

**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.**  
**KELTRON HOUSE, VELLAYAMBALAM, TRIVANDRUM**

Revised TA Rules (1986) as amended vide office orders dated 15.04.1996,  
04.03.1999 and 06.04.1999.

ACCTS:PC:061:86-87:

In supercession of the TA Rules circulated on 14<sup>th</sup> November 1985, Govt of Kerala has since conveyed their approval to the Revised TA Rules of KSEDC LTD, a copy of the Revised Rules is enclosed. These Rules shall be effective from 1<sup>st</sup> October 1986.

While implementing the Revised TA Rules, the following points may be noted for guidance.

Note VIII below – Rule 6:2

Since the posts of Divisional Controllers have been abolished, prior approval of the Director/ ED concerned/ MD should be obtained before such employees are allowed to travel by Air.

Rule 7:2

50% of Daily Allowance, in lieu of Lodging, referred to in this Rule need be paid only in cases where an overnight stay is involved.

Rule 7:4

In cases where due to exigencies of work, an employee is required to remain on tour for more than 15 days continuously, the Authorities referred to in Rule 5:7, as also all working Directors may, at their discretion, sanction payment of full DA upto 60 days.

It may be specifically noted that henceforth Management will not entertain any request for special sanction of DA/Lodging/Actuals/Transportation of Household Articles; etc in relaxation of Rules and hence employees are advised to follow the provisions in these Rules scrupulously.

With the implementation of these Rules, the existing Rules as also all existing arrangements/ understandings regarding DA/ Actuals/Room Rent/ Incidentals etc shall stand superceded forthwith.

EXECUTIVE DIRECTOR (FINANCE)

All Heads of Divisions/ Departments Internal Audit Manager All Notice Boards

Chairman }  
MD } For information

**KERALA STATE ELECTRONICS DEVELOPMENT CORPORATION LTD.**  
**KELTRON HOUSE, VELLAYAMBALAM, TRIVANDRUM**

**TRAVELLING ALLOWANCE RULES:**

**1.0 Name:**

These rules shall be called the KSEDC TRAVELLING ALLOWANCE RULES and shall be applicable to all journeys performed by the employees of Kerala State Electronics Development Corporation Limited.

**2.0 Effect:**

It shall come into effect from such date as the Chairman notifies.

**3.0 Objective:**

3.1 To reimburse expenses incurred by employees on travel, boarding and lodging in the course of duty, as provided under these rules.

3.2 To meet expenses of transportation of household goods for employees on transfer within the Corporation as provided under these rules.

**4.0 Scope:**

4.1 These rules shall apply to all employees of the Corporation, including those on deputation for journeys inside India.

4.2 These rules shall also cover trainees, probationers, those appointed on trial basis or any other person required to perform Corporation's work.

**5.0 Interpretations:**

5.1 "Employee" means persons employed by the Corporation including those on probation but does not include temporary, part-time or casual employees.

5.2 "Family" means an employee's wife or husband as the case may be, residing with the employee, parents, unmarried and widowed sisters, minor brothers, children, residing with and wholly dependent on the employee.

5.3 Scale of pay for the purpose of these rules is classified for Executives from I to XII, Supervisors I, II & III and workmen also from I to X (see Annexure enclosed).

Category A1 - Employees in Executive Grades IX, X, XI & XII"

A - Employees in Executive Grades VII & VIII"

B - Employees in Executive Grades III to VI"

C - Employees in Executive Grades I and II and Supervisory Grades I, II & III "

D - Employees in Workmen Grades VII, VIII, IX and X. "

E - Employees in Workmen Grades I, II, III, IV, V and VI.

Note: Executive Trainees are eligible for benefits provided for Category C employees. Supervisory Trainees will also be eligible for benefits provided for Category C employees and Workmen Trainees will be eligible for Category E.

5.4 Tour: Tour commence when the employee leaves the headquarters and ends on his arrival at headquarters. These rules are not applicable to those employees required to travel within the city/ town limits or within a distance of 30 Kms from his headquarters.

“EXPLANATION”

Cannanore - Kalliasseri (Keltron Nagar)

Calicut –Katalur

Trichur –Mulagunnathukavu

Cochin –Aroor

Karakulam -Vellayambalam, Kulathur, Sreekaryam etc.

5.5 “Transfer” means movement of an employee from his present headquarters to the new headquarters to which he is posted.

5.6 “Headquarters” means the station at which an employee is posted permanently.

