

NATIONAL HIGHWAYS AUTHORITY OF INDIA (TRAVELING ALLOWANCE AND DAILY ALLOWANCE) REGULATIONS , 1997

Eii 36 y) v. THE GAZEITE OF INDIA : EXTRAORDINARY . fiF qPT [PART 4] 37 x. q. iüz«, gqo/- 38 q. THE GAZETTE OF INDIA : EXTRAORDINARY goo/- Yoo/— [PAOU11--Sec311 - err. 39 F. uNr (g) err. äfrrqi FR, 40 THE GAZETTE OF EXTRAORDINARY fr--â-q F, aqr, [PART Ih—SEC. 4) Rs.qt. 41 qoo/- F. R. qR•qr. 42 Y. THE GAZETTE OF INDIA : EXTRAORDINARY 0 00 Yooo IPART 43 t. @rzz a-qÄ qra fifi 44 THE GAZETTE OF INDIA : EXTRAORDINARY qr *Rpr • fi:F fiüq [PART IJ—SEC. R. R. 45 41 fifi-qq *fqfå R. 46 THE GAZETTE OF INDIA : EXTMORDINARY NOTIFICATION New Delhi, the 25th April, 1997 [PART THE NATIONAL HIGHWAYS AUTHORITY OF INDIA (TRAVELLING ALLOWANCE AND DAILY ALLOWANCE) REGULATIONS, 1997 No. NHAR-12011/19/9S-Admn.—In exercise of the powers conferred by section 35 read with section 9 of the National Highways Authority of,India Act, (68 of 1988), the National Highways Authority of India makes the following regulations regulating the entitlement of the travelling allowance and daily allowance of officers and employees of the Authority Short title, commencement and application.- (I These regulations may be called the, National Highways Authority of India (Travelling Allowance and Daily Allowance) Regulations, 1997 (2) • They shall come into force on the date of their publication in the Official Gazette. (3) They shall apply to all officers and employees intwhole time enil)loyment of the Authority, 2. Definitions.- In these reélutions, unless the context otherwise requires, (a) (b) (d) "competent authority" means the Chairman or a Member or any other officer authorised as such by the Authority in this behalf "Tamily" includes the spouse residing with the Qffcer or employee and (i) (ii) (iii) (iv)r Parents; Grand Parents; dependent sons and daughters (including adqpted and step sons and daughtås). , brothers and sisters, of the officer or employee, if they are residing with and are fully dependent on the officer ore.mployee. *"headquarters", in relation to an officer or employee, means the city or town in which the officer or employee has been posted for the time being. "officer or employee" means any. person who is in whole time employment of the Authority. 47 (e) (f) (h) "pay" means the pay? special pay, dearness pay and any other emoluments classified as pay. "temporary transfer", means transfer of an offcer or employee from the headquarters to any other place •of duty for a period not exceeding ninety days. "tour" means the journey undertaken by an officer or employee at places other than his % headquarters on official duty and includes •the journey performed to undérgo training or study sponsored by the Authority. "Transfer" means trãnsfer of an officer or employee frpm one headquarter to another for a period exceeding ninety days. Entitlement of travelling allowance and daily allowance:- An officer or 3 employee who •is on tour or on temporary transfer under the orders of the competent authority 'Shal} be entitled to claim hotel tariff,-daily allowance and travelling allowance. Hotel tariff:- (i) An officer or employee (excluding Group employees) of. the 4 rank spedfied in column (2) iofthe Table-I below shall be entitled to the reimbursement of actual hotel tariff (including taxes, -if any) equivalent to the tariff ieviable in the hotel specified in the corresponding entry in column (3) of the said Table. TABLE-I Sl.No 1 3 4 5 Designation (2 Chairman/Members General Mana ers Dv. General Mana ers Mana Jers & other e uivalent osts Assistant Manager/Accounts Officer and other equivalent posts, 'including Grou 'C' em to ees Rates payable (single room) per day (3 5-Står Hotel, ITDC or e uivalent A-Star Hotel, IT C ore uivalent 3-Star Hotel. ITDC uivalent 2-Star. -Hotel, IT DC or e uivalent Ashok Yatri Niwas or equivalent (ii) A Group 'D' employee of the Authority shall, in lieu of hotel tariff, be paid Rs. 150/- per day. (iii) An officer or employee shall attach the original. vOucher from the -hotel to his travelling allowance claim In support of the amount claimed. but reimbursement of hotel tariff shall, in no case, exceed the entitlement specified under sub•regulations (i). \$8 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 41 Daily (i) An officer or employee of the rank specified in column (2) 5. of the. Table below, wher on tour or temporary transfer shall be entitled to a daily allowance for the period of his abience from headquarters exceeding twelve hours at the rates specified in the corresponding entry in column (3) of the said Table. Where the absence exceeds six hours but less than 12 hours? daily allowance sham be reduced to 50%. Sl.N0. (1) 2 4 5 TABLE-11 Designation (2) General Mana ers D . General Mana ers Mana jers & other e uivalent osts Assistant•Manager/Acccunts Officer and other equivalent posts, including Grou 'C' em Io ees Grou 'D' em Io ees Rates payable per day (3) Rs. 500/- Rs. 450/- Rs 4007- Rs. 350/- Rs. 75/- Note : In the

