

AAI (TA DA) REGULATIONS, 2003

19 25. - t ffi) MINISTRY OF CIVIL AVIATION AIRPORTS AUTHORITY OF INDIA NOTIFICATION New Delhi, the 4th July, 2003 No. AAVPERSIEDPAIREG12002.—In exercise of the powers conferred by clause (b), of sub- section (2) read with sub-section 4 of section 42 of the Airports Authority of India Act, 1994 (55 of 1994), and in supersession of the International Airports Authority of India [Travelling Allowance and Daily Allowance] Regulations, 1979, the Airports Authority of India with the prior approval of the Central Government hereby makes the following Regulations, namely: 1. Short title, commencement and application. — (1) These regulations may be called the Authority of India (Travelling Allowance and Daily Allowance) Regulations, 2003. (2) These regulations shall come into force on the date of their publication in the Official Gazette. (3) These regulations shall apply to all the employees of the Authority including deputationisG. 2. - In thæ regulations, unlæs the context requires otherwise, - (a) "Authority" means Airports Authority of India, (b) means the Airpo/ts Authority of India Actr 1994 [55 of 1994]; "Competent Authority" means the Chairperson or any officer authorized in this behalf by the Chairperson; Day" means a cajeøar day, beginning and ending at midnight; Employee" 'TEans a whole-time employee of the Authority; 3. accommodation and rate of daily allowance. - The entitlement of Hotel Accommodation and the rate of Daily Allowance shait be as follows: Following provisions shall also be kept in view while hiring hotel accommodation: - (a) (b) (c) (d) Reimbursement of hotel charges will normally be restricted to the tariff applicable for single room only. In cases of short duration halts en-route their destination for catching rail or air connection, reimbursement of hotel charges will be admissible only when night halt is involved and is imperative. Wherever Holiday Home is available the same shall be availed and the hotel accommodation will be hired only if the Holiday Home is not available. Wherever India Tourism Development Corporation Hotels are available, these should be preferred. The cpncession in the tariff available in some hotels including India Tourism Development Corporation must be availed of by the employees and reimbursement in such cases will be made after taking into account the concessional rats only. GAZ-ETIE OF INDIA : ARY III—SEC- (0 *Family" means an employee's wife or husband, as the case may be, residing with the employee and legitimate children including step children and adopted children (if, under tte personal law applicable to the employee, adoption is legally recognized as conferring on the child so adopted the status of a natural. child), wholly dependent on the employee, parents, minor brothers and sisters residing with and wholly dependent upon the employee; (g) Headquarters" means the normal place of duty of an employee or such place as may be specified by Chairman, any Member or any Officer authorized by the Chairman in this behalf; pay" rmeans basic pay for the purpose of these regulations; paid to an Apprentice shall have the attributes of pay; •temporary tansfer- means transfer of an employee from his headquarters to another (j) place of duty for a period not exceeding 180 days; rate of taveling allowance and daily allowance" means the rates of traveling allowance and daily allowance payable under these regulations shall except as otherwise provided in these regulaøons be the same as notified by the Central Government in respect of its employee; 'tour' means omcial duty performed by an employee at a plaf other than his headquarters city and includes journey on training or study sponsored by the Authority; 21 I 2 3 5 6 4. Category of employees 1 Executives drawing of pay Rs..20500 and above Executives drawing of pay Rs..16000 and above Executives drawing of pay Rs.14500 and above All Executives Non- Executive drawing pay of Rs.8000 and above Remaining Group "C" Non- Executives "D" Non- Executives NOTE: - Lodging Charges subject to maximum of Split rate of Allowance for food and Incidental where lodging charges are claimed separatety. Composite Daity Allowance ratae in lieu of rate provided in Columns (2) arki (4) and Columns (3) and 5 Special Ordinary Local Locar Amount in R Speciallocality 2 (i) Limited to a rent of a single room in Hotel Ashok, New Delhi. (ii) Limited to 65 per cent of a rent of a single room in Hotel Ashok, New Delhi. (iii) Limited to 30 per cent of a rent of a single room in Hotel Ashok, Newa Delhi. (iv) Limited to 25 per cent of a rent of a single room in Hotel Ashok, New • Delhi. (v) Limited to 12 per cent of a rent of a single room in Hotel Ashok, New Delhi. (vi) Limited to 7.5 per cent of a rent of a single room in Hotel Ashok, New Delhi. (vii) Limited to 5 per cent of a rent of a single room in Hotel Ashok, New Delhi. Ordinary Locality 3 Limited to 80 per cent of a rent of a single room in Hotel Ashok, New Delhi. Limited to 52 per cent of a rent of a single room in Hotel Ashok, New Delhi. . Limited to 24 per cent of a rent of a single room in Hotel Ashok, New Delhi. Limited to 20 per