5.7 “Competent Authority”- For the purpose of these rules the competent authority will be as under:

- |  |   |
|--|---|
| i) Managing Director   | - Full powers   |
| ii) Joint Managing Director/<br>Executive Director/ Heads<br>Of Divisions.                               | - Full powers in respect of<br>employees working under them |
| iii) Heads of Units/ Branches/<br>Departmental Heads, who<br>have been delegated with<br>this authority. | - Full powers in respect of<br>employees working under them |

The Competent Authority may authorise his/her subordinate officers to permit journeys on tour of the persons working under them, but the same should be ratified by him.

**6.0 TRAVELLING ALLOWANCE :**

**6.1 Eligibility:**

An employee shall be eligible for TA if journeys are undertaken for the following purposes:

- a) Official tour sanctioned by Competent Authority
- b) Transfer
- c) Participation in sports, games and other Competitions representing the Corporation
- d) Participation in training programmes, seminars and conferences, representing the Corporation.
- e) Appearing in Court/ Departmental or Vigilance Enquiry as assessor, witness, in connection with the Corporation's work.
- f) For any other purpose specifically authorised as such by the Managing Director.

Provided, however, that an employee eligible for travelling allowance as above, shall not be entitled to any overtime allowance while on tour.

#### 6.2 ENTITLEMENT:

<u>Category</u>	<u>Entitlement</u>	Amendment With effect from 15.06.1994	Amendment With effect from 04.03.1999
A1 and A	Air/AC by rail or Rs. 1.25 per Km by road if travelled in his own car or actual bus fare by road	Air/AC by rail or Rs. 2.25 per KM in own car or actual bus fare by road	Air/AC by rail shall be restricted to functional Directors EDs & Heads of 4 SBUs only.
B	AC II class/ I class by rail or Rs. 1.25 per Km by road if travelled in his own car or actual bus fare by road.	AC II class/ I class by rail or Rs. 2.25 per KM in own car or actual bus fare by road	I Cl/Icl Chair Car/II AC sleeper/II AC Chair Car/3 tier AC sleeper rail shall be restricted to DMs and above, if no overnight journey is involved.
C	AC II class/ I class by rail or actual bus fare by road.		
D	I class by rail or actual bus fare by road.		
E	II class by rail or actual fare by Fast Passenger Bus by road.		

**Note :**

- i) Journeys should be performed by the shortest route, but in special circumstances, the competent authority may permit any other route.
- ii) Charges for reservation of seats/ berths, shall be admissible, cancellation charges shall be reimbursed, if the journey is cancelled due to official reasons.
- iii) An employee shall be eligible for reimbursement of journey expenses from residence/ place of stay to railway/ bus station/ airport and vice versa, and for journeys undertaken while on tour by taxi, autorickshaw, bus etc, subject to the following rates:

Amendment wef 15.06.1994

Category A1, A & B	At actual taxi fare	
“ C & D	Actual fare by other mode of conveyance limited to 70 paise per KM	Actual fare by auto or any public transport
“ E	Actual bus fare or 40 paise per KM	Actual fare by bus or Auto or local train if authorised by competent authority.

- iv) Reimbursement of road mileage as per 6.2 above is permissible only where the stations are not connected by rail; if journey is performed by car, the claim would be limited to the entitled rail fare, unless special sanction is obtained for road mileage.
- v) The TA claim bills should indicate ticket number for train journeys and when taxi charge is claimed, destination, mileage covered and purpose should be indicated. In case of air journeys, the ticket counterfoil should be attached.
- vi) Air travel shall not normally be allowed for officers below grades of General Managers (Executive Grade IX) where the journey could be completed overnight by surface transport (eg: TVM- MADRAS, TVM-BANGALORE etc. sectors).
- vii) Officers in the Executives Grades V and VI may also be permitted by the Heads of Departments/ Divisions of the level of General Manager (Grade IX) and above to travel by air in case of emergency.
- viii) Other categories of employees shall be allowed to travel by air in emergent circumstances only with the prior approval of the Director/ Divisional Controller concerned/MD

- ix) Employees in workmen Grade IV, V and VI are also eligible to travel by I class rail.