case of Chairman/Member, the boarding and lodging charges as per actual plus Rs 100/- as incidental charges shall be admissible (ii) No daily allowance is admissible under sub-regulation (i) to an officer/employee on temporary transfer beyond thirty days. (iii) On day(s) when the officer or employee on tour is provided with free boarding and lodging, he will draw only 1/4 DA for that day(s). If he is provided with only free boarding, he will draw 1/2 DA for day(s). The reduction has to be effected from DA relatable to rate at an outstation. Travelling (i) An officer or employee be entitled to draw 6. travelling allowance when on tour or on temporary transfer, if such transfer is not at the request of the officer or employee. FT 4 (ii) • The categories of officers and employees and the mode of transport that they shall be entitled to shall be determined in accordance with the Table below :-

Sl. No	Category	General Manager	Dy. General Manager	Manager & other equivalent posts	Group employees
Mode of Travel	Air	Air	Air	Rail	AC 1st Class
AC Class	AC Class	2nd Class	Road	Actual	Taxi fare/ AC Deluxe
Bus fare	Actual	Taxi fare/ Deluxe	Bus fare	Actual	Deluxe
Bus fare	Actual	Bus fare	Actual	Deluxe	Bus fare
Actual	bus fare	Own conveyance	(subject to approval of competent authority)	Mileage allowance	-at the rate of Rs. 4/- per KM for travel by own car.
Mileage allowance	at the rate of Rs. 4/- per KM, for travel by own car.	Mileage allowance	at the rate of Rs. 2/- per KM for travel by own Scooter/Motor Cycle/ Moped.	* Air travel with the approval of competent authority.	Explanation : For the purpose of this Regulation, the expression 'includes reservation charges' charges for providing food, bed rolls or any other facilities, save charge, tariff, 'it' any, included in the ticket, agency charges for booking and also includes cancellation charges, if the journey is cancelled in the interest of the Authority. (iii) Notwithstanding anything contained in sub-regulation (i), the Chairman may, if he is satisfied that the journey by air is in the interest of the Authority, permit an officer or employee to travel by a higher class than he is entitled to under sub-regulation (ii). (iv) During any halt by an officer or employee on tour or temporary transfer, he shall be entitled to actual expenditure incurred on local conveyance subject to a maximum of Rs. 500/- per day. Travelling Allowance on transfer:- 7. transferred shall be entitled to (i) An officer or employee who is a lump sum travel grant of one month's pay, and 50% of basic pay as (a) packing allowance; THE GAZETTE OF INDIA : EXTRAORDINARY [PART II—SEC, 4 (b) (c) (d) (e) actual fare for himself and members of his family by the entitled class on tour in the railways, road or air, as the case may be; the PoâdJ mileage for road journey undertaken by him and the members of his family other than the journey performed by the entitled mode as per table given in para 6(ii) , travel incidentals in the form of daily allowance for the officer or employee and each member of his family for the entire period of journey from his residence at the old headquarters and the residence at the new headquarters cost of transportation of personal effects and cost of transportation of conveyance belonging to the officer or employee in accordance with the rates specified in regulation 8. Explanation -t In computing travel 'incidentals' in respect of children below the age of twelve years, daily allowance at half rates shall be taken into account. Reimbursement for transportation of personal effects:- (t) 'An officer or 8. employee on transfer shall be entitled to the reimbursement of cost of transportation of personal effects when he is transferred from one headquarters to another. in the interest of the Authority at the rate* specified in the Table below:-