cent of a rent of a single room in Hotel Ashok, New Delhi. Limited to 10 per cent of a rent of a single room in Hotel Ashok, New Delhi. Limited to 6 per cent of a rent of a single room in Hotel Ashok, New Delhi. Limited to 4 per cent of a rent of a single room in Hotel Ashok, New Delhi. Special Local 4 175 150 125 125 Ordinary Local 5 140 120 120 100 100 60 6 250 225 200 150 125 100 50 7 200 180 160 120 100 80 40 The category of entitlement, lodging charges, Daily Allowance special or ordinary locality shall be modified as decided by the Competent Authority. Travelling allowance on tour. - Travelling on tour shall be admissible to employee as hereunder provided in regulation 5 to 8. Board Level Officers and Executives drawing Pay of Rs.18500/- and above Executive drawing pay below Rs. 18500 and Group "B" Non- Executives Non-Executives drawing pay of Rs.6700/- & above. All Non-Executives AC First class AC 2-tier Sleeper First Class/ AC 3-tier Sleeper/ AC Chair Car Second Sleeper

6. Travel by air.— (1) The Chairman, Member and Executive Directors, Airports Authority of India are entitled to travel by air in Executive Class. (2) The Executives in receipt of pay of Rs.16,000/- and above, may at their discretion travel by air (Economy class) on tour or transfer or training. Category of employees Group 'A and B' Group Rate of reimbursement Taxi Fare; When the journey is performed by car the reimbursement of road mileage will be allowed @ Rs.8/- per k.m. For journey by Motor Cycle or Scooter or Moped the reimbursement of road mileage shall be @ Rs.4.00 per k.m. or cost of single set in a Taxi whichever is lower. Group Actual Fare by ordinary public bus. Note (1): Group — C employees, while on tour, may be reimbursed actual taxi charges for movements between residence and railway stations at Headquarters and Railway Station and temporary residence at outstation. (1) Chairman and Member, Airports Authority of India (2) Executive and executives till Non- Business Class or First Class Full fare Economy Class However, Excursion tickets, also known as Economy Class, should be availed, wherever possible. NOTE : The employee shall be entitled to reimbursement of air travel tax if any, levied on air tickets purchased for air journey, (2) Journeys by road include journeys by steam launch or other sea bound vessels. Where journeys are performed by road between places connected by rail, the road mileage as calculated in para 7 above will be limited to rail fare as applicable. Where journeys are performed by road between places not connected by Rail, the road mileage as calculated above will be limited to the notional fare by the entitled class. However, Head of Unit may relax these limits in special circumstance. (3) In cases where journeys are undertaken while on tour or transfer by the employees in their own cars or scooters or motor cycles, reimbursement will be allowed at the rates of Rs.8.00 per km. for car and Rs.4.00 per km. for scooter or motor cycle limited to the rail fare for points connected by rail. The rates may be revised based on per kilometer rates notified by State Transport Authority from time to time. Daily allowance. - (1) In addition to the rail fare, air fare and road mileage as per 8. regulations 5, 6 and 7 respectively, an employee shall be entitled to daily allowance for the entire absence starting with departure from headquarters and ending with arrival at the headquarters to cover both on the way expenses as well as expenses for halt at out-station. (2) Full daily allowance shall be admissible for each completed calendar day of absence reckoned from midnight to midnight. For absence from the Headquarters for less than 24 hours for journeys (other than the local journeys), the daily allowance shall be admissible at the following rates namely, - (4) For time spent during the journey daily allowance shall be admissible only at the ordinary rates. If time involve stop at station for which higher rates of daily allowance are admissible, daily allowance shall be paid for the period of halt at such stations calculated as per sub-regulation (3) at the higher rate applicable to those stations. The daily allowance for the remaining period shall be admissible at ordinary rates. (5) The admissibility of daily allowance at a place outside the Headquarters of any employee for a continuous halt up to 30 days or more during tour or temporary transfer or training shall be as follows: - (i) 30 days (ii) Beyond 30 days and up to 180 days . (iii) Beyond 180 days Full daily allowance Half daily allowance Nil Travelling for journeys during suspension or to give evidence or to attend a court of law or in connection with disciplinary proceedings. — (1) An employee suspended who is required to perform journey to attend departmental enquiry (other than police enquiry), may be allowed travelling allowance as for a journey on tour from the headquarters to the place where departmental enquiry is held or from the place at which he has been permitted to reside during suspension to the place of enquiry, whichever is less. In case of local journeys, daily allowance will be admissible at half the rates mentioned above. Daily Allowance is payable even if the conveyance is provided free of charge for local journeys. In case the period of absence from the Headquarters falls on two calendar days, it shall be reckoned as two days and daily allowance calculated for each as above. Similarly, daily allowance for days of departure from and