**7.0 DAILY ALLOWANCE ENTITLEMENT/ ROOM RENT/ ACTUALS:**

**7.1 (a) Daily Allowance Entitlement:**

Category	Inside Kerala	Outside the state	Amendment wef 15.06.1994 inside/outside Kerala	Amendment wef 06.04.1999 inside/outside Kerala
A1	Rs. 50	Rs. 65	Rs. 125	Rs. 175
A	Rs. 50	Rs. 65	Rs. 100	Rs. 150
B	Rs. 45	Rs. 55	Rs. 85	Rs. 140
C	Rs. 40	Rs. 45	Rs. 75	Rs. 125
D	Rs. 35	Rs. 35	Rs. 75	Rs. 125
E	Rs. 25	Rs. 25	Rs. 60	Rs. 100

**(b) Room rent may be reimbursed subject to Producing Receipts:**

Category	Bombay/Delhi & Calcutta (x)	Madras & other A & B Class Cities (y)	Other stations outside the State (z)	Inside the State
A1	Rs. 250	Rs. 150	Rs. 60	Nil
A	Rs. 250	Rs. 150	Rs. 60	Nil
B	Rs. 200	Rs. 125	Rs. 50	Nil
C	Rs. 120	Rs. 80	Rs. 40	Nil
D	Rs. 100	Rs. 60	Rs. 30	Nil
E	Rs. 60	Rs. 50	Rs. 30	Nil

Amendment with effect from 15.06.1994			Amendment with effect from 06.04.1999		
(x)	(y)	(z)	(x)	(y)	(z)
750	600	400	1000	800	600
600	500	300	800	750	500
500	400	200	750	600	350
400	300	150	600	450	275
350	250	125	500	350	200
250	150	75	400	250	150

(c) Reimbursement of Actual Expenses:

- i) The Chairman, Managing Director and member of the Board of Directors of the Corporation as also all EDs shall be entitled to reimbursement of actual expenses without limit.

Note:

Classification of cities as A, B etc for the purposes of these rules shall be on the basis of the orders of Central Government for payment of HRA from time to time.

- 7.2 Receipt for actual expenses should be produced for claiming lodging as well as actuals. Where receipts are not produced in respect of lodging, employees may claim an amount equivalent to 50 % daily allowance in all cases.
- 7.3 In respect of air travel, employees shall be entitled to air travel insurance upto Rs. One lakh and reimbursement of actual premium.
- 7.4 DA will vary according to the duration of halt at outstation as shown under:

Duration of halt at outstation	DA	Amendment with effect from 15.06.1994
Below 3 hours	Nil	Nil
Upto 6 hours	25%	25%
Exceeding 6 hours but not		
Exceeding 12 hours	50%	50%
Exceeding 12 hours	Full DA	Full DA
First 15 days	Full DA	1 <sup>st</sup> 30 days – Full DA
16 to 30 days	75 %	31 to 60 days – 75% of Full DA
30 to 60 days	50 %	In cases where due to exigencies of work, the authorities may at their discretion may sanction Full DA upto 60 days
Beyond 60 days	will be treated as temporary transfer	

- 7.5 Daily allowance shall accrue from the time of arrival at an outstation and shall end at the time of departure from such outstation.

7.6 Incidentals:

Incidental expenses at the following rates shall be allowed to meet expenses while in transit.

1) For journey by air/ train:

1/3 rd of the air fare/ train fare by the entitled class, limited to Rs. 50 per journey. Stop-overs at intermediate stations to catch the connecting flight/train or break in journey upto 6 hours due to other reasons shall not be treated as the termination of a journey for purposes of calculating incidental expenses.

Amendment with effect from 15.06.1994

In case of train journey exceeding 12 hours with out break, incidentals may be claimed by way of DA

Amendment with effect from 04.03.1999

- ❖ No incidental expenses for AIR journey.
- ❖ Any movement more than 8 KMs should by public transport (rail or bus).
- ❖ In other cases, Auto can be used if necessitated. Where (Bombay) auto is not available, Taxi can be used.
- ❖ Conveyance by taxi is eligible only for Sr. Managers and above.
- ❖ If two or more persons travel together conveyance can be undertaken together or by the senior most.
- ❖ Local conveyance by Auto/Taxi not allowed. However own vehicle can be used @ Rs. 1.25 per KM.
- ❖ Conveyance rules in no way should be circumvented by reporting incorrect mileage etc.

Amendment with effect from 15.06.1994

Rs. 1.25 per KM in case of two wheelers and Rs. 3.00 per KM for Motor cars (for Managers & above only)  
In metro cities (Bombay/Calcutta) the sales & service personnel may be allowed 1<sup>st</sup> class rail in suburban trains by monthly/yearly passes.

Any extra ordinary cases may be disposed of by heads of SBU.

