
 - General Manager (Marketing)
 - Sr. Manager (SEZ)

TRAVELLING ALLOWANCE RULES

1 INTRODUCTION

- 1.1 The rules shall be called "MADHYA PRADESH STATE ELECTRONICS DEVELOPMENT CORPORATION LIMITED (MPSEDC) TRAVELLING ALLOWANCE (TA) RULES".
- 1.2 They shall come into force from 1.4.2014 and supersede all previous TA Rules

2 DEFINITIONS

- 2.1 "Competent Authority" means the Managing Director of the MPSEDC or any other officer not below the rank of General Manager to whom the powers are specifically delegated by the Managing Director.
- 2.2 "Day" means a calendar day beginning and ending at midnight and includes an absence from the Head Quarter (HQrs) which does not exceed 24 hours at whatever hours the absence begins or ends.
- 2.3 "Employees" means all the regular employees of the MPSEDC and including the following:
Deputationists
Apprentice Trainees taken under the Apprentices Act.
Contingency/Casual/Part Time/Adhoc/Contract employees
Trainees included under the training scheme of the MPSEDC
- 2.4 "Head Quarters" (HQrs) means the place of posting for the time being of the employees
- 2.5 "Pay" means Basic Pay of an employee and includes the followings :
Dearness Allowances
Personal Pay
Special/Deputation Pay
Any other emoluments which may be specially passed as pay by the by the Competent Authority but not project allowance.
- 2.6 "Period of absence from the HQrs" means the time and day on which the employee actually leaves the HQrs and the time and day on which he returns there from.
- 2.7 "Public Conveyance" means Aeroplane, Train, Bus or other conveyance which by regularly for the commutation of passengers but does not includes a taxi car, hackney carriage or other conveyance hired for a particular journey. A seat in a taxi limited to the fare for the class of accommodation as per entitlement to, however, permitted.
- 2.8 "Selected cities" means cities listed out below :
All State Capitals
All Capitals of Union Territories of India
All recognised Hill Stations
Kanpur, Pune, Agra, Baroda, Cochin and Allahabad
- 2.9 "Tour of any employees" means a tour duly authorized by the Competent Authority either within or outside the sphere of city of the employees.
- 2.10 "Traveling Allowance" is a compensatory allowance granted to an employee to cover the expenses which he incurs in the interest of MPSEDC.
- 2.11 "Tour Advance" means an advance sanctioned to an employee to cover journey expenses on tour and shall normally be restricted to cover the expenses as per the approved tour programme.

3 DAILY ALLOWANCE (DA)

- 3.1 Subject to rule 3.3 specified below, an employee who is on tour shall be entitled to DA at the rates specified below:



Grade	DA for selected cities Per 24 Hrs.	DA for Ordinary cities per 24 Hrs.
TML	450	350
SML	410	330
MML	350	280
EL	275	220
NE	155	120

- 3.2 DA shall commence from the day and time of departure from the HQrs and shall conclude on the day and time of arrival at the HQrs.
- 3.3 DA shall be admissible to an employee on tour as follows:
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|--|-------------|
| Less than 6 Hours | ¼ DA |
| 6 Hours and above but less than 12 Hours | ½ DA |
| 12 Hours and above upto 21 Hours | 1 (Full) DA |
- 3.4 For the purpose of computing the actual duration of tour for the purpose of DA, the scheduled departure/arrival of the Public Conveyance shall be taken on the basis for calculation.
- 3.5 The rules specified in 3.4 above shall, mutatis mutandis, be applicable in respect of tour undertaken by the conveyance provided by MPSEDC.
- 3.6 The employee, upon receipt of boarding provided by the MPSEDC shall be entitled to ½ DA during the period of receipt of such boarding.

4 LODGING CHARGES

- 4.1 An employee shall while on tour be eligible to get the reimbursement of lodging charges on production of actual receipt:

Grade	Lodging charges per Day at selected cities Actuals excluding 5 star hotel	Lodging charges per day at other places Actuals excluding 5 star hotel
TML	8000	5000
SML	3000	2250
MML	2000	1500
EL	1000	700
NE		

- 4.2 The Room Rent specified in 4.1 above shall be inclusive of Room Rent, Taxes Duties and Service Charges.
- 4.3 Reimbursement of lodging charges as mentioned in 4.1 above shall be allowed only when the stay is in a registered hotel/lodge, Government circuit/Guest Houses or Guest Houses owned and maintained by the Government undertakings.
- 4.4 Charges for stay made in Private Guest Houses, Dharamshalas and Sarai's are not reimbursable.
- 4.5 The claim for lodging charges shall be supported by printed receipts duly serialled, dated and indicating therein the time and date of Arrival and Departure from the Hotel/Lodge etc.
- 4.6 The Competent Authority may, under exceptional circumstances enhances the ceiling limit of lodging charges as mentioned in 4.1 above in case of MML and below level prior to undertaking the journey by reducing in writing the circumstances under which such extension is granted.

5 LOCAL CONVEYANCE

- 5.1 An employee while on tour shall be eligible to avail the local conveyance specified below for commutation within the city of halt.
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|--------------------|------------|
| i. TML, SML, & MML | - Taxi |
| ii. EL & NE | - Auto/Bus |
- 5.2 Employees claiming charges under 5.1 above shall be required to give detailed date wise account of journeys undertaken, places visited, distance travelled and actual expenses incurred.