arrival at Headquarters shall also be regulated accordingly. The to daily allowance in the following circumstances shall be determined as (3) under: - 1/4 of daily allowance (i) When employee is provided free boarding and lodging For journeys undertaken to out-station for perusal of official records in preparation of the (3) defence in connection with disciplinary proceedings instituted against the employee, the employee shall be entitled to the travelling allowance as for a journey on tour without any allowance for halt. In case the employee involved in the disciplinary proceedings is fully exonerated he allowance for halt shall be payable to him. (4) The delinquent who has been permitted to assist the delinquent in disciplinary shall, however, be entitled to travelling allowance on tour and also the allowance for halt as on tour. (a) The employee may draw travelling allowance as for a journey on tour attaching to a certificate of attendance given by the court or other authority, which summons employee. (b) When he draws such travelling allowance he may not accept any payment from the court or authority. (c) If the employee, in which the employee gives evidence is situated within eight kilometres his and no travelling allowance is, therefore, admissible for the journey, the employee may, if not in receipt of permanent travelling allowance, accept such payment of actual travelling expenses as the court may decide. (3) Travelling allowance for family members shall be admissible (a) if they accompany him to the new station, or (b) follow him within six months or precede him by not more than one month from the date of employee's taking over charge at the new station if they proceed to the new station. If the family members proceed to a station other than the new headquarters, the period of six months or one month shall be reckoned from the date of handing over charge at the old station. The Competent Authority may allow extension beyond the time limits in exceptional cases. The employee has to apply before the expiry of six months or immediately on transfer, as the case may be for sanction of extension of time limit. GAZETTE OF : EXTRAORDINARY 12." 4 Transfer tour. An employee, who is on transfer, shall be treated on tour for the first 30 days of his posting at new station to enable him to move immediately and tie-up arrangements at new station for moving his family. He shall have entitlement to Daily Allowance at new station for a maximum period of 30 days of his joining at new station of posting