All expense claims shall contain the purpose, justification etc with recommendation/authorization to the full satisfaction of the Management.

2) Where office car/ a vehicle hired by the company/ free transport/ public transport by road, is used:

Where the duration of the journey does not exceed 12 hours without break. } ½ daily allowance

Where the duration of the journey exceeds 12 hours without break. } 1 daily allowance

Provided, however, that irrespective of the number of journeys performed in a day, only a maximum of one daily allowance per day shall be allowed.

3) Where an employee performs journeys by more than one mode of conveyance on the same day (eg: by air and road, by rail and road, etc) he will be allowed to draw the actual incidental expenses at the prescribed rates, subject to a minimum of ½ daily allowance and maximum of Rs. 50/-.

4) For the purpose of calculating incidental expenses in terms of (2) above, the rate of daily allowance applicable to the station to which the employee is proceeding on tour shall only be reckoned.

#### 8.0 TRAVEL ON TRANSFER:

An employee on transfer shall be entitled to reimbursement as follows:

- i) Journey for self and family as on tour provided air journey is not admissible in such cases.
- ii) An employee shall be entitled to road mileage between residence and railway station/ bus stand.
- iii) An employee shall be entitled to reimbursement of actual expenses subject to limits as under, for transportation of personal effects by goods train.

Category	Maximum permissible luggage
A1	5000 Kg
A	5000 Kg
B	3000 Kg
C	2000 Kg
D	2000 Kg
E	1000 Kg

#### NOTE:

If goods are transported by passenger train/ road instead of goods train, he may claim actual expenses incurred, but not exceeding the maximum limit admissible for goods train.

iv) **Transportation of vehicles:**

An employee shall be entitled to reimbursement of transportation cost of his vehicle (one motor car for Category A1 and A, one motor cycle or one scooter for Category A1, A, B and C, and one bicycle for Category D&E) as under:

Provided, however, that employee in Executive Grades V and VI shall also be entitled to reimbursement of transportation cost of motor car.

V) Mode of transport	Entitlement	Amendment w.e.f. 15.06.1994
a) Goods train	Actual cost of packing and freight between the two stations.	
b) Passenger train	Actual freight charged by the railways.	
c) Road	Freight admissible, had the vehicle been transported by passenger train.	..... transported by goods train or at the road mileage rates prescribed for Gr. A1 officers in 6.2, which ever is lower.
d) Driven down	Actual freight charges if brought by train (goods)	Actual freight charges if brought by goods train.

**TRANSFER ALLOWANCE:**

Transfer allowance shall be given to cover incidentals incurred for setting up establishment. This will be 15 days Basic Pay.

- a) Employees on temporary transfer for periods extending from 2 months to 6 months will be eligible for transfer allowance as per the following rates:

Category	Bombay, Calcutta & Delhi (x)	Madras, Bangalore & Other A & B class cities (y)	All other stations (z)
A1	Rs. 700	Rs. 600	Rs. 400
A	Rs. 700	Rs. 600	Rs. 400
B	Rs. 600	Rs. 500	Rs. 300
C	Rs. 500	Rs. 400	Rs. 250
D	Rs. 500	Rs. 400	Rs. 250
E	Rs. 400	Rs.300	Rs. 200

Amendment with effect from 15.06.1994

(x)	(y)	(z)
Rs. 1000	Rs. 900	Rs. 700
Rs. 1000	Rs. 900	Rs. 700
Rs. 900	Rs. 800	Rs. 600
Rs. 800	Rs. 700	Rs. 500
Rs. 700	Rs. 500	Rs. 400
Rs. 700	Rs. 500	Rs. 400

- vi) Octroi duty, entry taxes, terminal taxes and insurance charges for transportation of personal effect will be paid on production of receipts.
- vii) If both husband and wife are employees of the Corporation, working at the same headquarters and are transferred within six months from one place to another only one of them shall be entitled to transfer benefit under sub-clauses 8(ii) to (vi) and the other under sub-clause 8(i) only.
- viii) The durations as mentioned below are permissible for joining after transfer:

<u>Time for preparation of joining</u>	<u>Purpose/ conditions</u>
4 days	for preparation, if the posting is more than 500 Kms from headquarters.
2 days	for preparation, if the journey is below 500 Kms
1 day	for travel per 500 Kms distance or part thereof
1 day	if journey is by air
1 day (no time for journey)	transfer within the same station.

Actual time only in emergency transfers.