TABLE-IV
Sl: No. 1 1. 2. 3

3. Category (2 Chairman/Members/ General Manager Dy. General Manager Manager and equivalent posts Assistant Manager, Accounts Officer, equivalent posts •and Group 'D.' employees. Entitlement for carriage of personal effects. Maximum Entitlement (3 6000 Kgs. 5000 Kgs. 4000 Kgs. 3000 Kgs. Mode of transportation (4 Four-wheeler full : wagon by goods train or one double container or any mode of transportation as per actuals Four-wheeler full wagon by -goods train Or one; double container -Or any mode of transportation as per actuals. Four-wheeler full wagon by goods train or one double container: o/ any mode of transportation as per actuals. By goods train or any other transportation as per actuals. 14/97 51 (2) An officer or employee on shift also be entitled to the reimbursement Of the actual cost of transportation of one motor Car or one motor cycle/scooter owned by the officer or employee. When the conveyance is sent under its own propulsion between places connected by train, the reimbursement will be, limited (q the prescribed rates of transportation by passenger train and in between places not connected by rail, the reimbursement will be limited to the prescribed rates. (l) A9 officer or employee who retires 9. 'Travelling Allowance on retirement:- from the services of the Authority after serving it for a minimum period of ten years (including service in any other establishment owned or controlled by the Government) or such officer or employee if incapacitated to serve the Authority because of his physical or

mental invalidity or such officer or employee, if retrenched without being an alternative employment 'shall be 'eligible' to Claim travelling allowance for himself and the members of his family, actual cost of transportation not exceeding the amount admissible under Regulation 7 and an allowance at the rates specified in Regulation 8 for transportation the conveyance owned by the officer or employee. (2) The concession under sub-regulation (1) shall "be availed of" by the officer or employee within one year from the date of his retirement or retrenchment, as the case may be. (3) The member of the family of an officer or employee who has completed at least three years of continuous service with the Authority and dies while in service, shall be eligible for the reimbursement of the cost of travel from the headquarters of the officer or employee to his home town or to any other place of residence in India where the family wishes to settle down if such travel is undertaken by the members of the family within one year from the date of death of the officer or employee. 10 Travelling: 'Allowance- on 'deputation or training:- An officer or employee deputed to undertake a course of training in India shall be entitled to draw travelling allowance; hotel charges and daily allowance as on tour at full rates for the first 80 days of training and in case the training institute in which the officer or employee has been deputed provides free-boarding and lodging, the daily allowance admissible to the officer or employee shall be reduced after the first thirty days, training to daily allowance at half the rate. 11 Travelling allowance for journeys performed during suspension:- An officer or employee shall be entitled to draw travelling allowance and daily allowance as on tour at full rates if he is required to perform journey in connection with attendance in departmental enquiry held, at a place away from the headquarters or the place in which the officer or employee under suspension has been permitted to reside. Sub-section of claim:- All claims under these regulations shall be preferred by an officer or employee within 3 months of the completion of tour and one year in case of transfer. And if no. such claim is preferred within the specified period, the claim shall be forfeited. 12 Payment of advance:- (1) An officer or employee shall be entitled to draw 13. per cent of the cost of travelling allowance and daily allowance before commencement of the journey under these regulations. 14 THE GAZETTED EXTRAORDINARY [PART III—SCHEDULE (2) - an officer or has been granted an advance under sub-section he shall submit his claim along with connected papers within one month of the completion of journey if he fails to submit such claim, the competent authority may order deduction of the amount in one lump sum from his salary in the following month

14. Reimbursement of conveyance Charges:- An officer or employee who is required to undertake local journey, in the interest of the Authority in the headquarters or in the temporary duty station may be granted mileage allowance at the rates specified in Regulation 6: Provided that the competent authority may, if he is satisfied that it is necessary in the interest of the Authority and to avoid any hardship, on the officer or employee; may permit or employee to reimbursement of the actual expenditure incurred on the journey. The competent authority may, in lieu of grant of conveyance allowance under sub-regulation grant to an officer or employee whose duty requires extensive travel at the headquarters or temporary duty station, a lump sum allowance at such rates as may be specified by the Authority. ' Residuary matters:- Matters with respect to other specific Provisions have been made under these regulations. shall under corresponding provisions of the rules applicable to the members of the Central Civil Services, as to time, and the by IFE Central Government: NEELAM NATHT, Member (F&A) Printed by the Manager, India. Ring Road. and Published 1-997