13. Transfer grant.- An employee on transfer shall be entitled to draw lump-sum transfer grant equal to one month's basic pay plus Dearness Allowance. NOTE: Transfer grant is not admissible where an employee is permitted to retain the Authority's accommodation for family at previous station. This will however, be allowed at the time of actual shifting of the family to the new station. The conditions for grant of transfer grant and will be deemed to have been fulfilled if at least the spouse of the employee moves to the new location and it is not necessary that all children should as in case usually may be behind in hostels etc. on account of education. 14. Packing allowance. - An employee will be entitled to packing allowance at the following rates: Basic pay Executive drawing pay of Rs.18500/- and above All Executives drawing pay of Rs. 8600 and upto Rs. 18500 and Group 'B' Non-Executives drawing pay of Rs. 8000 and above All Non-Executives drawing pay below Rs.:8000 Amount of packing allowance Rs.3000 Rs.2400 Rs.1800 Categories of executives Executive in receipt of pay of Rs.16000 and above All Executives drawing pay of Rs.8600 and upto Rs. 16000 and Group 'B' Non- Executives drawing pay of Rs. 8000 and above Employees of Group "C" Employees of Group "D" Personal effects that can be carried Full four wheeler wagon, or 12000 kg by goods train, or one Double Container Full four wheeler wagon, or 6,000 kg by goods train, or one Single Container 1,500 kg by goods train 1,000 kg by goods train (ii) Transport by rail - Actual amount charged for transport by passenger is admissible. If it is transported by goods train, the cost of packing, transporting the packed vehicle to and from the goods shed, cost of crating the car, loading / unloading charges, etc., are allowed, subject to the overall limit of transport charges by passenger train. Transport by truck — If the conveyance is transported by a truck between places connected by rail, the actual expenditure limited to passenger freight is allowed. Between places not connected by rail, actual expenses limited to the prescribed Travelling allowance on first appointment. - An employee shall be entitled to Air or 19. Rail fare and cost of transportation of personal effects, as applicable to the post for which employee shall be joining. Where a fresh appointee who has availed himself of the benefit of these provisions, resigns within one year of his joining duty in Airports Authority of India, he will be liable to refund the amount paid to him by way of Travelling Allowance. THE GAZETTE OF INDIA. EXTRAORDINARY III—sec. 41 (iii) rates as notified by the Directorate of Transport for taxi-auto-rickshaw at the starting point will be allowed. When sent under its own propulsion — When a conveyance is sent under its own propulsion, reimbursement will be at the rates prescribed by the transport authorities

at the starting point for taxi / auto-rickshaw, as the case may be. For transport between places connected by rail, reimbursement will be limited to the freight. The employee and the family members will not be entitled to the fare if they travel in the conveyance. 17. — (1) Transfer travelling Transfer travelling allowance on retirement/death. allowance including transfer grant and incidentals shall be admissible to a retiring employee on the rate as for a serving employee on transfer. If the possession of a conveyance by the employee while in service of the Authority was considered to be in the public interest, necessary facilities for transportation to the selected place of residence should also be provided on retirement of the employee. A retiring employee has the right to settle down in a station of his choice and the transfer travelling allowance shall be admissible to him accordingly subject to the above being limited to what would have been admissible to him had he proceeded to his declared home town. (2) The same concession shall also be admissible to the family of an employee who dies while in the service of the Authority. 20. Conveyance allowance. - The Authority may allow, on such conditions as it may think fit, a monthly-specified conveyance allowance to an employee or a category of employees whose duties require extensive travel at the headquarters. Such an allowance shall be in lieu of all other travelling allowance for journeys at the headquarters city. Amount of advance. — (1) An amount of travelling allowance, in advance, may be 21. by the controlling officer but it shall not exceed the amount of travelling allowance to which an employee may be entitled to in consequence of his tour or transfer. (2) Ordinarily a second advance shall not be sanctioned to an employee until an account has been given of the first advance. Countersignature. - The claim for Travelling Allowance entertained unless they are countersigned by the Competent Authority. Power to relaxation. - Competent Authority may, at his discretion in deserving cases, 24. for reasons to be recorded in writing, relax any of the conditions for grant of Travelling Allowance or Daily Allowance under these regulations.

25. Removal of doubt, - Where a doubt arises as to the interpretation of these it shall be referred to the chairperson of the Authority who shall decide the same. Printed by the Manager, Govt. of India Press, and Published by the Controller S. K. NARUL [No. ADVT-3/4/Extraordinary Ring Road, Mayapuri, New Delhi-110064 of Publications, Delhi.) 10054.