**Note:**

- a) In case of an emergency transfer the difference between the entitled joining time/ journey time and actual time will be credited to a special leave account which he could avail within a year of transfer.
- b) In special cases, competent authority may sanction extension of joining time.
- c) In case of request transfers, the concerned person shall not be entitled to any of the above facilities. Amendment wef 15.04.1996  
....any of the benefits covered under Rule 8.

- ix) For temporary transfer, benefits under clauses (iii), (iv), (v), (vi) and (vii) are not admissible.

9.0 TA, DA and incidentals for participation in sports events, games and other competitions representing the Corporation shall be admissible as per the following rates:

TA - TA admissible as per these rules

DA - Rs. 20/- fixed.

Lodging - As per rules mentioned in clause 7, if no arrangements are made by the Host.

10.1 If an employee gets TA and DA from the sponsoring body, he shall refund the same if he claims TA and DA from the Corporation.

10.2 An employee shall be entitled to only  $\frac{1}{4}$  of his normal DA where he/she is officially treated as guest by outside agency or where he/she attends programmes/training/seminars which are residential in nature and included in the course itself.

11.0 Entitlement and eligibility of TA & DA for other purposes:

<u>Purposes</u>	<u>Entitlement</u>
Appearing in Court As Jury/Assessor/ Witness (only for Corporations work).	TA + DA as under these rules, but shall be refunded if any amount is received from the court.
For attending enquiry (in connection with Corporation's work)	TA + DA as per rules
If enquiry is held at an outstation at the request of an employee	No TA or DA
For employee under Suspension	TA as on tour from headquarters to the place of enquiry
An employee retires on superannuation after 5 years of service in the Corporation	TA for himself and family for proceeding to home-town. Actual transportation costs of his/ her personal effects and vehicle as admissible for journeys on transfer as applicable to employees.

Death of an employee	Family should be allowed TA and transportation of personal effects including vehicle to home-town.
Employee discharged from service on invalidation	TA for self and family proceeding to home-town and transportation charges of his personal effects and vehicle as admissible on transfer.

For receiving National or State Awards TA & DA admissible as on tour.

#### 12.0 General:

- 12.1 TA claim should be presented within 15 days of the completion of tour in the prescribed form.
- 12.2 Air/ Train bookings may be arranged through office, as far as possible.
- 12.3 Proper tour authorisation in the prescribed form should be filled in and got approved by the competent authority, before the commencement of the journey.
- 12.4 TA advance upto the expected expenditure on tour will be paid based on sanction by competent authority. No TA advance will be granted when an earlier advance is pending adjustment.
- 12.5 An employee on transfer may be allowed an advance not exceeding two months pay. The advance may be interest free and recoverable in 8 equal monthly instalments from the employees salary.
- 12.6 Only in emergencies, employee should take advance from Branches or other Offices of the Corporation and should intimate Head Office within 7 days.
- 12.7 No DA will be paid for days on which employees on official tour avails leave at an outstation, nor will be reimbursed loading charges.
- 12.8 The Chairman/ Managing Director can allow drawal of TA over and above the rates mentioned above in individual cases based on merits.
- 12.9 Amendments/additions/deletions of these rules shall be only with the approval of the Board of Directors.

ANNEXURE

A. EXECUTIVES:

Category	Grade	Scale of pay	Design	
A1	XII	4000-100-4500	} CGMs and above	
	XI	3500-100-4000		
	X	2500-100-3000		
	IX	2100-100-2600		
A	VIII	1750-100-2450	GM	
	VII	1625-75-1775-100-2275	DGM	
B	VI	1450-60-1750-100-2050	MANAGER	
	V	1250-50-1500-60-1860	DY. MANAGER	
	IV	1000-50-1500	ASST. MANAGER	
	III	950-50-1400	SR. ENGR/SR. OFFICERS	
B. SUPERVISORS & JR. EXECUTIVES	II	800-40-1240	ENGR/OFFICER	
	I	770-30-1160-40-1200	DY. ENGR/DY. OFFICER	
C	III	700-25-1050	AE	
	II	590-20-930	SR. SUP	
	I	520-15-715	SUP I	
C. WORKMEN	X	645-25-1020		
	D	IX	600-20-700-22-920	
		VIII	525-18-615-20-815	
		VII	440-15-515-17-685	
		VI	405-14-475-15-580	
		V	355-12-415-13-506	
		IV	325-10-375-11-452	
		III	275-8-315-9-360	
		II	240-6-270-7-340	
		I	225-5-260-6-310	